

September 26, 2019 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board, September / October / November 2019
- ❖ Draft Minutes of Tuesday, August 27, 2019 meeting – *Agenda Item 3*
- ❖ Gift Fund Claims August / September 2019, Consent Calendar – *Agenda Item 4a*  
-Gift Fund Expenditures Report FY1920, dated 9/17/19
- ❖ Budget Summary/Budget Performance, 8/31/19 – *Agenda Item #5a*
- ❖ Draft Performance Evaluation form of Lib. Director, w/accessory docs – *Agenda Item #7*
- ❖ Monthly Report September 2019 – *Agenda Item #10*
- ❖ Library miscellaneous/informational docs
  - Newspaper articles
  - Press Releases

Minden Branch:  
1625 Library Lane  
Minden, NV 89423  
P: 775.782.9841  
F: 775.782.5754



Lake Tahoe Branch:  
233 Warrior Way  
Zephyr Cove, NV 89448  
P: 775.588.6411  
F: 775.588.6464

P.O. Box 337 • Minden, NV 89423

douglas.lib.nv.us

September 20, 2019

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Thursday, **September 26, 2019** in the Meeting Room of the Lake Tahoe Branch Library, 233 Warrior Way, Zephyr Cove, NV. Below is an agenda of all items scheduled for consideration. All items For **Possible Action** will include a Public Comment period.

## AGENDA

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

1. **Public comments. [No Action]**

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

2. **For possible action.** Approval of proposed agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

3. **For possible action.** Approval of the minutes of the August 27, 2019 regular meeting.

4. **Consent Calendar.**

Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed. When items

are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting.

- a. For possible action. Approval of Gift fund claims.
  - i. August/September 2019
5. Review of Budget Performance Report summary and Gift Fund summary. [Discussion]
  - a. 8/31/2019
6. Update on recruitment of Library Supervisors. Online application is open until October 7. [Discussion]
7. For possible action. Performance Evaluation of Library Director. Discussion and possible action on draft of changes to evaluation form.
8. Discussion of State Library's online training for Nevada Library Trustees and review of completed modules. [Discussion]
9. For Possible Action. Discussion on possible Library Board of Trustee training, including effectiveness training and contracting with an outside coordinator or facilitator to conduct the training(s). Tabled from the August 27, 2018 meeting.
10. Monthly Report. [Discussion]
  - a. Friends / Foundation
    - i. Friends Board Monthly Meeting – October 14, 2019
  - b. Completed library programs
  - c. Current or planned library programs
  - d. Usage statistics
11. Closing public comments. [No Action]

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.
12. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted at or before 9:00 a.m. on the third working day before the meeting at the following locations:

Douglas County Libraries, Minden and Zephyr Cove  
Douglas County Historic Courthouse  
Minden Post Office  
Zephyr Cove Post Office  
<http://douglascountynv.iqm2.com/>  
<https://notice.nv.gov>

Supporting material for the meeting is available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Kathy Munson, Administrative Services Manager  
Douglas County Public Library  
1625 Library Lane, Minden, NV 89423  
775-782-9841  
[kmunson@douglas.lib.nv.us](mailto:kmunson@douglas.lib.nv.us)

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Amy Dodson at 782-9841 before September 26, 2019 for arrangements.

## DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

A quorum or greater number of Library Board Trustees may be gathering at any or all of the following organizations' meetings during the months of September / October / November 2019. At these meetings the Library Board of Trustees is in attendance to observe the proceedings of the organization and to participate in discussions to the extent allowed by the organization.

These organizations may not have posted a formal agenda for their meetings. The Library Board of Trustees present at the meeting will take no action relevant to the Douglas County Public Library.

Fall Local Author Gathering	9/30/19	4:00 PM	Minden Library
Second Wednesday Book Group	10/9/19	5:00 PM	Minden Library
Friends of the Library	10/14/19	4:00 PM	Minden Library
NLA Conference	11/3-4/19	9:00 AM	Renaissance Hotel Reno, NV
Fall Book Sale	11/8-10/19	9:00 AM	CVIC Hall
Second Wednesday Book Group	11/13/19	5:00 PM	Minden Library

This notice was posted at the following locations prior to meeting days:

Douglas County Libraries - Minden and Zephyr Cove  
Douglas County Courthouse  
Minden and Zephyr Cove Post Offices



*UNAPPROVED*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**August 27, 2019**

**ATTENDEES**

**Library Board Members:** Mark Jensen, Chairperson; Bonnie Rogers, Vice Chairperson, Kate Garrahan, Trustee, and Lisa Foley, Trustee.

**Absent:** Charles Wolle, Trustee.

**Library Staff:** Amy Dodson, Library Director, Linda Wilson, Library Supervisor, and Kathy Munson, Administrative Services Manager.

**County Staff:** Doug Ritchie, Chief Deputy District Attorney

**THE MEETING CONVENED AT 10:02 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Mark Jensen introduced Deputy District Attorney (DA) Doug Ritchie from the County's District Attorney's office.

For the record, DA Doug Ritchie introduced himself. He came to Douglas County from Clark County. He sits with and advises the Board of County Commissioners (BOCC) and works with the County Manager. He's excited to be assigned to the library, and has a self-interest in the success of the library.

Chairperson Jensen commented that Deputy District Attorney Cynthea Gregory was assigned to the library for the past couple of years. He asked if it was common to shuffle assignments.

DA Ritchie stated it was common.

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

**2. APPROVAL OF PROPOSED AGENDA. [Action]**

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.



**MOTION/VOTE:**

Vice Chairperson Bonnie Rogers made a motion to approve the agenda as presented. Trustee Kate Garrahan made a second and the motion carried unanimously.

**3. APPROVAL OF THE MINUTES OF THE JUNE 25, 2019 REGULAR MEETING AND THE JULY 8, 2019 SPECIAL MEETING. [Action]**

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed. Chairperson Jensen then asked for discussion; there was none.

**MOTION/VOTE:**

Trustee Garrahan made a motion to approve the minutes as presented. Vice Chairperson Rogers made a second and the motion carried unanimously.

**4. CONSENT CALENDAR. [Action]**

Items on the Consent Calendar are as follows:

a. Approval of Gift fund claims.

i. June/July/August 2019

Amy Dodson/Petty Cash	ERC Staff Quarterly event 6/18	02866	\$ 17.49
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02873	\$ 196.95
*Amazon	3-D pens supplies; 2019 SRP Grand prizes	02880	\$ 949.75
Core Construction Svcs. of Nevada, Inc.	Parking pad & power supply for bookmobile	02897	\$12,845.00
*DoCoProcurement/MP	TAB 6/19; 2019 SRP kick-off ice cream social	02901	\$ 172.91
*Jacques Magician (Simard)	2019 SRP finale performer	02905	\$ 500.00
*DoCoProcurement/SB	2019 Adult SRP documentary film series & prizes	02906	\$ 74.94
*DoCoProcurement/JB	2019 Adult SRP documentary film series DLT	02907	\$ 17.26
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02909	\$ 2,044.35



Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02920	\$ 103.16
*DoCoProcurement/MP	STEAM Club 7/3	02930	\$ 32.00
DoCoProcurement/AD	Bookmobile insurance	02932	\$ 543.60
DoCoProcurement/KM	Gift cards for On the Spot employee awards	02933	\$ 30.00
Amy Dodson/Petty Cash	ERC event (staff birthday 7/2, 8/8)	02951	\$ 20.27

\*Funding/partial funding by Friends of the Library

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed. Chairperson Jensen asked for discussion; there was none.

MOTION/VOTE:

Vice Chairperson Rogers made a motion to approve the Consent Calendar. Trustee Garrahan made a second and the motion carried unanimously.

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

a. 6/30/2019

This is the last month and end of the fiscal year. As shown on the coversheet summary, the library came in slightly under budget on a couple of line items. Otherwise nothing is out of the ordinary for this this time in the fiscal year.

Gift Fund Summary – 6/30/19

Revenue YTD	\$ 24,304.91
Expenditures YTD	\$ 75,232.06
Fund Balance YTD	\$ 83,221.09

b. 7/31/2019

This is the first month of the 19-20 fiscal year. Budget expenditures are small which is normal at this time in the year.

Chairperson Jensen asked if the 6/30/19 report, which shows 92 percent expended, is the final number or if items were still coming in; also if budget funds are not used, do they come back to the library in the new fiscal year.

Director Amy Dodson indicated that Finance continues to pay past fiscal year expenditures into August, so there could be more items coming in. After the final



audit in the fall, we typically would receive adjusted opening fund balance monies which includes tax revenues, but this is a guess until the audit is completed.

Gift Fund Summary – 7/31/19

Revenue YTD	\$ 2,531.45
Expenditures YTD	\$ 500.00
Fund Balance YTD	\$ 0.00

**6. LIBRARY BOARD BYLAWS. DISCUSSION OF BYLAWS AND POSSIBLE REVISIONS.**

Trustee Lisa Foley stated she had not received Director Dodson’s input so the draft bylaws were not available to present to the Board today.

Chairperson Jensen suggested putting this item on next month’s agenda. Trustee Foley and Vice Chairperson Rogers requested this be heard at the October meeting to allow for all input to be received.

Trustee Garrahan asked that when changes are presented that they be in a different colored font. Trustee Foley commented that she would present the document with edit tracking.

**7. PERFORMANCE EVALUATION OF LIBRARY DIRECTOR. DISCUSSION AND POSSIBLE ACTION ON DRAFT OF CHANGES TO EVALUATION FORM. [Action]**

Vice Chairperson Rogers commented that the draft evaluation form presented today does not display changes made from the current performance evaluation form. She would like to see those changes so she can compare the two documents. Director Dodson indicated she will provide Vice Chairperson Rogers with the existing evaluation form.

Chairperson Jensen suggested delaying this item until the next Board meeting. He explained that he and Trustee Garrahan met and made changes in the draft document which tie back to the director’s job description. Jensen indicated he would provide the current version and this draft version so that they can be easily compared.

Vice Chairperson Rogers stated she’d like to see those documents before the next board meeting.

DA Ritchie advised that a preview of the draft form cannot be distributed before the Board meeting and is required to be included in Board packets so the public can see the document when the Board sees the document.

Chairperson Jensen responded he will prepare a new set of documents for distribution in Board packets next month.



MOTION/VOTE:

Vice Chairperson Rogers made a motion to move this item to the September Board meeting agenda. Trustee Garrahan made a second and the motion carried unanimously.

**8. DISCUSSION OF STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES AND REVIEW OF COMPLETED MODULES.**

Chairperson Jensen noted that this Board agreed to place this item on each agenda to provide the opportunity for discussion. He asked whether the Board wanted to vote to move it to a future agenda or continue with discussion at each meeting.

Trustee Foley commented that this training is not identified in our current Bylaws since this online training didn't exist when those Bylaws were adopted. She asked the Board to be sure this training resource is included in the new Bylaws. She added that possibly Trustee Charles Wolle would like to comment.

Vice Chairperson Rogers said maybe just for rest of this year, the Board leave this item on each agenda.

Director Dodson recommend this be left on each agenda and at year end conduct a recap or review.

Concluding, Chairperson Jensen indicated this will continue to be on each agenda as a discussion item.

**9. DISCUSSION OF 2019 OBJECTIVES AND DEADLINES OF THE LONG RANGE PLAN. [Action]**

- a. Review and discussion of 2019 Goals and Objectives
- b. Discussion of deadlines

Director Dodson indicated she received new information about updates to the plan. The state library requires Nevada libraries to do a Long Range Plan and always have one in place. Our library does objective updates every year around the end of the year, however, we are only required to do this every other year. When speaking to the state library they acknowledged that our library has been over compliant in the past and doesn't need to submit anything until the end of 2020. In short, we can skip the 2020 update.

Because of this, Director Dodson re-looked at the current deadlines and is recommending later deadlines than what the Board saw at the June meeting, and would follow what the state library requires. With new staff vacancies, staff is overwhelmed, working more desk shifts and taking on projects from employees who have left, and Dodson is focusing on recruitment to get staff positions filled. In summary, the proposal is to look at these revised deadlines again and delay the report to the state library from this year to next year. She emphasized she was not suggesting removing or changing anything until these objectives were achieved.

Trustee Foley made copies of the proposed delayed deadlines presented at the June meeting and handed them out to everyone present.

Vice Chairperson Rogers stated she was truly concerned about the requested time extensions. They were done during Director Dodson's evaluation last year and were intended to be completed as her 2019 goals and now they would be Dodson's 2020 goals. Rogers was not concerned with the state library's timeline, and thought these could have been accomplished prior to the staffing shortages.

Trustee Foley's concern was for taxpayers. They may feel the library is not meeting their expectations. The bookmobile launch and service was published in the local newspaper in July. Foley thought October was too long for implementation of bookmobile service and personally felt the deadline should be September.

Chairperson Jensen stated that the Board should move on to discuss items, methodically going through each item for which a new deadline is proposed.

The Board discussed the objectives and mutually agreed on the following updated deadlines.

### Goal #1

- Objective 1
  - Item A, expansion of Virtual Reality program by September 1, 2019 - change proposed deadline from June 1, 2020 to March 31, 2020 (objective partially complete).
  - Item B, determine need(s) for additional mobile devices by October 1, 2019 - change original deadline from October 1, 2019 to proposed deadline of January 31, 2020.
- Objective 2
  - Item A, collect user data and statistics by September 2, 2019 - change proposed deadline from March 31, 2020 to January, 2020 Board meeting.
  - Item B, gather information from patrons and community by October 1, 2019 - change proposed deadline from May 31, 2020 to March 31, 2020.
  - Item C, determine possibilities technology education programs by November 2, 2019 - change proposed deadline from May 31, 2020 to March 31, 2020.
  - Item D, begin implementing new technology programs by December 1, 2019 - accept proposed deadline of June 30, 2020.
- Objective 3
  - Item B, monitor and evaluate current digital offerings by December 1, 2019 - accept proposed deadline of January 31, 2020.



- Item C, develop and create learning tools for patrons – change proposed deadline from May 31, 2020 to March 31, 2020.

## Goal #2

- Objective 1
  - Item D, train bookmobile volunteers in basic duties within 30 days of delivery – accept proposed deadline of October 1, 2019.
  - Item E, launch bookmobile service within 30 days of delivery – accept proposed deadline of October 1, 2019.
- Objective 2
  - Item D, Interim documents and handbook will be presented by September 1, 2019 - remove proposed deadline of May 31, 2020 and change to a report of status at the Library Board of Trustees meeting of November 26, 2019.
  - Item E, Inform Board of progress by December 1, 2019 – change proposed deadline of March 1, 2020 to change to the Library Board of Trustees meeting of November 26, 2019.
- Objective 3
  - Item A, Develop a standard system that will be used to evaluate all library programs by March 1, 2019 – accept proposed deadline of December 31, 2019.
- Objective 4
  - Item E, Evaluate the program using new system by December 1, 2019 – accept proposed deadline of January 31, 2020.
- Objective 5
  - Item D, Evaluate the program using new system by December 1, 2019 – accept proposed deadline of January 31, 2020.

Director Dodson commented that this concludes the deadline discussion. Dodson explained that what she's doing by delaying the deadlines is avoiding a scenario that would set the library up for failure. Since she doesn't work alone in completion of the plan objectives, others who participate in completion of the objectives fail, as well. We are bringing four (4) new staff members on board which could be a recipe for a mess and she doesn't want that, and doesn't want the library to be held back because of it.

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

Chairperson Jensen asked if there was a motion to approve the deadlines of the 2019 objectives as discussed.



MOTION/VOTE:

Trustee Garrahan made a motion to approve the new deadlines of the 2019 Long Range Plan objectives. Chairperson Jensen made a second and the motion carried unanimously.

**10. DISCUSSION ON REQUESTING A FINANCIAL PRESENTATION AT A FUTURE MEETING BY DOUGLAS COUNTY CFO TERRI WILLOUGHBY. [Action]**

Chairperson Jensen spoke with Director Dodson about inviting the County's Chief Financial Officer (CFO) to a Board meeting to give a financial presentation. Jensen thought it best to meet the CFO in person and provide a place where Trustees could ask her questions on whatever topic they chose. This would help educate all the Trustees regarding revenue, the budget process, and so forth.

Vice Chairperson Rogers said she would like to learn about accounting regulations, authorizations of expenditures, etc.

Trustee Foley indicated she'd be interested in other county departments' resources with regard to buildings and maintenance, whether there's a regular cycle of replacement of fixtures, carpet, and other such items. Vice Chairperson Rogers agreed.

Director Dodson stated she would invite a representative from the Public Works Facilities office to a future Board meeting to present information about our facilities, scheduled maintenance and replacements.

Chairperson Jensen indicated this presentation could be in the coming year. He asked Director Dodson if Trustees could communicate directly with the CFO.

Director Dodson replied yes, but it would be best for Trustees to communicate with the CFO through her.

Chairperson Jensen concluded saying that the Board will leave it at that. He asked for public comment. Hearing no public comment, public comment was closed.

*The Board of Trustees took a short recess at 11:13 a.m.*

Chairperson Jensen stated, for the record, the reconvening of the Library Board of Trustees at 11:19 a.m.

He asked for a motion to approve inviting the CFO to a Board meeting.

MOTION/VOTE:

Trustee Garrahan made a motion to invite CFO Terri Willoughby to the October Board of Trustees meeting for a financial presentation. Vice Chairperson Rogers made a second and the motion carried unanimously.



**11. For Possible Action. Discussion on policies and procedures followed by the Library Director in hiring and recruiting, both internal and outside candidates for, open Library positions including providing an outline of the specific recruitment efforts for the new Library Supervisor positions.**

Chairperson Jensen asked if Director Dodson wanted to open discussion or Trustee Foley, who asked that this item be placed on the agenda. Director Dodson deferred to Trustee Foley.

Trustee Foley stated she would like to hear a description of the job openings and the process of hiring candidates, internal and external, and how they may differ.

Director Dodson indicated that when a staff position opens, she places an electronic requisition into Human Resources' (HR) software program. Information about the position is then taken to an Internal Review Committee (IRC) meeting to discuss and obtain approval for recruitment.

Once IRC has approved recruitment, work commences with HR on how, when and where to post the position (normally on the county website). The position is reviewed and application form questions are developed. Once a position is officially posted, there's a set period of time the position remains open, usually a week.

When the position opening period closes, Human Resources sends all the applicants to her. Director Dodson reviews those applicants and sets appointments for interviews. When interviews conclude, a conditional offer is extended to the selected candidate. If accepted, HR initiates a background check. When the background check is complete and accepted, we select a start date for the new staff member.

Trustee Foley asked about internal candidates and if the process is different.

Director Dodson stated she can choose to open the position internally (to county employees), publicly, or both. If positions are opened to county employees who are qualified, they can apply and be interviewed just like all other candidates.

Vice Chairperson Rogers asked who makes up the interview committee.

Director Dodson stated it's different each time but normally herself and frequently Library Supervisor, Linda Wilson. Depending on the position, we decide upon others. For this particular recruitment we will also have a representative from HR and a representative from another county department to provide outside perspective. The interview panel typically consists of 2-5 members.

Vice Chairperson Rogers observed from the Director's Monthly Report that we are looking for two (2) supervisors.



Director Dodson confirmed the openings were for Linda Wilson's position because of her upcoming retirement and Sarah Bates' position, which was recently upgraded to a supervisor position based on the Board approved library reorganization chart.

Trustee Foley asked if these positions were the same or two different positions.

Director Dodson indicated they are exactly the same Library Supervisor Job Description but the individuals will have different assignments. We will look for 2 (two) candidates with one recruitment posting.

There was no further discussion.

**12. DISCUSSION ON POSSIBLE LIBRARY BOARD OF TRUSTEE TRAINING, INCLUDING EFFECTIVENESS TRAINING AND CONTRACTING WITH AN OUTSIDE COORDINATOR OR FACILITATOR TO CONDUCT THE TRAINING(S). [Action]**

Opening comment on this item, Trustee Foley read an excerpt from meeting minutes of a Library Board of Trustees from 2018. In it, Director Dodson herself comments that the Board of Trustees' no longer works together as a cohesive unit. Trustee Foley handed out the document to Board members and staff.

Director Dodson stated that at that meeting she was referring not to a split board, but addressing individual issues that were under discussion in 2018. A Board member involved in that discussion is no longer on the Board of Trustees.

Trustee Foley replied that didn't matter. She thought that this Board was ineffective.

Vice Chairperson Rogers said that being effective is having information ahead of time, having time to make decisions, and Board members being informed about what's happening. Rogers thought there was a need for the Board (even with the training online) to sit down together, have a discussion moderated by a facilitator, and try to understand how people come to their decisions rather than Chairperson Jensen having some information, and the rest of the Board not knowing that information. Any good Board has trainings or workshops.

Vice Chairperson Rogers and Trustee Foley mutually commented that Chairperson Jensen received information about the Library Director, asserting that Jensen received information from the County Manager which was not shared with other Board members.

DA Ritchie stated that often times a Board Chairperson will receive information from county management. He added that it would be at Jensen's discretion whether it is shared with fellow Board members.

Chairperson Jensen replied that he will take that under advisement.



DA Ritchie reminded the Board that this discussion should stay on the agenda item.

Chairperson Jensen stated he didn't have time for additional meetings and wouldn't support a training or workshop session. Jensen then asked for public comment. Hearing no public comment, public comment was closed.

Chairperson Jensen asked for a motion.

**MOTION/VOTE:**

Vice Chairperson Rogers made a motion that the Board hold a workshop with a facilitator to work on board effectiveness. Trustee Foley made a second. The motion was voted upon and tallied as follows: two (2) in favor, Vice Chairperson Rogers, and Trustee Foley; two (2) opposed, Chairperson Jensen, and Trustee Garrahan.

DA Ritchie concluded by stating that the motion failed for lack of a majority. He recommended that this item be on the agenda for the September meeting.

**13. MONTHLY REPORT.**

The monthly report is attached and made a part of these minutes.

**14. CLOSING PUBLIC COMMENTS.**

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

**15. Adjournment. [Action]**

There was no further action or discussion. The meeting adjourned at 11:54 a.m.

Lib. Board of Trustees Mtg 9/26/19

Consent Calendar

Agenda Item #4a

Gift Fund Claims  
August / September 2019

Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02955	\$ 38.38
Amazon	Tech. Equipment for bookmobile (Pennington Grant for bookmobile)	02971	\$ 229.98
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02980	\$ 9.06
*DoCoProcurement/MP	Staff Mtg refreshments 8/6; TAB Mtg refreshments 8/21	02988	\$ 40.81
DoCoProcurement/LEW	Computer hardware	02989	\$ 56.31
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02999	\$ 13.68
*Demco	Youth Services material for 2 <sup>nd</sup> Grade reading program	03005	\$ 53.90
*Amy Dodson/Petty Cash	ERC event (staff birthday 9/6); items for STEAM Club 9/4/19	03006	\$ 27.87

\*Funding/partial funding by Friends of the Library

# GIFT FUND EXPENDITURES REPORT FY 19-20

9/17/2019

Vendor	Date	Programs	Library Materials	All Others	Notes
Core Const. (VR-02897)	7/10/2019			12,845.00	Bookmobile parking pad incl/electrical
Jacques Magician (VR-02905)	7/15/2019	500.00			2019 SRP finale performer (FOL)
Baker & Taylor	7/25/2019		103.16		Donation in memory of Mary Ann Boyd DLT volunteer
DoCo Procurement Card/AD	8/2/2019			543.60	Insurance for bookmobile
DoCo Procurement Card/MP	8/2/2019	32.00			Items for STEAM Club 7/3/19 (FOL)
DoCo Procurement Card/KM	8/2/2019			30.00	Gift cards for On-The-Spot employee recognition
Petty Cash	8/29/2019			38.27	\$5.28, \$14.99, \$18 ERC Items for staff birthdays (HF,VH,LD)
Baker & Taylor	8/14/2019			38.38	Donation in memory of Mary Ann Boyd DLT volunteer
Amazon	8/21/2019			229.98	\$159.99 & \$69.99 tech. equip. for bookmobile from Pennington grant funds
Baker & Taylor	8/29/2019		9.06		Donation in memory of Mary Ann Boyd DLT volunteer
DoCo Procurement Card/LEW	9/5/2019			56.31	Computer material for book mobile
DoCo Procurement Card/MP	9/4/2019			40.81	\$19.85 refreshment for staff meeting 8/6/19; \$20.96 items for TAB 8/21/19 (FOL)
Baker & Taylor	9/10/2019		13.68		Donation in memory of Mary Ann Boyd DLT volunteer
Petty Cash	9/10/2019	27.87			Items for STEAM Club 9/4/19 (FOL)
Demco	9/10/2019	53.90			Bookmarks for 2nd grade reading program
					<b>Grand Total:</b>
<b>TOTALS</b>		613.77	125.90	13,822.35	<b>\$14,562.02</b>
		<b>Programs</b>	<b>Materials</b>	<b>All others</b>	<b>\$14,562.02</b>

Agenda Item #5a

Douglas County Public Library

Budget Summary  
 Fiscal Year 2019-2020                      Month End 8/31/2019                      % of Fiscal Year 16.6%

EXPENDITURE ACCOUNTS

Salaries & Wages					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$922,640		\$88,906	\$118,451	13%	

Benefits					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$445,615		\$37,605	\$52,218	12%	

Services & Supplies					
Budgeted	Amend-ments	Current month	Encumber	Year-to-date	% Used
\$645,949	\$0	\$45,313	\$0	\$54,509	8%

Some individual lines are paid only once per year, in July and will therefore show a higher than expected percentage of disbursements in the early months of a fiscal year.

Capital Outlay \*\*

Budgeted	Amend-ments	Current	Encumber	Year-to-date	Amended Less YTD	% Used
\$0	\$0	\$0	\$0	\$0	\$0	0%

Capital Projects \*\* 234-804-562-000 & 234-804-564-500

Budgeted	Amended Budget	Current	Encumber	Year-to-date	Budget less YTD	% Used
\$0	\$0	\$0	\$0	\$0	\$0	0%

\*\* These are pass-through accounts. During the year money will be transferred from Services & Supplies lines or money will be augmented by grant payments. Any single item costing \$10,000 or more will pass through this account. As augmentations are done only twice per fiscal year, these accounts will often show a negative balance.



# Library Expense Budget Performance Report

Fiscal Year to Date 08/31/19  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 234 - Room Tax										
Department 804 - Library										
EXPENSE										
<i>Salaries &amp; Wages</i>										
510.000	Salaries & Wages	922,640.00	.00	922,640.00	77,989.69	.00	101,423.74	821,216.26	11	106,288.02
510.125	Salaries-Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.166	Sick Buyback	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.168	Vacation Buyback	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.169	Comp Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.170	Overtime	.00	.00	.00	380.70	.00	380.70	(380.70)	+++	.00
511.171	Holidays	.00	.00	.00	.00	.00	2,807.84	(2,807.84)	+++	2,911.36
511.172	Comp Paid	.00	.00	.00	1,411.68	.00	1,574.72	(1,574.72)	+++	1,670.28
511.173	Vacation	.00	.00	.00	7,391.50	.00	9,965.31	(9,965.31)	+++	11,820.91
511.174	Sick	.00	.00	.00	1,732.86	.00	2,176.02	(2,176.02)	+++	5,532.00
511.178	Sick Leave Payoff	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
516.120	Contract Salaries	.00	.00	.00	.00	.00	.00	.00	+++	.00
		\$922,640.00	\$0.00	\$922,640.00	\$88,906.43	\$0.00	\$118,451.05	\$804,188.95	13%	\$128,222.57
<i>Salaries &amp; Wages Totals</i>										
<i>Employee Benefits</i>										
511.180	Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.181	Retirement	255,979.00	.00	255,979.00	24,485.01	.00	32,426.92	223,552.08	13	34,743.04
511.182	Workers Comp	13,433.00	.00	13,433.00	2,212.34	.00	2,948.19	10,484.81	22	4,831.40
511.183	Group Insurance	148,314.00	.00	148,314.00	9,138.80	.00	13,885.58	134,428.42	9	21,658.80
511.184	Unemployment	4,650.00	.00	4,650.00	446.59	.00	596.42	4,053.58	13	644.50
511.186	Medicare	13,475.00	.00	13,475.00	1,256.94	.00	1,671.90	11,803.10	12	1,796.57
511.188	Co. Dependent Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.189	Cell Phone Stipend	1,800.00	.00	1,800.00	65.00	.00	130.00	1,670.00	7	150.00



# Library Expense Budget Performance Report

Fiscal Year to Date 08/31/19  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.191	Pact Fire/Law Heart/Lung	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.195	Social Security	1,772.00	.00	1,772.00	.00	.00	.00	1,772.00	0	.00
511.201	PEBS-Ret.Medical	6,192.00	.00	6,192.00	.00	.00	559.00	5,633.00	9	1,032.00
<i>Employee Benefits Totals</i>		\$445,615.00	\$0.00	\$445,615.00	\$37,604.68	\$0.00	\$52,218.01	\$393,396.99	12%	\$64,856.31
<i>Services &amp; Supplies</i>										
520.029	Program Underwriting	20,000.00	.00	20,000.00	2,873.83	.00	2,964.43	17,035.57	15	1,235.41
520.045	Computer System	60,000.00	.00	60,000.00	817.32	.00	817.32	59,182.68	1	31,848.64
520.055	Telephone Expense	7,200.00	.00	7,200.00	639.62	.00	639.62	6,560.38	9	806.39
520.060	Postage/Po Box Rent	5,000.00	.00	5,000.00	287.99	.00	471.99	4,528.01	9	741.71
520.064	Travel	6,000.00	.00	6,000.00	460.01	.00	460.01	5,539.99	8	.00
520.072	Advertising	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.078	Printing & Binding	200.00	.00	200.00	232.83	.00	232.83	(32.83)	116	53.43
520.085	Communications	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	.00
520.088	Utilities	33,000.00	.00	33,000.00	2,375.41	.00	3,145.01	29,854.99	10	2,948.19
520.097	Maint B&G	2,000.00	.00	2,000.00	1,054.22	.00	1,054.22	945.78	53	329.86
520.098	Janitorial Services	20,000.00	.00	20,000.00	1,871.00	.00	3,742.00	16,258.00	19	2,014.49
520.107	Maint Equip	9,000.00	.00	9,000.00	1,344.00	.00	2,218.00	6,782.00	25	1,924.00
520.110	Veh. Maint-Shop Parts	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.114	Motor Pool Expense	5,324.00	.00	5,324.00	435.92	.00	871.84	4,452.16	16	973.34
520.116	Veh. Maint-Co Shop	.00	.00	.00	(1,020.00)	.00	(1,020.00)	1,020.00	+++	.00
520.136	Rents & Leases Equipment	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	341.70
520.156	Risk Mgmt-Co. Insurance	32,271.00	.00	32,271.00	.00	.00	.00	32,271.00	0	.00
520.169	EMRB Assessment	100.00	.00	100.00	.00	.00	75.13	24.87	75	90.00
520.170	Memberships	800.00	.00	800.00	.00	.00	50.00	750.00	6	50.00
520.194	Cellular Phones	1,500.00	.00	1,500.00	147.50	.00	147.50	1,352.50	10	.00
520.198	Recycling Expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.200	Training & Education	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
520.240	Data Lines	10,000.00	.00	10,000.00	969.24	.00	1,184.22	8,815.78	12	1,086.14
521.100	Professional Services	20,000.00	.00	20,000.00	947.50	.00	947.50	19,052.50	5	.00
521.134	Cataloging	28,000.00	.00	28,000.00	2,158.77	.00	2,699.90	25,300.10	10	1,825.41
521.500	Admin & Overhead	174,481.00	.00	174,481.00	.00	.00	.00	174,481.00	0	.00

# Library Expense Budget Performance Report

Fiscal Year to Date 08/31/19  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
530.001	Circulation Supplies	4,700.00	.00	4,700.00	447.46	.00	447.46	4,252.54	10	.00
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
532.054	Library Materials	159,873.00	.00	159,873.00	26,222.78	.00	30,291.78	129,581.22	19	32,618.80
532.057	Processing Materials	11,000.00	.00	11,000.00	1,799.27	.00	1,799.27	9,200.73	16	1,314.66
532.065	Institutional Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
533.800	Office Supplies	3,000.00	.00	3,000.00	180.39	.00	180.39	2,819.61	6	476.24
533.801	Paper Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.802	Small Equipment	10,000.00	.00	10,000.00	72.50	.00	72.50	9,927.50	1	1,767.05
533.813	Office Products Program	6,000.00	.00	6,000.00	980.13	.00	980.13	5,019.87	16	220.50
533.817	Small Projects	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	35.63	.00	35.63	364.37	9	39.55
<i>Services &amp; Supplies Totals</i>		<b>\$645,949.00</b>	<b>\$0.00</b>	<b>\$645,949.00</b>	<b>\$45,313.32</b>	<b>\$0.00</b>	<b>\$54,508.68</b>	<b>\$591,440.32</b>	<b>8%</b>	<b>\$82,705.51</b>
<i>Capital Outlay/Projects</i>										
560.010	Capital Outlay- Grants	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	600.00
562.200	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.500	Infrastructure	.00	.00	.00	.00	.00	.00	.00	+++	.00
563.300	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.500	Machinery & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay/Projects Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$600.00</b>
<i>Miscellaneous</i>										
563.902	Unanticipated Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Miscellaneous Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>										
Department 804 - Library Totals		\$2,014,204.00	\$0.00	\$2,014,204.00	\$171,824.43	\$0.00	\$225,177.74	\$1,789,026.26	11%	\$276,384.39
Fund 234 - Room Tax Totals		(\$2,014,204.00)	\$0.00	(\$2,014,204.00)	(\$171,824.43)	\$0.00	(\$225,177.74)	(\$1,789,026.26)	11%	(\$276,384.39)
<b>Grand Totals</b>		<b>\$2,014,204.00</b>	<b>\$0.00</b>	<b>\$2,014,204.00</b>	<b>\$171,824.43</b>	<b>\$0.00</b>	<b>\$225,177.74</b>	<b>\$1,789,026.26</b>		<b>\$276,384.39</b>



# Gift Fund Budget Performance Report

Fiscal Year to Date 08/31/19  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund 235 - Library Gift Fund</b>										
Department 800 - Library Gift Fund										
EXPENSE										
Services & Supplies										
532.061	Library Gift Fund	.00	.00	.00	977.12	.00	1,477.12	(1,477.12)	+++	55,310.95
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$977.12	\$0.00	\$1,477.12	(\$1,477.12)	+++	\$55,310.95
	<b>EXPENSE TOTALS</b>	\$0.00	\$0.00	\$0.00	\$977.12	\$0.00	\$1,477.12	(\$1,477.12)	+++	\$55,310.95
	Department 800 - Library Gift Fund Totals	\$0.00	\$0.00	\$0.00	(\$977.12)	\$0.00	(\$1,477.12)	\$1,477.12	+++	(\$55,310.95)
	Fund 235 - Library Gift Fund Totals	\$0.00	\$0.00	\$0.00	\$977.12	\$0.00	\$1,477.12	(\$1,477.12)	+++	\$55,310.95
	<b>Grand Totals</b>	\$0.00	\$0.00	\$0.00	\$977.12	\$0.00	\$1,477.12	(\$1,477.12)		\$55,310.95

# Gift Fund Trial Balance Listing

Through 08/31/19  
Detail Listing  
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund 235 - Library Gift Fund						
	<i>Current Assets</i>					
101.000	Cash	57,988.00	15,831.18	17,788.37	56,030.81	109,524.78
101.090	Investment-FMV Adjust	517.51	.00	.00	517.51	(1,048.08)
121.100	Interest Receivable	346.16	16.99	25.99	337.16	205.55
	<i>Current Assets Totals</i>	\$58,851.67	\$15,848.17	\$17,814.36	\$56,885.48	\$108,682.25
	<i>Current Liabilities</i>					
201.000	Vouchers Payable	(12,845.00)	12,845.00	.00	.00	.00
202.000	Accounts Payable	(3,456.16)	17,778.28	14,322.12	.00	.00
207.000	Due To Other Funds	(10.09)	10.09	.00	.00	.00
	<i>Current Liabilities Totals</i>	(\$16,311.25)	\$30,633.37	\$14,322.12	\$0.00	\$0.00
	<i>Fund Balance</i>					
253.000	Fund Balance	(107,525.45)	.00	.00	(107,525.45)	(107,525.45)
	<i>Fund Balance Totals</i>	(\$107,525.45)	\$0.00	\$0.00	(\$107,525.45)	(\$107,525.45)

# Gift Fund Income Statement

Through 08/31/19  
 Detail Listing  
 Exclude Rollup Account

Account	Account Description	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
<b>Fund Category Governmental Funds</b>							
<b>Fund Type Governmental-Spec Revenue</b>							
<b>Fund 235 - Library Gift Fund</b>							
<b>REVENUE</b>							
Department 000 - Revenue							
<i>Interest Revenue</i>							
361.211	Invest. Earnings-LGIP	.00	18.05	18.05	(18.05)	+++	27.10
361.212	Invest. Earnings-BNY Mellon	.00	80.17	80.17	(80.17)	+++	126.08
	<i>Interest Revenue Totals</i>	\$0.00	\$98.22	\$98.22	(\$98.22)	+++	\$153.18
<i>Miscellaneous Revenue</i>							
367.102	Donations	.00	13,192.51	15,723.96	(15,723.96)	+++	1,420.84
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$13,192.51	\$15,723.96	(\$15,723.96)	+++	\$1,420.84
Department 000 - Revenue Totals							
		\$0.00	\$13,290.73	\$15,822.18	(\$15,822.18)	+++	\$1,574.02
	<b>REVENUE TOTALS</b>	\$0.00	\$13,290.73	\$15,822.18	(\$15,822.18)	+++	\$1,574.02
<b>EXPENSE</b>							
Department 800 - Library Gift Fund							
<i>Services &amp; Supplies</i>							
532.061	Library Gift Fund	.00	977.12	1,477.12	(1,477.12)	+++	417.22
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$977.12	\$1,477.12	(\$1,477.12)	+++	\$417.22
Department 800 - Library Gift Fund Totals							
		\$0.00	\$977.12	\$1,477.12	(\$1,477.12)	+++	\$417.22
	<b>EXPENSE TOTALS</b>	\$0.00	\$977.12	\$1,477.12	(\$1,477.12)	+++	\$417.22
<b>Grand Totals</b>							
	<b>REVENUE TOTALS</b>	.00	13,290.73	15,822.18	(15,822.18)	+++	1,574.02
	<b>EXPENSE TOTALS</b>	.00	977.12	1,477.12	(1,477.12)	+++	417.22
	<b>Grand Total Net Gain (Loss)</b>	\$0.00	\$12,313.61	\$14,345.06	\$14,345.06	+++	\$1,156.80

## Douglas County Public Library Director's Annual Performance Evaluation

Employee Name: ~~Amy Dodson~~

Review Date:  
~~11/27/2018~~

Rating Period: (example: 12/01/17-12/01/18)

Evaluating Supervisor: Library Board of Trustees

**INSTRUCTIONS:** Use the following scale to rate the employee's ~~typical level of performance for the rating period by placing a check in the box~~ performance.

**Superior:** ~~Demonstrates exceptionally high ability in greatly exceeding established job~~ **Meets or exceeds all performance expectations. May be recognized beyond work group for contributions standards.**

**Fully Competent:** ~~Consistently meets and may sometimes exceed job~~ **Meets or exceeds most performance expectations standards.**

**Below Standards:** ~~Does Not Meet: Work does not meet job~~ **most performance expectations standards.**

**Failed:** Does not meet all performance standards.

Performance <del>Areas</del> Standards	Superior	Fully competent	<del>meet</del> Below
<b>Leadership</b>			
<del>Develops</del> <b>Manages Staff</b> The Director <del>develops skilled manages and successful employees;</del> <b>ensures</b> directs human resources effectively, according to approved policies and procedures, ensuring staff <del>is properly</del> <b>are</b> trained and, equipped to perform their jobs; uses diverse strengths, and talents of employees <del>contribute to accomplish objectives;</del> delegates activities to those responsible and/or capable; reviews employees' work and holds them accountable for quality performance; fairly and consistently <b>achieving the Library's mission;</b> addresses employee performance issues; fairly and consistently, completes performance reviews in a timely and professional manner; <b>develops plans and follows standards for documenting progressive discipline and corrective direction and training;</b> develops performance improvement and <b>employees</b> skills development <del>plans;</del> ; and helps employees understand <del>and improve against standards,</del> policies, procedures and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sets Expectations</b> The Director establishes the tone and direction for the Library's success, motivating <del>and inspiring</del> others to accomplish a shared vision; <del>establishes strategic by</del> <b>establishing goals that support</b> for the growth and development of the Library; <del>sets departmental and individual goals that encourage self and others to reach high performance standards;</del> clearly and consistently communicates and enforces expectations including performance standards, policies, procedures, department goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<del>Manages Staff</del> Listens to, acts on, and advances employee suggestions, concerns, and questions; responds to employee pay issues and time off requests in a reasonable time; seeks employee feedback to improve workplace and management style; follows policies and procedures for planning, scheduling, and adjusting coverage, distributing job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><del>assignments, granting annual pay raises, and executing discipline; ensures employees know how their job contributes to the success of the Library; provides feedback; recognizes individual and team performance; gives credit to those who contribute to achieving departmental goals.</del> <b>Personal Development</b> The Director leads by example, seeking out and participating in training and other professional development opportunities to improve their skills and stay informed about developments in information science and practice, including technological tools.</p>			
<p><del>Personal Development</del> The Director seeks out and participates in training and other professional development opportunities to learn new skills and correct knowledge gaps. The Director is able to resolve problems under unpleasant conditions, tolerates conditions of uncertainty, adequately deals with the stress inherent to the position. <b>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</b></p>	☐	☐	☐
<p><b><u>Administration</u> <del>Accountability</del></b></p>			
<p><del>Job Organization:</del> The Director delegates responsibility effectively, uses time productively, operates in an orderly and systematic manner. <b>Policy</b> The Director understands and complies with the policies and laws of the Library, Douglas County and Nevada, including reporting obligations at all levels of government.</p>	☐	☐	☐
<p><del>Execution of Policy:</del> The Director understands and complies with the overall policies, laws and philosophy of Douglas County and of the Douglas County Public Library. The Director's efforts lead towards successful accomplishment of goals, results are measured against goals, goals are affirmed or mid-course corrections deployed. <b>Budget and Finances</b> The Director develops an appropriate budget in a systematic manner; manages internal and external resources effectively; identifies cost-effective ways to achieve goals; manages disbursements from the Gift Fund; acts as resident agent for the Library Foundation and the Friends of the Library; and upholds financial standards, policies, procedures and regulations.</p>	☐	☐	☐
<p><del>Planning:</del> The Director translates policies and objectives into specific and effective programs, independently recognizes problems, develops relative facts, formulates alternate solutions. <b>Library Board of Trustees</b> The Director responds positively to guidance from the Board and provides the Board with the information needed to make decisions; understands and complies with the statutory requirements for Library governance; and provides guidance to the Board on open meeting laws and other procedural matters.</p>	☐	☐	☐
<p><del>Budget:</del> The Director develops a reasonable and appropriate budget in a systematic and effective manner, manages the budget satisfactorily and controls expenses within the levels set in the budget. <b>Facilities and Collection</b> The Director ensures that the Library's buildings and equipment are safe and well-maintained, and that the various materials comprising the Library's circulating, reference and other collections are cared for according to professional standards.</p>	☐	☐	☐
<p><del>Finances:</del> Effectively manages internal and external resources and identifies cost-effective ways to achieve goals; gets the most out of limited resources and works within budget; upholds all standards, policies, procedures and regulations. <b>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</b></p>	☐	☐	☐
<p><b><u>Communication</u> <del>Total for General Administration:</del></b>  <b>Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix.</b></p>			

<p>Communication The Director ensures open dialogue through proactive listening and sharing of information throughout the organization and the community; respects differences of opinion; and is clear and concise with oral and written presentations and other communications. <b>Communication</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><del>Communication: The Director ensures open dialogue through proactive listening and sharing of information throughout the organization and the community; respects differences of opinion and seeks first to understand before offering own opinion; ensures a consistent and timely flow of information to team members; asks for opinions and ideas and allows others to complete their thoughts; is clear and concise with oral and written presentations and other communications; uses information technology to improve communications.</del> Community Relations The Director represents the Library in a professional and non-partisan manner; advocates for the Library in the community and before governing bodies; and directs publicity that effectively promotes Library materials, services and programs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><del>Library Board of Trustees: The Director responds positively to suggestions and guidance from the Library Board and provides the information needed to make decisions. The Director understands the various statutory requirements for library governance and provides guidance to the Library Board on open meetings laws and other procedural matters.</del> Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><del>Teamwork</del> Community Relations: The Director skillfully deals with the news media; properly avoids politics and partisanship; accurately conveys the policies and programs of the Library.</p>		<input type="checkbox"/>	<input type="checkbox"/>
<p>Intergovernmental The Director interacts with government representatives in a manner that reflects well on the Library; facilitates cooperative efforts between various agencies and the Library; and works effectively with other Douglas County personnel. <b>Teamwork</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><del>Intergovernmental Relations: Library Staff The Director interacts works cooperatively with government representatives in a manner that reflects well on staff to improve the Library; facilitates cooperative efforts between various agencies performance of the organization; leads meetings and the Library; cross-functional teams; and works effectively fosters collaborative relationships with other public managers and between others.</del></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards. <del>Teamwork: The Director works cooperatively with other departments/divisions to improve overall performance of the organization; participates in meetings and cross-functional teams; builds relationships with others as valuable resources; offers to help out and cooperates with peers/co-workers to coordinate work and to avoid working at cross purposes.</del></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Integrity</b> Total for External Relationships: Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix</p>			
<p>Conduct The Director demonstrates honest and ethical conduct; speaks positively about the County, the Library, peers, and co-workers; is cooperative and adaptable; maintains confidentiality; responds to and meets commitments; demonstrates an understanding and respect for cultural, religious, and gender differences; maintains a professional image with the public; and fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association. <b>Integrity</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><del>Objectivity: The Director is composed and unbiased, conveys a rational viewpoint based on facts and qualified opinions, separates personal feelings from Library interest.</del> Judgment and Decisiveness The Director is self-assured of abilities, is self-directed and motivated, handles criticism constructively, takes responsibility for mistakes, and confidently makes decisions and takes action without undue supervision from the Library Board of Trustees.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><del>Drive: The Director is energetic, enterprising, self-directed, motivated.</del> Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><del>Judgment and Decisiveness: The Director reaches quality decisions in a timely fashion, exercises good judgment in making decisions and in general conduct.</del> Customer Service</p>		<input type="checkbox"/>	<input type="checkbox"/>
<p><del>Attitudes: The Director is cooperative and adaptable with an enthusiastic attitude toward the Library, both professionally and personally.</del> Materials and Programs The Director oversees the management and maintenance of library materials in all formats, as well as programming, that informs and entertains library users; and ensures that programs, services and materials meet the needs and request of all library users.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Service Points and Facilities The Director ensures public access to properly equipped facilities and trained personnel, enabling access to Library materials, equipment, facilities and programs. <del>Integrity: The Director demonstrates honest and ethical conduct; speaks positively about the County, peers, and co-workers; dispels gossip and rumors; maintains confidentiality and is respectful; responds to and meets commitments to Board of Trustees, peers, and subordinates; demonstrates an understanding and respect for cultural, religious, and gender differences; maintains a professional image with the public; customers, management, and co-workers; fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association.</del></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><del>Self-Assurance: The Director is self-assured of abilities, accepts constructive criticism, takes responsibility for mistakes, confidently makes decisions and takes actions without undue supervision from the Library Board of Trustees.</del> Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total for Personal Characteristics:**

Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix

<p><b>Overall Performance Rating Totals</b></p>	<p>Transfer ratings totals from each Performance area to the appropriate space below.</p>		
<p><del>General Leadership</del> <b>Administration</b> Enter the total number for this category to the right.</p>			
<p><del>Administration</del> <b>External Relationships</b> Enter the total number for this category to the right.</p>			
<p><del>Personal Characteristics</del> Enter the total number for this category to the right. <b>Communication</b></p>			
<p><del>Teamwork</del> <b>Goals</b> Enter the total number for this category to the right.</p>			

<b>Integrity Total</b>			
Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix			
<b>Customer Service</b>			
Total Enter the total of the ratings from each Standard on this line and in the Overall Performance matrix, below.			

**Overall Performance Rating & Merit Increase (circle one (rating with the high number))**

<b>Overall Rating</b>	<b>Rating Description</b>	<b>Total Numbers</b>	<b>Suggested Merit</b>
Superior	<del>Far exceeded expectations across almost all performance standards.</del> <b>Exceeded most Performance Standards</b>		3%
Fully Competent	<del>Performed as required all of the time.</del> <b>Met or exceeded most Performance Standards</b>		2%
<del>Does Not Meet</del> <b>Below Standards</b>	<del>Did the bare minimum much of the time and/or had one or more performance issues.</del> <b>Did not meet many Performance Standards</b>		1%
<b>Failed</b>	<b>Failed to meet most Performance Standards</b>		0%

Evaluation

DRAFT

## Performance Goals and Progress Reporting

Goal	Reporting
1.	
2.	
3.	
4.	
5.	
6.	
7.	

### Employee Comments:

~~Suggestions & Specific Direction:~~

~~Specific Goals for 2017-18 are listed and rated on attached sheet.~~

~~General Comments/Direction for Improvement:~~

### Signatures

~~Employee Comments:~~

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Trustee \_\_\_\_\_ Date \_\_\_\_\_ Library Trustee \_\_\_\_\_ Date \_\_\_\_\_

Library Trustee \_\_\_\_\_ Date \_\_\_\_\_

à \_\_\_\_\_ Date \_\_\_\_\_

**Trustees:**

\_\_\_\_\_ Date \_\_\_\_\_

DRAFT



## Douglas County Public Library Director Performance Evaluation Form (CURRENT FORM)

Name Amy Dodson Review Date 11/27/2018  
 Position: Library Director Rating Period 12/01/17-12/01/18  
 Evaluating Supervisor: Library Board of Trustees Evaluation Type Annual

**INSTRUCTIONS:** Use the following scale to rate the employee's typical level of performance for the rating period by placing a check in the box.

**Superior:** *Demonstrates exceptionally high ability in greatly exceeding established job performance expectations. May be recognized beyond work group for contributions.*

**Fully Competent:** *Consistently meets and may sometimes exceed job performance expectations.*

**Does Not Meet:** *Work does not meet job performance expectations.*

Performance Statements	Superior (S)	Fully Competent (FC)	Does Not Meet (DNM)
<p><b>Leadership: Develops Staff:</b> The Director develops highly skilled, successful employees; ensures staff is properly and timely trained and equipped to perform their jobs (e.g., supplies in stock, training scheduled and completed, etc.); uses diverse strengths and talents of employees to accomplish objectives; delegates activities to those responsible and/or capable; reviews employees' work and holds them accountable for high quality performance; quickly, fairly and consistently diagnoses and addresses employee performance issues; keeps accurate and up-to-date employee records; probationary and annual reviews are completed on time; follows standards for documenting progressive discipline, developing performance improvement plans, action plans, and employee development plans; helps employees understand and improve against standards (e.g., uses "what, why, how, check," etc.); helps talented employees advance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Leadership: Sets Expectations:</b> The Director establishes the tone and direction for success, motivating and inspiring others to accomplish a shared vision; sets strategic goals that represent high and positive expectations for the growth and development of the department and in alignment with the County strategic goals; sets departmental and individual goals that encourage self and others to reach higher performance standards; positively influences the county's reputation both inside and outside of the department/organization, and is attentive to the effect of his/her behavior on all stakeholders, both inside and outside the organization; clearly and consistently communicates and enforces expectations including performance standards, policies, procedures, department goals and objectives.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Leadership: Listens to and responds to employees:</b> Listens to, acts on, and advances employee suggestions, concerns, and questions; responds to employee pay issues and time off requests in a reasonable time; seeks employee feedback to improve workplace and management style; follows policies and procedures for planning, scheduling, and adjusting coverage, distributing job assignments, granting annual pay raises, and executing discipline; uses good judgment when making exceptions; ensures employees work well as a team and quickly addresses complaints or interpersonal issues; ensure understanding, cooperation, and consistency within department and between shifts; ensures employees know how their job contributes to the success of the department/division/county; provides ongoing feedback; recognizes and rewards individual and team performance (e.g., personal thanks, positive</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Performance Statements	Superior (S)	Fully Competent (FC)	Does Not Meet (DNM)
work history, etc.) for achieving important objectives/projects; gives credit to those who deserve it.			
<b>Job Organization:</b> The Director delegates responsibility effectively, uses time productively, operates in an orderly and systematic manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Execution of Policy:</b> The Director understands and complies with the overall policies, laws and philosophy of Douglas County and of the Douglas County Public Library. The Director's efforts lead towards successful accomplishment of goals, results are measured against goals, goals are affirmed or mid-course corrections deployed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning:</b> The Director translates policies and objectives into specific and effective programs, independently recognizes problems, develops relative facts, formulates alternate solutions and decides on appropriate recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Budget:</b> The Director develops a reasonable and appropriate budget in a systematic and effective manner, manages the budget satisfactorily and controls expenses within the levels set in the budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication:</b> The Director ensures open dialogue through proactive listening and sharing of information throughout the organization and the community; respects differences of opinion and seeks first to understand before offering own opinion; ensures a consistent and timely flow of information to team members; asks for opinions and ideas and allows others to complete their thoughts; is clear and concise with oral and written presentations; uses information technology to improve communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Board Communication:</b> The Director submits accurate and complete staff reports. The Director provides the Library Board with adequate information to make decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Written Communication:</b> The Director's letters, memoranda and other forms of written information are clear and well-written.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Response to Library Board of Trustees:</b> The Director responds positively to suggestions and guidance from the Library Board and is attuned to the Library Board's attitudes, feelings, and needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accountability:</b> Effectively manages internal and external resources and identifies cost effective ways to get work successfully accomplished; gets the most out of limited resources and works within budget; upholds all standards, policies, procedures and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Productivity:</b> The Director can be depended on for sustained productive work, readily assumes responsibility, meets time estimates within control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stress Management:</b> The Director is able to resolve problems under unpleasant conditions, tolerates conditions of uncertainty, adequately deals with the stress inherent to the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total for General Administration:</b> Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix.			

<b>External Relationships</b>			
<b>Community Relations:</b> The Director skillfully deals with the news media, properly avoids politics and partisanship, shows an interest in the community, accurately conveys the policies and programs of the Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Community Reputation:</b> The Director is regarded as a person of high integrity and ability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Reputation:</b> The Director deals effectively with other public managers, is respected by representatives of other entities, participates in professional development opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>Intergovernmental Relations:</b> The Director works well with government and library representatives in a manner beneficial to the Library, facilitates cooperative efforts among various local agencies and the Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork:</b> The Director works cooperatively with other departments/divisions to improve overall performance of the organization; participates in meetings and cross-functional teams; builds relationships with others as valuable resources; offers to help out and cooperates with peers/co-workers to coordinate work and to avoid working at cross-purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total for External Relationships:</b> Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix			
<b>Personal Characteristics</b>			
<b>Imagination:</b> The Director shows originality in approaching problems, creates effective solutions, visualizes the implications of alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Objectivity:</b> The Director is composed and unbiased, conveys a rational viewpoint based on facts and qualified opinions, separates personal feelings from Library interest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Drive:</b> The Director is energetic, enterprising, self-directed, motivated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Judgment and Decisiveness:</b> The Director reaches quality decisions in a timely fashion, exercises good judgment in making decisions and in general conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attitudes:</b> The Director is cooperative and adaptable with an enthusiastic attitude toward the Library, both professionally and personally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Integrity:</b> The Director demonstrates honest and ethical conduct through all actions; speaks positively about the County, peers, and co-workers; dispels gossip and rumors; maintains confidentiality and is respectful; responds to and meets commitments to manager/director, peers, and subordinates; demonstrates an understanding and respect for cultural, religious, and gender differences; acts with integrity, controls anger and impatience, is polite, helpful, courteous, and maintains a professional image with the public, customers, management, and co-workers. The Director fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Self-Assurance:</b> The Director is self-assured of abilities, accepts constructive criticism, takes responsibility for mistakes, confidently makes decisions and takes actions without undue supervision from the Library Board of Trustees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total for Personal Characteristics:</b> Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix			

**Overall Performance Rating**

Overall Performance Rating	Superior (S)	Fully Competent (FC)	Does Not Meet (DNM)
<b>General Administration</b> Enter the total number for this category to the right.			
<b>External Relationships</b> Enter the total number for this category to the right.			
<b>Personal Characteristics</b> Enter the total number for this category to the right.			



<b>Goals</b> Enter the total number for this category to the right.			
<b>Total</b> Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix			

**Overall Performance Rating & Merit Increase (circle one)**

Overall Rating	Rating Description	Total Numbers	Suggested Merit
<b>Superior</b>	Far exceeded expectations across almost all performance standards.		<b>3%</b>
<b>Fully Competent</b>	Performed as required all of the time.		<b>2%</b>
<b>Does Not Meet</b>	Did the bare minimum much of the time and/or had one or more performance issues.		<b>1%</b>

<p><b>Evaluating Supervisors Comments</b></p> <p><b>Strengths:</b></p>   <p><b>Weaknesses:</b></p>   <p><b>Suggestions &amp; Specific Direction:</b></p>   <p><b>Specific Goals for 2017-18 are listed and rated on attached sheet.</b></p> <p><b>General Comments/Direction for Improvement:</b></p>   
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<p><b>Employee Comments</b></p>      
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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



*Douglas County Public Library  
Board of Trustees 9/26/19  
Supporting Document - Agenda Item #7*

\_\_\_\_\_  
**Library Trustee**

\_\_\_\_\_  
**Date**



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Library Director	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Library	<b>JOB CODE:</b>	2520
<b>REPORTS TO:</b>	Library Board of Trustees	<b>DATE:</b>	7/1/2015
		<b>PAY GRADE:</b>	D1

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### POSITION SUMMARY:

Responsible for planning, organizing and managing the functions, activities and staff of the County's Library services; carries out policies and direction of the Library Board of Trustees.

### ESSENTIAL FUNCTIONS:

- Manages assigned staff and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Determines library funding needs, costs of services, and revenue projections; prepares an annual budget to be submitted by the Library Board of Trustees as required in NRS 379.025 (1) (d), monitors the annual budget, prepares financial statements, and approves all purchases and expenditures.
- Locates sources of outside funding, such as grants and donations; manages and writes grants and submits evaluations to grantor; manages disbursements from the Trustees' Gift Fund as directed by the Library Board of Trustees and subject to NRS 379.026 (2), directs collection and accounting of all receipts; allocates and monitors the collection budget; participates in and serves as resident agent for the Douglas County Public Library Foundation, and the Friends of the Douglas County Library, both 501(c)3 public charities.
- Directs the general day-to-day operation of the library and program planning, including circulation, reference, technical services, technology services, adult, children, and teen services, homebound services, and branch library operations.
- Oversees building management, including need for space, plans to meet those needs, project funding, and the coordination of building projects; submits recommendations on library plans, policies, services, budget, and building to the Library Board, and implements decisions; manages day-to-day facility operations such as repairs, janitorial maintenance, security issues.
- Selects library materials using a variety of sources; evaluates collection for such factors as accuracy, currency, wide coverage, usage, and balance; examines and selects materials to be discarded, repaired, or replaced; examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials.
- Stays abreast of trends and innovations in the fields of technology management and administration.



## JOB DESCRIPTION

### LIBRARY DIRECTOR

#### ESSENTIAL FUNCTIONS: (continued)

- Directs the development and implementation of technology in the library, including such factors as choosing an automated system, determining types and level of technology services, and securing funding for technology development.
- Develops, reviews, and manages departmental goals and objectives; assesses community needs; assures departmental activities are in compliance with all applicable laws, policies, regulations, timelines, and goals; prepares and analyzes corresponding statistical reports; presents research and proposes policies to Library Board of Trustees; monitors 501(c)3 for compliance in record keeping.
- Acts as advocate for library services to the community, as well as governing bodies such as the Board of Commissioners, community groups, schools, businesses, and State and Federal legislators; responsible for publicizing library services in the media, directing outreach efforts to groups such as day care and homebound, and overseeing in-house communication such as displays, handouts, flyers, and brochures; represents the library to various community and professional groups such as Friends of the Library, the Library Foundation, the Nevada Library Association, and the Chamber of Commerce; promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate.
- Ensures compliance with all pertinent Federal, State, and Local laws and Minimum Standards for Public Libraries in the State of Nevada; prepares and files Annual Reports to the Board of County Commissioners, Technology Plan, and the annual update of the DCPL Long Range Plan with the Nevada State Library and Archives.
- Works to strengthen regional communication and cooperation, coordinates use of resources for mutual benefit; supports national, regional and state-wide initiatives relating to literacy; coordinates use of facilities for most effective and cost-efficient use of public resources.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Education and Experience:

Master's degree in Library Science, or Library and Information Science, from an ALA-accredited program; AND seven (7) years of managerial experience in a public library environment OR an equivalent combination of education, certification, and training.



## **JOB DESCRIPTION**

### **LIBRARY DIRECTOR**

#### **Required Knowledge and Skills**

##### Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of public library operations.
- County, state, and federal laws, statutes, ordinances related to library services.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of finance and accounting, including public bond financing methods, public and private funding sources and complex budget development, administration, and control.
- Computer systems related to library operations.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.

##### Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a comprehensive library services program.
- Administering programs and staff through subordinate supervision.
- Providing customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials.
- Making effective oral presentations to large and small groups.
- Using initiative and independent judgment within general policy guidelines.
- Working successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

#### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Driver's License.



## JOB DESCRIPTION

### LIBRARY DIRECTOR

#### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

#### CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Employment is contingent upon successful completion of background/screening.
3. Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Director's Monthly Report September 2019

1. Staff Changes and Vacancies. Recruitments are in progress for the new Library Supervisor positions that were approved by the Board of County Commissioners and the Library Board. The job openings were posted on September 13, and the deadline to apply is October 7. The job openings were posted on the Douglas County website, as well as websites of NLA and MPLA, and were distributed to the State Library, the Nevada Library CoOp, and public libraries in neighboring counties. We hope to hold interviews at the end of October. Part-time Library Page Mary Grace Miluck has resigned, and her last day will be September 30. This job will be posted soon.
2. Library Foundation. At their September 18 meeting, the Library Foundation voted to dissolve their organization; they will form a new 501c3 organization to help support the Library. The decision was based on new NRS requirements for Library Foundations. They will begin work on the new organization in October.
3. Nevada Career Explorer. The Nevada Career Explorer is a free website made possible by the Nevada State Library, Archives and Public Records and the Institute of Museum and Library Services (IMLS), and is available on the DCPL website. Users can explore over 900 careers, countless educational and certification opportunities, or learn more about themselves using specially designed self-assessment tools. This resource is free for everyone with a library card.
4. Staff Development. The annual conference of the Nevada Library Association (NLA) is in Reno, November 3-4. A small group of DCPL staff will be attending.

The Nevada E-Records Forum is on October 17 at WNC. The E-Records forum is a training opportunity to help information and records management professionals in the Nevada and Sierra Nevada region. The forum is held every other year, presenting current trends and approaches specific to the unique nature of electronic records. Kathy Munson, Julia Brown and I will be attending.

5. Local Author event. The Local Author Gathering will be held on September 30 at the Minden Library. Todd Borg will be featured alongside authors Karen Dustman; Kathryn Reed; Peter Mires; Patricia Crane; Sally Jasperson; Mark Klitsie; Beverly Sass; Shannon Auxier; and Gary Redmiles. The Friends of the Library sponsor this annual event.
6. Evaluations. The list of recently completed performance evaluations:
  - a. Connie Rivera-Gibson

Nevada Appeal  
Sat. 8/17/19

## New shelves coming to children's section of Carson City Library

By Teri Vance | Nevada Momentum

The children's section of the Carson City Library is made to be inviting. Brightly colored rugs and furniture are set against the backdrop of a playful mural of the Kennedy's Children's corner.

But there's one problem: The shelving.

"Time and use have taken their toll on the shelves that are decades old," said interim director Diane Baker. "They still hold books, but they've just been used to the limit."

However, there is also a solution. Thanks to a donation of \$10,000 from the John and Grace Nauman Foundation, the library will be able to replace the shelving in the children's department.

"We're hoping to order them and get them installed in the fall," Baker said. "We are finalizing some additional funding."

While the shelves aren't unsafe at this point, Baker said, the many years' heavy use of the children's books will make this a concern in the future.

Mostly, she said, the shelves are mismatched with no end caps, and trim is missing or falling off.

"The shelves have been moved

and used and configured any which way they can," Baker said. "They've outlived their usefulness. The whole point of this is to encourage young readers, pre-readers and families with a fresh look and easy access to library materials."

Other shelving in the library was replaced during the refresh project in early 2018. As part of the project that took eight weeks, the library replaced 20-year-old carpet with polished concrete floors. The walls were repainted and florescent lighting replaced with LED lights.

The floor plan was also rearranged in favor of a more open space, allowing for more natural light.

"We squeezed every penny out of the money we got for the refresh," Baker said. "We just didn't have any money left for this. These shelves are the last phase of the refresh project, really."

She said the Storytime program is continuing to increase in popularity, bringing more and more children into the library.

"This is just the thing we need to make it more inviting and encourage the kids to use their space," Baker said. "Our young people deserve the best space we can offer."



CATHLEEN ALLISON/NEVADA MOMENTUM

Neva Mellow browses for books at the Carson City Library. The library has secured a grant from the John and Grace Nauman Foundation to replace the shelving in the children's section.

## LIBRARY PARTY



PHOTOS: JIM GRANT/NEVADA MOMENTUM

Yanela, 5, looks at her painted face in a mirror at the Carson City Library's end of Summer Learning Challenge party Aug. 10 in Carson City.



Dressed as the Star Wars character Rey, London Ryba, 7, competes in a costume contest at the Carson City Library's end of Summer Learning Challenge party Aug. 10.



Ana Talamantes, 5, gets a helping hand from Carson City Senior Library Assistant Jana Wiersma while working on a craft project at the library's end of Summer Learning Challenge party Aug. 10.



The Douglas County Library launched its new bookmobile on Aug. 9 at Heritage Park.

JOYCE C. MEYER/SPECIAL TO THE R-C

Nevada Appeal  
Wed. 8/21/19

# Nevada ArtStops Tour will visit rural communities to display book sculptures

Nevada Appeal staff report

A family of Carson City artists that creates sculptures from pages out of books will provide specially-designed artwork across the state in the Nevada ArtStops Tour to share art and literary concepts between communities as part of the Nevada Arts Council's new Basin to Range Exchange program.

Carson City artist Debbie Lambin with daughter Rachael and son John-Henry will exhibit their finely crafted sculptures in libraries, museums, independent bookstores and various points of interest following Highway 95 southbound, starting in Northern Nevada cities this August and ending in Las Vegas in May 2020. Debbie Lambin is writing a book which, in turn, will be created into an art piece to be displayed at the end of the tour at the Clark County Library in Las Vegas.

"I hope that people will come to see the ArtStops and check out what each town has to offer," Lambin said. "With today's technology, it's trendy and convenient to read e-books, but there is great satisfaction in picking up a book in your hands, reading through and flipping the last page closed when you're done. A good book can immerse you with warm feelings, fond memories and build imagination, and that's what we want to express with our art and share with the community."

Launched this past



COURTESY

Carson City artist Debbie Lambin, center, with her son John-Henry and daughter Rachael will exhibit their sculptures in libraries, museums, Independent bookstores and points of interest following Highway 95 southbound in Northern Nevada cities beginning this month.

April by the Nevada Arts Council, a division of the Nevada Department of Tourism and Cultural Affairs, the BRX was originated to support, promote and celebrate rural-urban collaboration through arts and culture. The Nevada ArtStops Tour was created by a committee of peer-to-peer mentors from the inaugural gathering of the BRX to engage intercommunity arts initiatives as a way to enrich the lives of all residents, enhance the quality of life throughout the state and strengthen local economies.

Viewing the artwork on the Nevada ArtStops Tour will be free and open to the general public. Author readings, art workshops and related programs will also be scheduled throughout the exhibit period. For

art, literature and travel enthusiasts unable to visit the ArtStops in person, photos of each display will

be posted on Facebook, Instagram and on the artists' website at [www.mythousandwords.com](http://www.mythousandwords.com).

Record Courier  
Thurs. 8/22/19

## 'The Motel Life' author speaking at Minden Library

### Staff Reports

Nevada Reads is a statewide book club that invites Nevadans to read selected works of literature and come together in their communities to share the ideas and perceptions inspired by the books they have read. Willy Vlautin, author of the 2019 Nevada Reads book "Don't Skip Out On Me," will discuss his book 5-6:30 p.m. Sept. 11 at the Minden Library.

Born and raised in Reno, Vlautin started playing guitar and writing songs as a teenager and quickly became immersed in music. It was a Paul Kelly song, based on Raymond Carver's "Too Much Water So Close to Home," that inspired him to start writing stories. He has published five novels: "The Motel Life" (2007), "Northline" (2008), "Lean on Pete" (2010), "The Free" (2014), and

"Don't Skip Out On Me" (2018).

"The Motel Life" was made into a motion picture that was filmed in part in Carson Valley.

This year there are three Nevada Reads books. In addition to "Don't Skip Out On Me," they include "Educated" by Tara Westover and "Heavy: An American Memoir" by Kiese Laymon. All three titles are available for loan from the Minden and Zephyr Cove Branches.

Nevada Reads is a program of Nevada Humanities and is made possible with support from Nevada State Library, Archives, and Public Records; the Institute of Museum and Library Services; and the National Endowment for the Humanities.

The Minden Library is located at 1625 Library Lane. Connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynev.gov](http://library.douglascountynev.gov), or call 775-782-9841.



# Engraved in brick, a salute to 'Friends of The Carson City Library'

**T**oday's libraries are vital centers of a community. They serve all equally and they provide opportunities for youth and for seniors from all walks of life and economic status. Our community libraries loan a broad variety of items, from traditional books to e-books and from laptops to fishing poles. They offer everything from cooking lessons to free assistance with tax preparation and from language courses to classes helping to prepare folks to enter or re-enter the work force. Sometimes they are havens from horrific conditions, and often they are doorways to a better life.

A brick will be engraved and entered into the walkway of a new library being built in Annapolis, Maryland (I'll get back to this).

The newest Anne Arundel County library branch, when completed in May 2020, will be one of the most technologically advanced public community libraries in America. Also, it will be in one of the most historic cities in America — a few blocks from the Maryland Statehouse where George Washington resigned his commission as commander in chief of the Continental Army on Dec. 23, 1783.

The building and all that it will contain was made possible through a vast community of volunteers, donors, the Anne Arundel County Public Library Foundation, and impassioned voices which successfully impressed and empowered elected officials to increase traditional funding and to identify unique collaborative opportunities to make this building a reality. <https://www.aacpl.net/>

**Linda Dodge Weiser**  
*Guest Column*

foundation.

So, why am I writing to you, the citizens of Carson City, about this library in Maryland, and what about that brick? My sister-in-law Phyllis (Weiser) Patton ("Mickey" to her family due to her love of baseball, and yes, Mickey Mantle), a long-time resident of Carson City and former president of The Friends of The Carson City Library, is one of the most impassioned supporters of libraries I have ever known. She and her husband Phillip, (an early convert), shared this passion and adventures of supporting the Carson City Library with us at every opportunity.

As a result, I have become immersed in a variety of Anne Arundel County Public Library Foundation committees and events. It is one of the most rewarding things I have ever done.

I thank Phyllis (Mickey) for helping me find that passion. Carson City and the Carson City Library are very fortunate to have had the Phyllis & Phillip Patton team. The brick (we are limited to 15 spaces and 3 lines) will read:

Friends, Carson  
City Library  
P & P Patton

Public community libraries foster civility, serve humanity and preserve democracy. Please support your library, and say hello to Mickey for me.

*Linda Dodge Weiser is  
a resident of Annapolis,  
Maryland.*

*Nwada Appeal  
Wed. 8/28/19*

**Veronica Hallam**

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**From:** Heather Frueh  
**Sent:** Monday, July 29, 2019 3:35 PM  
**To:** DCPL Publicity  
**Subject:** PSA School Year Storytime Schedule at the Minden Library

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## **School Year Storytime Schedule at the Minden Library**

The Minden Library's storytime schedule will change to the school year schedule starting on August 6. Toddler storytime for children 18 months to 2 years of age will be on Tuesdays and Wednesdays at 10:30 a.m. Children will participate in music and felt-board stories. Preschool storytime for children ages 3 to 4 years will be on Tuesdays at 11:15 a.m. Music and crafts will be included.

The Minden Library is located at 1625 Library Lane. For more information, connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynv.gov](http://library.douglascountynv.gov), or call 775-782-9841.

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**Veronica Hallam**

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**From:** Heather Frueh  
**Sent:** Tuesday, August 13, 2019 10:06 AM  
**To:** DCPL Publicity  
**Subject:** PSA READING Paws School Year Schedule

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
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1625 Library Lane  
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Douglas County Public Library

# Press Release

## **READING Paws School Year Schedule**

Reading with animals can help children feel calm, gain confidence, and become strong readers. Starting August 15, a READING Paws therapy dog will be available at the Minden Library every Thursday afternoon between 3:30 and 5:00.

Children of all ages and reading levels are invited to read with a registered therapy dog and the dog's handler. Each child will spend 15 minutes with a dog. Time slots are available on a first come, first served basis. Parental permission is required, and permission forms are available at the library. This program is offered in partnership with READING Paws, a local affiliate of Intermountain Therapy Animals.

The Douglas County Public Library is located at 1625 Library Lane in Minden. Find us on Facebook and Twitter, [library.douglascountynv.gov](http://library.douglascountynv.gov), or call 775-782-9841.

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## Veronica Hallam

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**From:** Heather Frueh  
**Sent:** Monday, August 19, 2019 12:45 PM  
**To:** DCPL Publicity  
**Subject:** Resend: PSA 2019 Nevada Reads Book Discussion with author Willy Vlautin

Contact: Heather Frueh  
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# Press Release

## **2019 Nevada Reads Book Discussion with author Willy Vlautin**

Nevada Reads is a statewide book club that invites Nevadans to read selected works of literature and come together in their communities to share the ideas and perceptions inspired by the books they have read. Willy Vlautin, author of the 2019 Nevada Reads book "Don't Skip Out On Me" will discuss his book at the Minden Library on Wednesday, September 11 from 5:00 to 6:30 p.m.

Born and raised in Reno, Vlautin started playing guitar and writing songs as a teenager and quickly became immersed in music. It was a Paul Kelly song, based on Raymond Carver's "Too Much Water So Close to Home" that inspired him to start writing stories. He has published five novels: "The Motel Life" (2007), "Northline" (2008), "Lean on Pete" (2010), "The Free" (2014), and "Don't Skip Out On Me" (2018).

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Nevada Reads is a program of Nevada Humanities and is made possible with support from Nevada State Library, Archives, and Public Records; the Institute of Museum and Library Services; and the National Endowment for the Humanities.

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**Veronica Hallam**

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**From:** Heather Frueh  
**Sent:** Tuesday, August 20, 2019 4:10 PM  
**To:** DCPL Publicity  
**Subject:** PSA Labor Day Closure at the Douglas County Public Library

Contact: Heather Frueh  
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Phone 775-782-9841  
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1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## **Labor Day Closure at the Douglas County Public Library**

The Douglas County Public Library in Minden will be closed on Monday, September 2 for Labor Day. The library will resume its regular schedule on Tuesday, September 3 at 10:00 a.m. Connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynv.gov](http://library.douglascountynv.gov), or call 775-782-9841.

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**Veronica Hallam**

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**From:** Heather Frueh  
**Sent:** Wednesday, August 21, 2019 1:51 PM  
**To:** DCPL Publicity  
**Subject:** PSA First Saturday Family Movie – “Dumbo”

Contact: Heather Frueh  
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1625 Library Lane  
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Douglas County Public Library

# Press Release

## **First Saturday Family Movie – “Dumbo”**

The Douglas County Public Library is hosting a First Saturday of the Month Family Movie. “Dumbo” (rated PG) will be shown on Saturday, September 7 at 10:00 a.m. in the Minden Library meeting room. The movie and popcorn are free. First Saturday Family Movies are sponsored by the Friends of the Douglas County Public Library.

The Minden Library is located at 1625 Library Lane. Connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynv.gov](http://library.douglascountynv.gov), or call 775-782-9841.

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## Veronica Hallam

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**From:** Heather Frueh  
**Sent:** Monday, September 9, 2019 10:11 AM  
**To:** DCPL Publicity  
**Subject:** PSA Local Author Gathering at the Minden Library

Contact: Heather Frueh  
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Phone 775-782-9841  
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1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## Local Author Gathering at the Minden Library

The Douglas County Public Library is hosting a Local Author Gathering at the Minden Library on Monday, September 30 from 4:00 to 5:30 p.m. Meet and chat with local authors as they sell and sign their books. Todd Borg will be featured alongside authors Karen Dustman; Kathryn Reed; Peter Mires; Patricia Crane; Sally Jasperson; Mark Klitsie; Beverly Sass; Shannon Auxier; and Gary Redmiles. This event is sponsored by the Friends of the Douglas County Public Library.

The Minden Library is located at 1625 Library Lane. Connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynv.gov](http://library.douglascountynv.gov), or call 775-782-9841.

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**Veronica Hallam**

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**From:** Heather Frueh  
**Sent:** Thursday, September 19, 2019 10:30 AM  
**To:** DCPL Publicity  
**Subject:** PSA First Saturday Family Movie - "Aladdin"

Contact: Heather Frueh  
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Phone 775-782-9841  
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1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## **First Saturday Family Movie – “Aladdin”**

The Douglas County Public Library is hosting a First Saturday of the Month Family Movie. “Aladdin” (rated PG) will be shown on Saturday, October 5 at 10:00 a.m. in the Minden Library meeting room. The movie and popcorn are free. First Saturday Family Movies are sponsored by the Friends of the Douglas County Public Library.

The Minden Library is located at 1625 Library Lane. Connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynv.gov](http://library.douglascountynv.gov), or call 775-782-9841.

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