

October 26, 2021 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Action Sheet Final Director – *Agenda Item 3*
- ❖ Draft Minutes of the September 28, 2021 regular meeting – *Agenda Item 4*
- ❖ Gift Fund Claims September/October 2021, Consent Calendar – *Agenda Item 5a*
- Gift Fund Expenditures Report FY2021, dated 10/26/21
- ❖ Budget Summary/Budget Performance, 9/30/2021 – *Agenda Item 6a*
- ❖ October Monthly Report – *Agenda Item 11*

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

library.douglascountynv.gov

Douglas County Public Library Board of Trustees Meeting Notice and Agenda

October 20, 2021

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, October 26, 2021** in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration.

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. Discussion on approval of the 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: Discussion on the Library Director candidate finalists and the recruitment process including: conducting interviews, possible selection, extension of a conditional offer, determination on salary/benefits, or as appropriate the next steps in the process.

4. For possible action. Discussion on approval of the minutes of the September 28, 2021 regular meeting.
5. 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. September 2021
 - ii. October 2021
6. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 9/30/2021
7. For possible action. Discussion on approval of paying the expenses of the recruitment/selection of the Library Director position out of the Library Gift Fund.
8. For possible action. Discussion and update on the County's budget calendar for FY22-23.
9. For possible action. Discussion and update on Strategic Planning process, and progress on the contracted tasks, including methodology; environmental scan; public workshops; evaluation of the current master plan; development of a new master plan; and comprehensive summaries from technical reports, workshops and evaluations.
10. For possible action. Discussion and update on the ARP Grant.
11. For discussion only. Interim Library Director's monthly report on library operations and statistical reports from staff.
12. Closing public comments.
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.
13. 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 Library, 1625 Library Lane, Minden NV, <https://library.douglascountynv.gov/>
 Douglas County website, <http://douglascountynv.igm2.com/>
 State of Nevada website, <https://notice.nv.gov>

An electronic copy of the supporting materials is posted on the Douglas County website: <http://douglascountynv.igm2.com/> and is available for viewing or downloading. Supporting materials are also available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
775-782-9841
vhallam@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 Veronica Hallam at 782-9841 before October 26, 2021 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 month of November. 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.

Friends of the Library	11/8/21	4:00 PM	Minden Library
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**Meeting dates, times and locations are subject to change.*

Library Board of Trustees

Library Director Selection Process

Title: For possible action. Discussion on the Library Director candidate finalists and the recruitment process including: conducting interviews, possible selection, extension of a conditional offer, determination on salary/benefits, or as appropriate the next steps in the process.

Candidate Finalists:

James W. Agee, Jr. (interview appx. 10:15)

James K. Britsch (interview appx. 11:30)

Options for Action:

1) Move to select one of the candidate finalists to extend an offer for the Library Director position conditioned on passing background/reference checks.

1)(a) Discuss and move to approve a starting salary, starting date and moving expenses, as appropriate.

2) Move to not select one of the candidates and request the Human Resources Department to re-initiate posting of the position and recruitment.

Financial Impact: Any future financial impact will be based upon the direction and decision of the Library Board of Trustees.

Background Information: On July 20, 2021, the Library Board of Trustees began the recruiting process for the Library Director position. The Director's job description was reviewed, updated and approved by the Board of Trustees. The position was posted on-line and with various national, state and local Library Associations. Received applications were reviewed to ensure compliance with the Board's established minimum qualifications. As approved and directed by the Library Board of Trustees, the Human Resources Department coordinated with Trustee Tattersall regarding phone screenings and selection of interview questions based on behavior traits desired by the Board. On October 12th and 14th two panels interviewed each candidate and Human Resources recommended they both move forward for the Library Board's consideration. The panels were composed of members of the community, Friends of the Library, Rotary, Law Library Board, Library Supervisors, District Attorney's Office and Douglas County Management. A meet-and-greet event with the candidate finalists is scheduled for October 25, 2021, from 5-6:30 p.m. at the Douglas County Senior Center. At approximately 5:30 p.m. the candidates will be formally introduced and will make a 10 minute presentation. The community, Library employees, Library patrons, Trustees and Board of County Commissioners are all invited to attend and interact with the finalists. This is

not a meeting and no action or deliberation will take place at this social event; however attendees are invited to fill-out public comment cards which will be presented to the Library Board of Trustees as supplemental material.

Each candidate will have approximately 60 minutes to answer 7 questions. Questions will be asked by a representative from Human Resources to allow the Trustees to solely focus on the candidate's responses. Copies of the interview questions will not be made available prior to the meeting, but copies will be available to the Trustees and public at the meeting to ensure confidentiality and compliance with Nevada's Open Meeting Law.

Trustee members are encouraged to ask follow up relevant questions, as appropriate and time permitting. Candidates should be evaluated by the Library Board of Trustees based on the responses, experience, knowledge, public comment, skill and ability to meet the needs and interests of the Douglas County Public Library.

At the conclusion of the interviews the Library Trustees should further discuss the candidates, take public comment and determine if selection of one of the finalists for the Library Director position is appropriate.

Attachments:

- Recruitment Overview
- Library Director Job Description
- Candidate Applications
- Pay Plan for Library Director
- Policy 200.11 Compensation
- Policy 200.12 Moving Expenses

Recruitment Overview

Library Director Recruitment

October 26, 2021



Candidate Selection

- Meet minimum requirements as outlined by the job description
- Consider factors relevant to the ability to successfully perform the essential functions of the job
- Consistent factors across all applicants



Qualifications

- Master's Degree in Library Sciences, or a closely related field
- Seven (7) years of managerial experience in a library or equivalent combination of experience and education



Prohibited Topics

- ▶ Marital/familial status
- ▶ Children
- ▶ National origin, ethnicity, race, ancestry, or color
- ▶ Religion
- ▶ Arrest record
- ▶ Criminal conviction
- ▶ Home ownership
- ▶ Wage garnishment
- ▶ Height and weight
- ▶ Age
- ▶ Health and disability
- ▶ Political affiliation
- ▶ Sexual orientation
- ▶ Gender identity/expression
- ▶ Genetic information
- ▶ Military service
- ▶ Credit references
- ▶ Maiden name
- ▶ Salary history



Library Director Job Description

Library Director \$42.01- \$52.51 - \$63.01/Hourly \$87,380.80 - \$109,220.80 -
\$131,060.80/Annually

JOB TITLE:	Library Director	FLSA:	Exempt
DEPARTMENT:	Library Services	JOB CODE:	2520
REPORTS TO:	Library Board of Trustees	DATE:	7/27/2021
		PAY GRADE:	D1

POSITION SUMMARY:

Under the direction of the Library Board of Trustees, responsible for planning, organizing and managing the functions, activities and staff of the County's Library services.

ESSENTIAL FUNCTIONS:

- Carries out policies and direction of the Library Board of Trustees.
- 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 Friends of the Douglas County Library, a 501(c)3 public charity.
- 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.

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 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 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 Sciences, or a closely related field; AND seven (7) years of managerial experience in a library environment; OR an equivalent combination of education, training and experience.

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.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

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.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

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:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Candidate Applications

James K. **Britsch** (interview appx. 10:15)

James W. **Agee, Jr.** (interview appx. 11:30)

EMPLOYMENT APPLICATION



DOUGLAS COUNTY (NV)

P O BOX 218
Minden, Nevada 89423
(775) 782-9860
<http://www.douglascountynv.gov>

Agee Jr, James W
21/22-00011 LIBRARY DIRECTOR

Received: 8/24/21 8:29 PM

For Official Use Only:

QUAL: _____

DNQ: _____

 Experience Training Other: _____

PERSONAL INFORMATION

POSITION TITLE: LIBRARY DIRECTOR	EXAM ID#: 21/22-00011
NAME: (Last, First, Middle) Agee Jr, James W	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) _____, Columbus, Indiana 47203	EMAIL ADDRESS: _____
HOME PHONE: _____	NOTIFICATION PREFERENCE: Email
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day
OBJECTIVE: Library

EDUCATION

DATES:	SCHOOL NAME: Bridge Linguatéc	DEGREE RECEIVED: Certification
LOCATION: (City, State/Province) Denver, Colorado	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
MAJOR: TEFL		
DATES:	SCHOOL NAME: Emporia State University	DEGREE RECEIVED: Master's
LOCATION: (City, State/Province) Emporia, Kansas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
MAJOR: Master of Library Science (MLS)		
DATES:	SCHOOL NAME: Mary Baldwin College	DEGREE RECEIVED: Bachelor's
LOCATION: (City, State/Province) Staunton, Virginia	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
MAJOR: Business Management		
DATES:	SCHOOL NAME: Central Missouri State University	DEGREE RECEIVED: Master's
LOCATION: (City, State/Province) Warrensburg, Missouri	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
MAJOR: Aviation Safety Management		
DATES:	SCHOOL NAME: Central Missouri State University	DEGREE RECEIVED: Master's
LOCATION: (City, State/Province) Warrensburg, Missouri	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
MAJOR: English		

WORK EXPERIENCE

DATES: From: 1/2015 To: Present	EMPLOYER: American University of Phnom Penh	POSITION TITLE: University Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Phnom Penh, International		

SUPERVISOR: Dr. James West - V.P.: Academic & Student Affairs		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		# OF EMPLOYEES SUPERVISED: 1	
DUTIES: AUPP is a small new (start-up) university and library. The University Librarian is responsible for all aspects of the Library, including: Accreditation preparation Plan, design, implementation of new library services Staff hiring, evaluation, promotion, or dismissal Collection development in all formats Creation of Library policies and procedures Staff professional development Subject liaison for all faculty Library liaison for university governance Student programs and services			
REASON FOR LEAVING: Return to the USA after a decade of work and life abroad (Repatriation).			
DATES: From: 9/2019 To: Present		EMPLOYER: Office Depot - Office Max	POSITION TITLE: Sales Supervisor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED], Columbus, Indiana, 47203			
SUPERVISOR: Mr. Juan Mellado - General Manager		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
HOURS PER WEEK: 40		# OF EMPLOYEES SUPERVISED: 4	
DUTIES: Achieve quarterly sales (which resulted in four sales bonuses for all staff) Train new Sales Associates Receive extensive vendor training on new printers, computers, and other tech products			
REASON FOR LEAVING: I am currently employed, so although I would get an excellent reference - I would prefer that my employer not know that I seek employment with another organization			
DATES: From: 9/2016 To: 12/2017		EMPLOYER: Hays Public Library	POSITION TITLE: Library Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Hays, Kansas			
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
HOURS PER WEEK: 40		# OF EMPLOYEES SUPERVISED: 30	
DUTIES: Staff hiring, evaluation, promotion, or dismissal Budget design, maintenance, and audit control Collection and program material purchase approvals Creation of Library policies and procedures Staff professional development Facilities management Community services and programs Library representative to the Library Board, Foundation, and Friends of the Library Library representative to regional and state library associations Library liaison to City and County governing authorities			
REASON FOR LEAVING: Resignation Relocate to support my wife as she began her Doctoral Degree studies in another state.			
DATES: From: 12/2011 To: 12/2014		EMPLOYER: Nazarbayev University	POSITION TITLE: Library General Manager and International Expert
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Astana , International			
SUPERVISOR: Dr. Loretta O'Donnell - Vice Provost for Academic Affairs		MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		# OF EMPLOYEES SUPERVISED: 30	
DUTIES: NU is a large new (start-up) research university and library. The Library General Manager is responsible for: Strategic plan development for new building projects Strategic plan development of budgets Creation of Library policies and procedures Staff hiring and evaluation Staff professional development Design, implementation and supervision of subject librarian program Library liaison for university governance groups Library representative to local, national, and international professional meetings			

Collection development in all formats Student programs and services		
REASON FOR LEAVING: Successful completion of three years contract.		
DATES: From: 1/2008 To: 6/2011	EMPLOYER: Bermuda College	POSITION TITLE: Library Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Paget, International		
SUPERVISOR: Dr. Duranda Greene - College President	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 7	
DUTIES: BC Library Director is responsible for all aspects of the College Library, including: Strategic Library development plans Staff hiring, evaluation, and promotion or dismissal Budget projections and expenditures Staff and collections analysis Library liaison for campus governance groups Accreditation leadership in Library and college-wide preparation Negotiation with vendors Collection evaluation, development, and maintenance in all formats Management of Library policies and procedures Facilities management Friends of the Library organization Public and student programs Professional development for staff, Bermudian librarians, and library staff across the islands		
REASON FOR LEAVING: My contract could not be renewed because when it ended a local qualified Bermudian applied for the position. Preference is always given to qualified locals.		
DATES: From: 11/2005 To: 11/2007	EMPLOYER: University of Northern Colorado	POSITION TITLE: Technical Services Manager - Acquisitions/Serials
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Michener Library - ██████ Greeley, Colorado, 80639		
PHONE NUMBER: ██████████	SUPERVISOR: Helen Reed - Dean	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 6	
DUTIES: Manage 1 librarian & 6 paraprofessionals, oversee 1.2 million USD budget, manage all aspects of acquisitions and serials.		
REASON FOR LEAVING: To live and work abroad.		
DATES: From: 8/1991 To: 3/2004	EMPLOYER: Central Missouri State University	POSITION TITLE: Library Assistant - Acquisitions
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Warrensburg, Missouri		
SUPERVISOR: Ms. Mollie Dinwiddie - Dean (now) "Technical Services Coordinator" (then)	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		
DUTIES: All aspects of ordering and receiving library materials in many formats.		
REASON FOR LEAVING: Completed my MLS degree and moved out of state to accept a professional faculty position (in Colorado).		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Mollie Dinwiddie	POSITION: Dean (retired)
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ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Warrensburg, Missouri 64093		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Gary Pitkin	POSITION: Dr.
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Greeley, Colorado 80634		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]
REFERENCE TYPE: Professional	NAME: Duranda Greene	POSITION: President
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Stonington Avenue, South Road, Paget, International		
EMAIL ADDRESS: [REDACTED]		PHONE NUMBER: [REDACTED]

Agency-Wide Questions

1. **Have you ever been employed by Douglas County?**

No

2. **Are you related to a current or former employee of Douglas County?**

No

3. **If yes, please list name(s), and departments where employed:**

4. **Have you ever been discharged or terminated from any place of employment?**

No

5. **MILITARY SERVICE Have you ever been a member of the Armed Forces**

No

6. **If yes, please list BRANCH, RANK, DISCHARGE TYPE and duties:**

7. **Per Douglas County Policy and Procedure 200.27 and County Code 2.02.110 no outside employment of any kind shall be allowed unless authorized in advance by the appointing authority in writing. If offered employment with Douglas County are you intending to retain your current employment?**

No

8. **How were you referred?**

Professional Journal or Trade Publication

By clicking on the yes button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. Note: a record of conviction will not necessarily bar you from employment, and factors to be considered when looking at records of criminal history include: Length of time passed since the offense; Age of applicant at the time of the offense; Severity and nature of offense; Relationship of the offense to the position applying for; and Evidence of rehabilitation of the applicant. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

Yes

Job Specific Supplemental Questions

1. **What is your highest level of completed education?**
Master's Degree or Higher
2. **Please list your degree level and major(s).**
MS (Master of Science) - Aviation
MA (Master of Art) - English
MLS (Master of Library Science) - Library and Information Science
3. **How many years of managerial experience do you possess in a library environment?**
9 years
4. **How many years of experience do you possess presenting to a municipality and/or governmental board?**
1 - 2 years
5. **How many years of experience do you possess working for a multi-person Board?**
Less than 1 year
6. **Please describe your experience in recruiting Board members or applicants for Board appointments, your role in building cohesiveness among Board members, and your history of collaboration with Board members.**
At Bermuda College, I was an active member of the President's Council and had daily meetings with the Departmental Deans in which we constantly worked toward cohesive action toward the mission of the College. At Nazarbayev University, I worked in coordination with the Provost's Office, including the Provost and Vice Provosts and various School Deans (I was also a member of the President's Council and the Dean's Council) where a major objective was to advance the mission of the university and work toward collaboration with Kazakh administrators in the administration of Western educational standards and best practices. In Cambodia, my role was with the University Board Chair and Faculty, to provide the best services for students, faculty, and the larger community. In Hays, I met with the Library Board, Friends of the Library Board, and Library Trustees. Some successes there included Library Board coordination with community efforts and with facilities maintenance, repair, and construction; Friends book sale and art exhibit activities, and the securing Library Trustee Board scholarships for two of the library staff who wanted to continue their education and were accepted (and subsequently graduated from) MLS programs, as well as other fund raising and facilities improvement projects. I have been extensively involved with University President's, Provosts, and Dean's governance groups, as well as with public library Boards, Friends, and Trustee groups; always with the goal of supporting and advancing the library's objectives in the local service community.
7. **How many years of experience do you possess working with 501(c)3 organizations such as Friends of the Library or similar organization?**
3 - 4 years
8. **Please describe your responsibilities in working with such organizations listed in question 7, including any fiscal responsibility, compliance assurance with the IRS and /or Secretary of State, reporting responsibilities.**
Initially, my experience was with accounting and record-keeping, and later in other situations, it was with local programs, regular governance meetings, and then CPA (Certified Public Accountant) external and contract responsibilities, sometimes in coordination with Boards and sometimes just in my role as Library Director.
9. **Please describe the experience you possess managing physical facilities, developing space need planning, or other activities related to the construction and/or maintenance of physical facilities and the properties upon which they sit.**
I have experience in management of physical facilities including such diverse situations as hurricane recovery, union employee work stoppages, expansion plans and ground work for the expansion (doubling) of the size of the existing building, and repair of accidental (auto crashes into the building with extensive structural damage) building repair. Early in my career in the USA, I was directly involved in space planning for a new \$30 million dollar building, and directly responsible for a large portion of the move from the existing building to the new site. I toured the new construction site weekly and monitored construction progress and it's adherence to librarian's and architect's plans. I also did advance planning with senior university officials for the library in new site development in Phnom Penh, and monitored early development of construction. In Kazakhstan, I assisted in the plan and development, including monitoring of groundbreaking and initial construction, of a significant increase in the size of the existing library structure. While there, I also did professional presentations in space planning, facility development, and demonstrated German designed library space use systems in Central Asia.
10. **In addition to completing the application, did you attach a cover letter listing your experience with 1. preparing detailed scope of services/work; 2. developing, administering, and monitoring budgets, and the dollar amount of the budgets(s) you were responsible for; 3. monitoring trends and conducting community needs assessment and developing marketing strategies; 4. administering, developing and managing grants and contracts; and 5. monitoring and evaluating the performance of subordinate staff and resume that illustrate your work experience. Indicate the employer (s) where you gained this experience.**
Yes
11. **Briefly, describe why you are interested in the Library Director position with Douglas County.**
This is an interesting professional opportunity to share my experience and lead a team that serves a community in what I consider to be a forward-looking part of the USA. Personally, I would like to live in Nevada, as I have visited the area several times and consider it an excellent place for me and my family to live and be actively engaged in community life.
Douglas County requires applicants to list all work history from your most current employment to 10 years back. If relevant experience is over 10 years please list it on your application. *Writing "See Resume" on the application in place of completing your information is not acceptable.*** Have you listed your current employment through 10 years of work history on your application in addition to listing any relevant experience that exceeds 10 years?**
I have relevant experience that exceeds 10 years and I have included the experience on my application.
13. **Are you able to perform the essential functions of the job listed on the job description with or without a reasonable accommodation?**
Yes

14. Will you be able to provide a current valid Driver's License and DMV history report (10 year) if offered employment?

Yes

Douglas County employees are required to uphold the County's Values and are evaluated based upon these Values. MISSION STATEMENT Working together with integrity and accountability, the Douglas County team is dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors. VALUES STATEMENT Integrity - We demonstrate honest and ethical conduct

15. through our actions. Accountability - We accept responsibility for our actions. Customer Service - We deliver efficient and effective service with an attitude of respect and fairness. Leadership - We establish the tone and direction for success motivating and inspiring others to accomplish a shared vision. Communication - We ensure open dialogue through proactive listening and sharing of information throughout the organization and the community. Teamwork - We work together to achieve shared goals. Do you understand Douglas County's Mission and Values Statement and will you be able to uphold them if hired?

Yes

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. Note: a record of conviction will not necessarily bar you from employment, and factors to be considered when looking at records of criminal history include: Length of time passed since the offense; Age of applicant at the time of the offense; Severity and nature of offense; Relationship of the offense to the position applying for; and Evidence of rehabilitation of the applicant. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

This application was submitted by James W AgeeJr on 8/24/21 8:29 PM

Signature _____

Date _____

James W Agee, Jr

[REDACTED]
Columbus, Indiana 47203

Board of Library Trustees
Douglas County Public Library
PO Box 218
Minden, Nevada 89423

Dear Board of Library Trustees:

Your Library Director position appeals to me. I have the depth of education and experience that you seek to effectively administer Douglas County Public Library. After completion of a BA degree in Business, I earned an MS degree in Aviation and an MA degree in English and then an ALA-accredited MLS (Master of Library Science) degree.

My work experience progresses from graduate assistant at the reference desk, through Librarian and then Department Manager / Assistant Professor at the University of Northern Colorado, after which I began my work abroad as a Library Director. My work in Bermuda for about 3½ years was at Bermuda College as Library Director. Following that I was at Nazarbayev University, a newly founded university in Astana, Kazakhstan. As General Manager and International Expert of the Library for 3 years, I worked to manage change in a fast-paced and very rapid growth environment. My work with start-up universities, and their rapidly developing environments, continued for about 1½ years at the American University of Phnom Penh, in Cambodia's capital city. During this work abroad, I was deeply involved in strategic planning and organization, workflow processes, and implementation of best western practices in librarianship. I then returned to the USA and entered public library administration as Director of Hays Public Library in Hays, Kansas for 1 ¼ year. My library director level experience totals just over 9 years.

Scope of Work

My resume gives additional evidence of my library leadership experience, such as the recruitment and development of staff, preparation of budgets, management of print and electronic collections, supervision of professional and support staff, evaluation and implementation of technology systems, and facilities management. Budgets, staff development, resource management, collaboration with colleagues, and coordination with Provosts, Dean's Councils, or Library Boards have been constant throughout this decade, despite widely varied experiences in each situation. In each of these leadership roles, I have been closely involved in the integration of library services toward the larger community mission and goals.

Community Needs, Trends, and Marketing

In each of the libraries where I have been director, there were unique and specific budgets, programs, and communities served. In Kazakhstan, the primary service community was students and faculty, and library employees from the National Library as well as other universities in the region. Many of the programs I developed were professional training for librarians. I also instituted a library program that put librarians in each academic department as library liaisons for students and faculty. In addition, I was personally involved with the American Corners project of the USA Embassy and visited numerous American Corners throughout Kazakhstan. American life, English language, and mentoring young people for USA university admission were some activities of the American Corners.

At the University of Northern Colorado, the Friends group had very large periodic book sales, and the library hosted regular art shows for the community. In Bermuda (a College and Community library), we had numerous programs for the community, such as training sessions and author book readings. I co-authored a grant (\$15,400) which funded a multi-session training program "Every Child Ready to Read" for teachers and caregivers. In Hays, we had an extensive Summer Reading Program and a very active Friends of the Library group (which had a small store and frequent book sales). We also partnered with an intercultural community group in Hays and installed a locally designed mural wall in the library. I installed Little Free Library sites throughout the Hays library district.

Budget Management

I was closely involved with budget planning and monitoring (1 million + in Colorado, half of that in Bermuda and in Hays). In Cambodia it was necessary to secure donation funding for print resources and for an automated library management system. Each of these positions involved budget planning and monitoring of expenditures. Library technical services is the core of my career, including assessments, evaluation of resources to acquire, license negotiation, budget projections, and fund expenditure monitoring for print, electronic, serial, and other formats across varied departments.

Contract Management

For years, I have done cost/use analysis of resources to make informed decisions about subscription renewals or cancellations. I have extensive experience with acquisitions budgets and vendor negotiations, including evaluation and selection of automated library management systems. To stay current with emerging technologies and professional standards, I have been actively involved in professional conferences. At these library conferences I discovered potential vendors and their latest products. This created a network of lasting relationships with representatives who frequently visited the library with in-depth proposals. These included virtual demonstration models, shared resource projects, and their latest technology products.

Staff Development

As a supervisor of many staff (about 10 in Colorado, 8 in Bermuda, 35 in Kazakhstan, 2 in Cambodia, and 30 in Hays), I hired, evaluated, coached, and promoted staff in a variety of departments and at different job levels. Also, I have extensive experience with a wide variety of ethnic, religious, socio-economic, gender, and age diverse individuals and populations. This experience includes collaborative efforts both within the library's widely diverse staff, and beyond the library with other professional, community, national, or international groups.

I have authored a book and numerous articles, served as editor for library journals, and given workshops and presentations to national and international library organizations.

I have much to offer this position and look forward to talking with you!

Sincerely,

James W. Agee, Jr., MS, MA, MLS

James Willard Agee, Jr

[REDACTED]
Columbus, Indiana 47203
[REDACTED] [REDACTED]

Professional Objective

I seek the position of Library Director at Douglas County Public Library in Minden, Nevada.

Education

2011 / TEFL: Bridge-Linguathec Certificate / Denver, Colorado

2002 (Dec) / MLS: Library and Information Management / Emporia State University (3.7 GPA)

2000 (Dec) / M.A.: English Literature / Central Missouri State University (3.7 GPA)

1991 (May) / M.S.: Aviation Safety Management / Central Missouri State University (4.0 GPA)

1987 (May) / B.A.: Business Management / Mary Baldwin College (3.4 GPA)

Relevant Employment

Sep. 2019 – Present / Office Depot / Indiana, USA

Sales Supervisor

A retail store. The Sales Supervisor is responsible for:

- ❖ Achieve quarterly sales (which resulted in four sales bonuses for all staff)
- ❖ Train new Sales Associates
- ❖ Receive extensive vendor training on new printers, computers, and other tech products

Sep. 2016 – Dec. 2017 / Hays Public Library / USA

Library Director

A public library in north central Kansas. The Library Director is responsible for all aspects of the library, including:

- ❖ Staff hiring, evaluation, promotion, or dismissal
- ❖ Budget design, maintenance, and audit control
- ❖ Collection and program material purchase approvals
- ❖ Creation of Library policies and procedures
- ❖ Staff professional development
- ❖ Facilities management
- ❖ Community services and programs
- ❖ Library representative to the Library Board, Foundation, and Friends of the Library
- ❖ Library representative to regional and state library associations
- ❖ Library liaison to City and County governing authorities

Jan. 2015 – Aug. 2016 / American University of Phnom Penh (AUPP) / Cambodia

University Librarian

AUPP is a small new university and library. The University Librarian is responsible for all aspects of the library, including:

- ❖ Accreditation preparation

- ❖ Staff hiring, evaluation, promotion, or dismissal
- ❖ Collection development in all formats
- ❖ Creation of Library policies and procedures
- ❖ Staff professional development
- ❖ Faculty and administration liaison
- ❖ Student programs and services

Dec. 2011 – Dec. 2014 / Nazarbayev University / Astana, Kazakhstan

Nazarbayev University Library

Library General Manager and International Expert

NU is a large new (start-up) research university and library. The Library General Manager is responsible for:

- ❖ Strategic plan development for new building
- ❖ Strategic plan development of budgets
- ❖ Strategic plan for medical school library services
- ❖ Creation of Library policies and procedures
- ❖ Staff hiring and evaluation
- ❖ Staff professional development
- ❖ Supervision of subject librarians
- ❖ Library liaison for university governance groups
- ❖ Library representative to local, national, and international professional meetings
- ❖ Collection development in all formats
- ❖ Student programs and services

Jan. 2008 – Jun. 2011 / Bermuda College / Islands of Bermuda

Bermuda College Library

Library Director

BC Library Director is responsible for all aspects of the College Library, including:

- ❖ Strategic Library development plans
- ❖ Staff hiring, evaluation, and promotion or dismissal
- ❖ Budget projections and expenditures
- ❖ Staff and collections analysis
- ❖ Representation of the Library in campus governance groups
- ❖ Accreditation leadership in Library and College-wide preparation
- ❖ Negotiation with vendors
- ❖ Collection evaluation, development, and maintenance in all formats
- ❖ Management of Library policies and procedures
- ❖ Facilities management
- ❖ Friends of the Library coordination
- ❖ Public and student programs
- ❖ Professional development for staff and Bermudian librarians and library staff across the islands

Dec. 2005- Nov. 2007 / University of Northern Colorado / Assistant Professor / Colorado, USA

James A. Michener Library

Technical Services Manager - Acquisitions/Serials (including Reference Service)

Mar. 2004- Dec. 2005 / Emporia State University Administrative Faculty / Colorado, USA
School of Library and Information Management
Director, Colorado Distance Education Program

Aug. 1991-Mar. 2004 / Central Missouri State University (now University of Central Missouri) / Missouri, USA
Ward Edwards and James C. Kirkpatrick Libraries
Inter Library Loan Clerk (Aug. 1991 – Oct. 1992)
Library Assistant – Acquisitions (including Reference Service)

Editor Positions

2018– Present / *International Journal of Sociotechnology and Knowledge Development*, Editorial Review Board
(IGI Global)

2015– 2020 / *International Information & Library Review*, Editorial Reviewer (Taylor & Francis)

2013– 2016 / *Journal of Library Administration*, “Global Perspectives” Column Editor (Taylor & Francis)

2013 / Agee, J., et al, (Editors), *Library interaction: modern world trends in university libraries development*, Eurasian Higher Education Leaders Forum, Nazarbayev University Library and I.T. Services, Astana, Kazakhstan, 2013, 62 pages

2006– 2008 / *Colorado Libraries*, Editor

Juried Publications

Google Scholar / Impact Factor: h-index = 7

Agee, J. *Acquisitions go global: an introduction to library collection management in the 21st century*, Chandos Press, Oxford U.K. (2007)

Agee, J. & Naper, S., *Offsite storage: an analysis*, *Collection Building*, 26(1), 2007, pps 20-25

Agee, J. & Lillard, L., *A global view of library associations for students and new librarians*, *New Library World*, 106(11/12), 2005, pps: 541-555

Agee, J., *Collection evaluation: a foundation for collection development*, *Collection Building*, 24(3), 2005, pps: 92-95

Agee, J., *Literacy, aliteracy, and lifelong learning*, *New Library World*, 106(5), 2005, pps: 244-252

Agee, J. & Solis, J., *Spanish language books: a review of print and online resources*. *Collection Building*, 23(2), 2004, pps: 87-95

Agee, J. & Antrim, P., *Stone buildings, cyberspace, and the library user*, *New Library World*, 104(11/12), 2003, pps: 474-480

Agee, J., Literacy project development resources, *New Library World*, 104(9), 2003, pps: 344-353

Agee, J., Selecting materials: a review of print and online resources *Collection Building*, 22(3), 2003, pps: 137-140

Agee, J., Exciting E-books: a new path to literature, *Tech Trends*, 47(4), 2003, pps: 5-8

Non-Juried Publications

Agee, J. A review of recent readership, *Journal of Library Administration*, 55(1), 2015, pps.: 41-48

Karjanto, N., Kairatbekkyzy, M, & Agee, J. Embedded librarianship and problem-based learning in Undergraduate mathematics courses, *International Congress of Women Mathematicians (ICWM 2014), Poser Session, Conference Proceedings*, August 2014

Agee, J. Invitation for contributions, *Journal of Library Administration*, 53(2-3), 2013, pps.: 167-176

Agee, J. Books: Cultural markers of life's journeys, *Pavlodar Conference of the Book – Conference Proceedings*, November, 2012, p: 34

Agee, J. IRRT Pre-Conference Report, *Cognotes*, June 2011.

Agee, J. From the Editor, *Colorado Libraries*, 33(4), 2008, p: 2

Agee, J. From the Editor, *Colorado Libraries*, 33(3), 2008, p: 2

Agee, J. The serials evolution: print to electronic, *Yearbook of the Bulgarian Information Consortium 2006*, Sofia, Bulgaria: Bulgarian Information Consortium, 2007, pps: 73-80

Agee, J. & Solis, J., Sofia 2006 conference report, *International Leads*, 2007, p: 6

Agee, J. & Deyrup, M., SOFIA 2006: Globalization, Digitization, Access, and Preservation of Cultural Heritage - A Conference Report, *Slavic and East European Information Resources* 8(4), 2007

Agee, J. SOFIA 2006 conference report, *New Library World*, 108(S/6), 2007, pps: 289-291

Agee, J. From the Editor, *Colorado Libraries*, 33(2), 2007, p: 2

Agee, J. From the Editor, *Colorado Libraries*, 33(1), 2007, p: 2

Agee, J. From the Editor, *Colorado Libraries*, 32(4), 2006, p: 2

Agee, J. From the Editor, *Colorado Libraries*, 32(3), 2006, p: 2

Agee, J. From the Editor, *Colorado Libraries*, 32(2), 2006, p: 3

Agee, J. IRRT Pre-Conference Report, *Cognotes*, (3), June 26, 2006, p: 2

Agee, J. & Solis, J., Sofia 2004 conference report, *Slavic & East European Information Resources*, 2005, pps: 57-62

Book Reviews

2017 – Present / Review of books for *Choice: Current Reviews for Academic Libraries*

2017 – Present / Review of books for *ARBA: American Reference Books Annual*

2002 - 2007 / Reviewed 30 books or websites for 3 publications:

1. *ARBA: American Reference Books Annual*
2. *Choice: Current Reviews for Academic Libraries*
3. *Library Journal*

Academic Courses Taught

2012 / Hello! Language School (Evenings and Saturdays) Astana, Kazakhstan
Intermediate English – Teens and Young Adults
Intermediate English – Adults

2005 / Emporia State University: School of Library and Information Management
LI86S: Instructor for students' Independent Study Projects in Archives and Music Librarianship
LI870: Instructor for students' Practicum Projects in Public Libraries

2004 / Emporia State University: School of Library and Information Management
LI 803: Information Transfer and the Knowledge Society (Co-Instructor)

2001 - 2003 / Central Missouri State University
Library Science 4230: Selection and Acquisition of Materials (Classroom, Blackboard, Interactive TV)

2000 / Central Missouri State University
Library Science 1600: Information Resources

1999 - 2001 / Central Missouri State University
Academic Enrichment 1400: Student Development Seminar

Presentations

June 2015 / presentation, "Cultural Practices: Beyond Ethics" for the International Connections Committee of the International Relations Roundtable (IRRT) at the American Library Association (ALA) conference in San Francisco, USA

June 2015 / presentation, "Opportunities for Librarians: Eurasia and Beyond" for the Eurasia and Central Asia Subcommittee of the International Relations Committee (IRC) at the American Library Association (ALA) conference in San Francisco, USA

March 2015 / virtual presentation, "How to get published" for the Publish and Present: Strengthening the Quality of Scientific Scholarly Communication seminar at Hyderabad, India

September 2014 / presented a paper, "Nazarbayev University: Strategic development and information support in a new medical library" at the MedArt Conference at the Scientific Research Institute of Experimental Medicine in St Petersburg, Russia

May 2014 / served as Chair for "Library Resources for Eurasian Scholarly Research" session, ASEES-CESS Joint Regional Conference [Association for Slavic, East European, and Eurasian Studies– Central Eurasian Studies Society] at Nazarbayev University in Astana, Kazakhstan

April 2014 / presented a paper, "Staff evaluation: Tools from Western academic libraries that measure staff performance" at the 3rd Annual International Scientific-Practical Conference, "Current trends of global university libraries: Experiences, challenges, and prospects – 2014" in Astana, Kazakhstan

April 2014 / presented a paper, "Western library practices: A few ways to build connections with library users, and why!" at the 1st International ADA University Library Conference, "Exploring Best Practices in Library and Information Science" in Baku, Azerbaijan

June 2013 / presented a paper and served as panel member, "International Opportunities for Librarians", International Relations Round Table at the American Library Association Conference in Chicago, Illinois

September 2012 / presented a paper, "A view of the future of Librarianship" at the Republic of Kazakhstan International Forum, "Commonwealth Libraries: Integration, Innovation, and Access for All" in Astana, Kazakhstan

June 2012 / presented a paper and served as panel member, "Digital Humanities in Eurasia" American Library Association Annual Conference, Eurasia and Central Asia Subcommittee of the International Relations Committee of ALA, in Anaheim, California

June 2011 / American Library Association (ALA) Annual Conference, "ECRR in Bermuda: Self-Sustaining Success!" (International Paper Session) (Paper) in New Orleans, Louisiana

November 2008 / presented a paper, "Do you see what I see? Literacy as the key to unlock the E-Library" at CANQATE 2008 in Bermuda

August 2007 / Colorado Association of Libraries (CAL), "How to Get Published" presentation at Reinventing Yourself workshop in Denver, Colorado

November 2006 / presented a paper, "The serials evolution: print to electronic" at Technology Days, sponsored by American University of Bulgaria in Sofia, Bulgaria

November 2006 / presented a paper, "A successful consortium in review: Colorado Alliance of Research Libraries" for SOFIA 2006: Globalization, Digitization, Access, and Preservation of Cultural Heritage in Sofia, Bulgaria

May 2004 / conducted a half-day workshop "Spokes on the Wheel of Life" at the 3rd Annual Southern African Librarians Acquisitions Conference (SALAC) in Pretoria, South Africa for 250 professional librarians, publishers, and booksellers

October 2001 / conducted a two-day seminar "The Business of Libraries: Acquisitions in a Digital Era" at the Library School of the Polytechnic University in Manila, Philippines for 35 professional librarians.

April 2001 / conducted a two-day seminar "The Business of Libraries: An Acquisitions Seminar" at the Continuing Education Center of Sofia University in Sofia, Bulgaria for 20 professional librarians.

Professional Activities

2017 / Association of Rural and Small Libraries conference / St. George, Utah, USA

2017 / American Library Association conference / Chicago, USA

2016 / Spring Board English Substitute Teacher / Phnom Penh, Cambodia

2016 / Librarians Association of Cambodia / Phnom Penh, Cambodia

2016 / Librarians Association of Cambodia / Phnom Penh, Cambodia

2015 / Spring Board English Speaking Competition – Adjudicator / Phnom Penh, Cambodia

2015 / American Library Association conference / San Francisco, USA

2014 / Frankfurt Book Fair / Frankfurt, Germany

2014 / Pavlodar academic and public library visits, including American Corner English Language Center / Pavlodar, Kazakhstan

2014 / Atyrau academic and public library visits, including American Corner English Language Center / Atyrau, Kazakhstan

2013 / International Federation of Library Associations (IFLA) World Congress / Singapore

2013 / Eurasian Higher Education Leaders Forum – Library Section / Astana, Kazakhstan

2012 / International Federation of Library Associations (IFLA) World Congress / Helsinki, Finland

2012 / OCLC Conference / Tbilisi, Georgia

2008 / GLOBENET (Emporia State University / University of Sofia) in Sofia, Bulgaria

2008 / Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) Conference in Bermuda

2008 / Sirsi Dynix Super Conference in Detroit, Michigan USA

2007 / Colorado Association of Libraries (CAL) Annual Conference in Denver, Colorado USA

2007 / American Library Association (ALA) / Mid-Winter Conference in Seattle, Washington USA

2006 / Colorado American Library Association (CoALA) Spring Workshop, "How to Get Published" Panel Member / Denver, Colorado USA

2006 / North American Serials Interest Group (NASIG) Annual Conference in Denver, Colorado USA

2006 / Innovative Users Group (IUG) Annual Conference in Denver, Colorado USA

2006 / American Library Association (ALA) Annual Conference in New Orleans, Louisiana USA

2004 / GLOBENET (Emporia State University/Sofia University) in Sofia, Bulgaria

2004 / International Federation of Library Associations (IFLA) World Congress / Buenos Aires, Argentina

2002 / GLOBENET (Emporia State University/Sofia University) in Sofia, Bulgaria

2002 / International Federation of Library Associations (IFLA) World Congress / Glasgow, Scotland

2000 / GLOBENET (Emporia State University/University of Sofia) in Sofia, Bulgaria

Professional Memberships

Present (Since 2001-2003) / American Library Association (ALA) member

2017 (Since 2001) / International Federation of Library Associations (IFLA) member

2011 (Since 2008) / Library Association of Bermuda (LAB) – (President 2011, 2009, 2008)

2008 (Since 2006) / Colorado Association of Libraries (CAL) member

2007 (Since 2001) / Bulgarian Studies Association (BSA) member

External Funds

2009 / Library Association of Bermuda

 "Every Child Ready to Read" train-the-trainers project

 \$15,400 funded

 Atlantic Philanthropies

2006 / University of Northern Colorado (UNC) Scholar Speakers Series

 "Diversity Visiting Scholar" project

\$3,800 funded
UNC Sponsored Programs and Academic Research Center (SPARC)

Service

2018 – 2019 / Ben Franklin Awards (Professional & Technical Judge) – IBPA (Independent Book Publishers Association)

2017 - 2018 / Ben Franklin Awards (Professional & Technical Judge) - IBPA (Independent Book Publishers Association)

2015 – 2016 / American University of Phnom Penh - Speakers and Symposia Committee

2014 – 2016 / De Gruyter International Librarians Advisory Board

2014 – 2016 / American Library Association – International Relations Committee – Eurasia and Central Asia subcommittee: Member

2011 – 2014 / Nazarbayev University – Academic Council

2011 – 2014 / Nazarbayev University – University Council

2008 - 2011 / Bermuda College Administrative Management Team

2008 - 2011 / Bermuda College Academic Affairs Team

2008 - 2011 / Bermuda College New England Association of Schools and Colleges (NEASC) Accreditation Steering Team

2008 - 2011 / Bermuda College 2018 Ten-Year Plan Steering Committee

2008 - 2011 / Bermuda College Academic Council

2008 - 2009 / Bermuda College Distance Education Committee

2008 - 2009 / Bermuda College Portal Planning Committee

2006 / University of Northern Colorado - Associate Vice President Search committee

2002-2004 / Honor Society of Phi Kappa Phi / International Chapters Working Group

2001-2004 / Honor Society of Phi Kappa Phi / National Study Abroad Grant Selector

Life Member / Delta Tau Delta fraternity

Academic Honors

- ❖ Emerald Literati Club / "Highly Commended Award" 2005
- ❖ Beta Phi Mu International Library and Information Studies Honor Society
- ❖ Phi Kappa Phi Honor Society
- ❖ M.S.: Outstanding Aviation Safety Graduate / Department of Power and Transportation
- ❖ B.A.: Graduated with Distinction / Outstanding Senior Business Analysis

EMPLOYMENT APPLICATION



DOUGLAS COUNTY (NV)
 P O BOX 218
 Minden, Nevada 89423
 (775) 782-9860
<http://www.douglascountynv.gov>

Britsch, James K
21/22-00011 LIBRARY DIRECTOR

Received: 8/27/21 1:36 PM
 For Official Use Only:
 QUAL: _____
 DNQ: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: LIBRARY DIRECTOR	EXAM ID#: 21/22-00011
NAME: (Last, First, Middle) Britsch, James K	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Hyde Park, Utah 84318	EMAIL ADDRESS: [REDACTED]
HOME PHONE: [REDACTED]	NOTIFICATION PREFERENCE: Email
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular
TYPES OF WORK YOU WILL ACCEPT: Full Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)

EDUCATION

DATES: From: 8/2013 To: 12/2016	SCHOOL NAME: University of Colorado Denver	DEGREE RECEIVED: Master's
LOCATION: (City, State/Province) Denver, Colorado	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	UNITS COMPLETED: 36 - Semester
MAJOR: Public Administration		
DATES: From: 8/2003 To: 12/2004	SCHOOL NAME: University of North Texas	DEGREE RECEIVED: Master's
LOCATION: (City, State/Province) Denton, Texas	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	UNITS COMPLETED: 36 - Semester
MAJOR: Library and Information Science		
DATES: From: 8/2000 To: 12/2002	SCHOOL NAME: Utah State University	DEGREE RECEIVED: Bachelor's
LOCATION: (City, State/Province) Logan, Utah	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	UNITS COMPLETED: 68 - Semester
MAJOR: English		
DATES: From: 8/1995 To: 12/1999	SCHOOL NAME: Utah Valley State College	DEGREE RECEIVED: No Degree
LOCATION: (City, State/Province) Orem, Utah	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
UNITS COMPLETED: 52 - Semester		

WORK EXPERIENCE

DATES: From: 6/2018 To: Present	EMPLOYER: City of North Logan, North Logan City Library	POSITION TITLE: Director of the North Logan City Library
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] North Logan, Utah, 84341	COMPANY URL: http://northlogancity.org/	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PHONE NUMBER: [REDACTED]	SUPERVISOR: Emily Wheeler - Library Board Chair	
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 20	

DUTIES:		
<ul style="list-style-type: none"> • Manage a city government's public library for a community of 11,000. • Managing a budget of \$600,000. • Work with other city leaders such as the City Manager, department heads, city council, and library board to establish and implement city-wide goals. • Manage a staff of 20. • Work with the state government to secure funding. Attend state legislature meetings and meet with the other library directors in the State of Utah to discuss strategies for securing funding. • Grant writing. Managing a yearly endowment of \$200,000, annual grants of from private donors of \$30,000, and state grants of roughly \$8,000. • Write and Implement library policies. Work closely with the library staff, patrons, library board, and others to write and implement policies that protect both patrons and the library. 		
REASON FOR LEAVING:		
I'm interested in pursuing a position where I can continue to learn and grow professionally. Location is also important.		
DATES: From: 8/2013 To: 5/2018	EMPLOYER: New Mexico Junior College	POSITION TITLE: Director of Library Services
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED], Hobbs, New Mexico, 88240		COMPANY URL: http://www.nmjc.edu/library/
PHONE NUMBER: [REDACTED]	SUPERVISOR: Dennis Atherton - Vice President of Instruction	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 10	
DUTIES:		
<ul style="list-style-type: none"> • Manage a full-time library staff of 8, physical collection of 60,000 items, more than 80 database collections, and millions of online articles and ebooks. • Lead the library, which is open to the public, as it serves an area of 70,000 residents, 3000 full-time students, and 3000 students in jobs-training and part-time programs. • Manage a budget of \$230,000, GO Bond funds of \$20,000, and other funding as it becomes available. • Work with the state government to secure funding. Attend state legislature meetings and meet with the other library directors in the State of New Mexico to discuss strategies for securing the GO Bond for libraries. • Grant writing. Recently wrote a grant of \$17,000 for a new living history garden at New Mexico Junior College's Western Heritage Museum. • Write and Implement library policies. Work closely with the library staff, patrons, NMJC board, and others to write and implement policies that protect both patrons and the library. • Collection development. Use book review sources, such as Choice and Booklist, and careful research to choose books, media, databases, periodicals, and other items that will benefit our patronage. • Database management. Working knowledge of all major library databases, including their backend administrative functions, including EBSCO, ProQuest, and health sciences databases such as PubMed. • Instruction. Teach information literacy, give workshops, and do other types of instruction for classes at NMJC and the community. I have in-depth training in information literacy instruction and several years of experience. • Website development. Competent with HTML, Dreamweaver, Photoshop, and other web development applications. • Meet accreditation criteria. I recently led the New Mexico Junior College Pannell Library through the painstaking college accreditation process. • Negotiate with library vendors to bring down prices and significantly increase services offered to library patrons. In the last three years I have tripled our database offerings without increasing our budget. • Oversee government documents collection and staff. The NMJC Pannell Library is a federal document repository. • Participate with library consortiums. The New Mexico Junior College Pannell Library is a member of the Estacado Library and Information Network (ELIN), a consortium of public and academic libraries in Southeastern New Mexico. It is also a member of the New Mexico Consortium of Academic Libraries (NMCAL), the New Mexico Library Association, and the American Library Association. • Oversaw installation of a new automated self-checkout and a modern circulation desk. This was a long and difficult process that required the coordinated efforts of the library staff, the IT department at New Mexico Junior College, and private vendors. 		
REASON FOR LEAVING:		
I accepted a new position.		
DATES: From: 9/2011 To: 8/2013	EMPLOYER: Roseman University of Health Sciences	POSITION TITLE: Reference and Instruction Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED], South Jordan, Utah, 84095		COMPANY URL: www.roseman.edu/node/65
PHONE NUMBER: [REDACTED]	SUPERVISOR: Garry Church - Assistant Director of the Roseman University Libra	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40		
DUTIES:		
Reference Services, Library Instruction, Collection Development, Subject Guides, Tutorials and Online Library Instruction. Library liaison to the Nursing, Pharmacy, Business, and Dental Programs		
REASON FOR LEAVING:		
I accepted a position as Library Director at New Mexico Junior College.		
DATES: From: 7/2009 To: 9/2011	EMPLOYER: Sam Houston State University	POSITION TITLE: Reference and Instruction Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED], Huntsville, Texas, 77340		COMPANY URL: http://library.shsu.edu/
PHONE NUMBER: [REDACTED]	SUPERVISOR: Ann Holder - Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40		

DUTIES: Reference Services, Library Instruction/Information Literacy Coordinator, Primary Information Literacy Instructor, Technical Services/Electronic Resources/Collection Development Projects		
REASON FOR LEAVING: Professional growth		
DATES: From: 4/2005 To: 6/2009	EMPLOYER: Chadron State College	POSITION TITLE: Reference Librarian
ADDRESS: (Street, City, State/Province, Zip/Postal Code) ██████████, Chadron, Nebraska, 69337		COMPANY URL: www.csc.edu
PHONE NUMBER: ██████████	SUPERVISOR: Shawn Hartman - Assistant Director	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	# OF EMPLOYEES SUPERVISED: 5	
DUTIES: Reference Services; Library Instruction/Information Literacy Coordinator; Electronic Databases Coordinator; Library Website Designer/Manager; Instructor--Three-credit courses "Information Resources" and "Electronic Information Technology" in the CSC Library Media Program; Library liaison to the History, Music, and Communication Departments		
REASON FOR LEAVING: Professional growth		

CERTIFICATES AND LICENSES

TYPE: Graduate Academic Certificate in Advanced Library Management	
LICENSE NUMBER: ██████████	ISSUING AGENCY: University of North Texas

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Steve McCleery	POSITION: President of New Mexico Junior College (Retired)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) ██████████, Hobbs, New Mexico 88240		
EMAIL ADDRESS: ██████████		PHONE NUMBER: ██████████
REFERENCE TYPE: Professional	NAME: Darrell Beauchamp	POSITION: Executive Director of Museum of Western Art
ADDRESS: (Street, City, State/Province, Zip/Postal Code) ██████████, Kerrville, Texas 88240		
EMAIL ADDRESS: ██████████		PHONE NUMBER: ██████████
REFERENCE TYPE: Professional	NAME: Steven Earl	POSITION: Library Board Member at the North Logan City Library
ADDRESS: (Street, City, State/Province, Zip/Postal Code) ██████████, North Logan, Utah 84341		
EMAIL ADDRESS: ██████████		PHONE NUMBER: ██████████

Agency-Wide Questions

1. **Have you ever been employed by Douglas County?**
No
2. **Are you related to a current or former employee of Douglas County?**
No
3. **If yes, please list name(s), and departments where employed:**
4. **Have you ever been discharged or terminated from any place of employment?**
No
5. **MILITARY SERVICE Have you ever been a member of the Armed Forces**
No
6. **If yes, please list BRANCH, RANK, DISCHARGE TYPE and duties:**
7. **Per Douglas County Policy and Procedure 200.27 and County Code 2.02.110 no outside employment of any kind shall be allowed unless authorized in advance by the appointing authority in writing. If offered employment with Douglas County are you intending to retain your current employment?**
No
8. **How were you referred?**
Internet Ad

By clicking on the yes button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. Note: a record of conviction will not necessarily bar you from employment, and factors to be considered when looking at records of criminal history include: Length of time passed since the offense; Age of applicant at the time of the offense; Severity and nature of offense; Relationship of the offense to the position applying for; and Evidence of rehabilitation of the applicant. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

Yes

Job Specific Supplemental Questions

1. **What is your highest level of completed education?**
Master's Degree or Higher
2. **Please list your degree level and major(s).**
Master's degree in Public Administration, Master's degree in Library Science, Bachelor's degree in English
3. **How many years of managerial experience do you possess in a library environment?**
8 years
4. **How many years of experience do you possess presenting to a municipality and/or governmental board?**
3 - 4 years
5. **How many years of experience do you possess working for a multi-person Board?**
3 - 4 years
6. **Please describe your experience in recruiting Board members or applicants for Board appointments, your role in building cohesiveness among Board members, and your history of collaboration with Board members.**
I currently report to, and work very closely with, a governing Library Board. I look forward to every board meeting and enjoy working with such highly regarded members of the community. We have a very good working relationship. Our library board is ultimately responsible for choosing new board members, so I merely advise them in this process. However, I purposefully get involved in community organizations so that I can scout out potential board members. I have even taken the time to get to know the people in retirement communities that I know are particularly supportive of libraries (and that possibly have retired English professors!). It is not an easy process to find new board members. It is essential to know and be involved in your community to do this effectively. Developing a good reputation as a library is a large part of it. If people know how good the library is, they will want to serve.
7. **How many years of experience do you possess working with 501(c)3 organizations such as Friends of the Library or similar organization?**
5 or more years
8. **Please describe your responsibilities in working with such organizations listed in question 7, including any fiscal responsibility, compliance assurance with the IRS and /or Secretary of State, reporting responsibilities.**
At the North Logan City Library we receive one-third our funding through donors, endowments, and grants. I am responsible for all financial oversight and I work very closely with the Friends of the Library, a nonprofit 501(C)(3), which supports the library. I am a non-voting member of their board and I advise them on fundraising activities, marketing, communication, and other activities that support the library. I am well versed in the fundraising process. Community outreach, fundraising, reporting to the IRS, and striving to meet the needs of the community are every day aspects of my job. I also have a Master's degree in Public Administration, which includes non-profit management training as a part of the course work.
9. **Please describe the experience you possess managing physical facilities, developing space need planning, or other activities related to the construction and/or maintenance of physical facilities and the properties upon which they sit.**
We are currently in the early stages of building a new library in North Logan, UT. I have been an integral part of this process, from meeting with architects and engineers to fund raising. The partnership with city leaders has been essential in this process. I am also familiar with the process of raising money for building projects through government bonds and private donors because of my Public Administration training. Of course I have also managed the facilities at my current library, and the previous library where I was the library director. Partnerships with appropriate city/county leaders and staff are an essential part of this process. I should also note that I am an amateur carpenter, when I'm not leading libraries, and I know how and why buildings function the way they do.
In addition to completing the application, did you attach a cover letter listing your experience with 1. preparing detailed scope of services/work; 2. developing, administering, and monitoring budgets, and the dollar amount of the budgets(s) you were responsible for; 3. monitoring trends and conducting community needs assessment and developing marketing strategies; 4. administering, developing and managing grants and contracts; and 5. monitoring and evaluating the performance of subordinate staff and resume that illustrate your work experience. Indicate the employer (s) where you gained this experience.
Yes
10. **Briefly, describe why you are interested in the Library Director position with Douglas County.**
Douglas County is one of the most beautiful places in the world. It seems to be a good community to raise my family in. It is also near, but not uncomfortably close to, larger communities. I enjoy smaller towns, but I still love having access to the arts.
11. **Douglas County requires applicants to list all work history from your most current employment to 10 years back. If relevant experience is over 10 years please list it on your application. ***Writing "See Resume" on the application in place of completing your information is not acceptable.*** Have you listed your current employment through 10 years of work history on your application in addition to listing any relevant experience that exceeds 10 years?**
Yes
12. **Are you able to perform the essential functions of the job listed on the job description with or without a reasonable accommodation?**
Yes
13. **Will you be able to provide a current valid Driver's License and DMV history report (10 year) if offered employment?**
Yes

- Douglas County employees are required to uphold the County's Values and are evaluated based upon these Values. MISSION STATEMENT Working together with integrity and accountability, the Douglas County team is dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors. VALUES STATEMENT Integrity - We demonstrate honest and ethical conduct through our actions. Accountability - We accept responsibility for our actions. Customer Service - We deliver efficient and effective service with an attitude of respect and fairness. Leadership - We establish the tone and direction for success motivating and inspiring others to accomplish a shared vision. Communication - We ensure open dialogue through proactive listening and sharing of information throughout the organization and the community. Teamwork - We work together to achieve shared goals. Do you understand Douglas County's Mission and Values Statement and will you be able to uphold them if hired?**

15.

Yes

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. Note: a record of conviction will not necessarily bar you from employment, and factors to be considered when looking at records of criminal history include: Length of time passed since the offense; Age of applicant at the time of the offense; Severity and nature of offense; Relationship of the offense to the position applying for; and Evidence of rehabilitation of the applicant. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

This application was submitted by James K Britsch on 8/27/21 1:36 PM

Signature _____

Date _____

James K. Britsch

Hyde Park, UT 84318 • •

I would like to apply for the position of Library Director in Douglas County. I have extensive leadership experience in libraries and I have Master's degrees in Library Science and Public Administration. I enjoy library work and I have dedicated my life to improving library services. My background in Public Administration gives me a particularly strong skill set in working with city and state governments.

As a leader I strive to create an environment that is professionally fulfilling, fiscally responsible, collaborative, and fosters a contagious love for library work. I lead with empathy, kindness, and enthusiasm. I also embrace advances in technology and I enjoy making positive changes. I believe that every employee should show basic human respect and compassion. I expect every employee, including myself, to approach issues with a level head and an open mind.

I also look for opportunities to serve on the state level. I recently served as a voting member of the Utah Library Association Governing Board. I worked with the other board members to create policy that effects libraries of all sizes in positive ways. I also enjoy public speaking, lecturing, and presenting at library conferences. During the COVID-19 epidemic of 2020 I looked for every opportunity to continue giving workshops online through the Utah State Library and the Utah Education Network. Links to my archived lectures on topics such as leadership in libraries and Google products for libraries are provided in my resume.

I am currently the Director of the North Logan City Library, in North Logan, Utah. I love the work I'm doing and enjoy serving the community. I've been serving in this position for a little over three years. In the time I have been here library services, collection development, and programming have increased dramatically, and the budget has not needed to be increased. Over 70% of the population of North Logan have library cards. There is at least one card in every home. The library is busier than ever. I can leave this library with a sense of pride in a job well done, and move on to greater and more exciting challenges.

At the North Logan City Library we receive one-third our funding through donors, endowments, and grants. I am responsible for all financial oversight and I work very closely with the Friends of the Library, a nonprofit 501(C)(3), which supports the library. I am a non-voting member of their board and I advise them on fundraising activities, marketing, communication, and other activities that support the library. I am well versed in the fundraising process. Community outreach, fundraising, and striving to meet the needs of the community are every day aspects of my job. I am a very effective budgetary manager.

I currently report to, and work very closely with, a governing Library Board. I look forward to every board meeting and enjoy working with such highly regarded members of the community. We have a very good working relationship.

On a more personal note, I love the performing arts, reading, and watching critically acclaimed films. I also have a performing arts and athletic background. I have worked as an actor, an opera singer, and I have run four full marathons. I enjoy pushing myself and striving to accomplish new things. My enthusiasm for learning and doing new things is contagious and spreads to my staff. Leading the library services in Douglas County would be a wonderful challenge.

I hope you will consider me for this position. I love library work and I am ready to take on a new adventure.

Sincerely,

James Britsch

James K. Britsch

Hyde Park, UT 84318 •

Professional Profile

- Library Director, educator, technology innovator, and leader, with extensive experience in libraries.
- Master's degree in Library Science reflects a life-long love of libraries.
- Master's degree in Public Administration reflects an ambition to be the best leader possible.
- Passion for libraries that spreads in a contagious way to library staff and all who visit the library.
- On a more personal level, loves family, literature, film, performance art, fitness, politics, leadership and other areas that enrich people's lives.

Work Experience

Library Director. North Logan City Library. June 2018 – Present

- Manage a city government's public library for a community of 11,000.
- Managing a budget of \$600,000.
- Work with other city leaders such as the City Manager, department heads, city council, and library board to establish and implement city-wide goals.
- Manage a staff of 20.
- Work with the state government to secure funding. Attend state legislature meetings and meet with the other library directors in the State of Utah to discuss strategies for securing funding.
- Grant writing. Managing a yearly endowment of \$200,000, annual grants of from private donors of \$30,000, and state grants of roughly \$8,000.
- Write and Implement library policies. Work closely with the library staff, patrons, library board, and others to write and implement policies that protect both patrons and the library.

Director of Library Services. New Mexico Junior College (NMJC), Pannell Library.

August 2013 – May 2018

- Lead the library, which is open to the public, as it serves an area of 70,000 residents, 3000 students, and an additional 3000 students in jobs-training and part-time programs.
- Manage a full-time library staff of 8, physical collection of 60,000 items, more than 80 database collections, and millions of online articles and eBooks.
- Manage a budget of \$230,000, GO Bond funds of \$20,000, and other funding as it becomes available.

- Work with the state government to secure funding. Attend state legislature meetings and meet with the other library directors in the State of New Mexico to discuss strategies for securing the GO Bond for libraries.
- Grant writing. Wrote a grant of \$17,000 for a new living history garden at New Mexico Junior College's Western Heritage Museum.
- Write and Implement library policies. Work closely with the library staff, patrons, NMJC board, and others to write and implement policies that protect both patrons and the library.
- Collection development. Use book review sources, such as Choice, Booklist, and others, to carefully choose books, media, databases, periodicals, and other items that will benefit our patronage.
- Database management. Working knowledge of all major library databases, including their backend administrative functions, such as EBSCO, ProQuest, and health sciences databases such as PubMed.
- Instruction. Teach information literacy, give workshops, and do other types of instruction for classes at NMJC and the community. I have in-depth training in information literacy instruction and several years of experience.
- Website development. Competent with HTML, Dreamweaver, Photoshop, and other web development applications.

Library Consultant. Lea County Correctional Facility. September 2013 – May 2018

- Quarterly visits to advise the prison library on how to improve services.

Reference & Instruction Librarian. Roseman University of Health Sciences. September 2011 – August 2013

- Reference Services for Pharmacy, Dental, Nursing, and MBA programs
- Library Instruction. Visited classes to teach students how to do in-depth health sciences research.
- Collection Development. Purchased and manicured the print and online collection of books for the Pharmacy, Dental, Nursing and MBA programs.
- Subject Guides. Created and updated subject guides and bibliographies on health science related topics.
- Tutorials and Online Library Instruction. Used Camtasia and other applications to create videos and online tutorials to help students and faculty.
- Library liaison to the Pharmacy, Dental, Nursing and MBA programs.

Reference & Instruction Librarian. Sam Houston State University, Newton Gresham Library. July 2009 – September 2011

- Reference Services. At least ten hours per week helping patrons at the reference desk. SHSU Libraries served 17,000 students.
- Primary Information Literacy Instructor. Taught more than 100 information literacy sessions in one school year.
- Special Projects. As time allowed, helped the other departments in the library with collection development, database maintenance, and other projects.

Reference Librarian. Chadron State College, Reta E. King Library. April 2005 – June 2009

- Reference Services
- Library Instruction/Information Literacy Coordinator
- Electronic Databases Coordinator. Negotiated with database vendors for new products, maintained database admin functions, and taught patrons how to use databases.
- Library Website Designer/Manager. Fully designed and maintained the library website with HTML and Dreamweaver.
- Instructor. Three-credit courses “Information Resources” and “Electronic Information Technology” in the CSC Library Media Program.
- Library liaison to the History, Music, and Communication Departments.

University of North Texas Graduate Library Assistant. September 2003 – December 2004

- Reference Services. Worked at the reference desk twenty hours per week.
- Volunteered for collection development projects.
- Taught several Freshman English bibliographic instruction sessions.

Library Page. Orem City Public Library. Summer 2003

- Check-in, sorting, shelving, weeding, patron computer assistance, and special projects assigned by librarians.

Education

Master’s degree in Public Administration from the University of Colorado Denver. December, 2016. Courses included in-depth training in:

- Public Service. An in-depth overview of how and why the government functions at the federal, state, and local levels, and an overview of nonprofit service and leadership.
- Non-profit Management. Focusing specifically on the literature and methods for management of non-profit organizations.
- Leadership. In-depth analysis of current leadership texts, such as *Good to Great*, while putting an emphasis on public administration leadership.
- Organizational Behavior.
- Policy. In-depth analysis of how the government policy making process works.
- Analytical Methods. Analysis, at the statistical level, of information that affects policy.
- Economics & Public Finance. A thorough evaluation of how the economy, taxation, and other financial topics affect the governing process. Social Security is an example of the many topics delved into in-depth.
- Civil Society. The study of non-governmental organizations, such as non-profits, that reflect the will of regular citizens.
- Grant Writing. All aspects of grant writing, including finding grants, writing effective grants, and applying funding.

- Financial Management. In-depth training in managing finances for non-profit institutions.
- City Management. Studying theory, observing, and interacting with city managers and city councils to learn how the city management process works.
- Emergency Management. Training in how to manage emergency services and coordinate with state, federal (FEMA), and private-sector agencies during a disaster.
- Capstone Project evaluating and advising the City of Eunice, New Mexico, on how to improve Human Resources functionality and legality.

Master's degree in Library and Information Science from the University of North Texas. December 2004

- Emphasis was in library management, reference, instruction, and preservation of rare and valuable materials.

Graduate Academic Certificate in Advanced Management in Libraries and Information Agencies from the University of North Texas. Summer 2005

Bachelor of Science in English Literary Studies from Utah State University. December 2002

Published Work

Video lecture for the Reimagine Teaching program at the Utah Education Network. Library Leadership Theory and Practice: Leading during a Pandemic. <https://emedia.uen.org/>. Fall 2020.

Video lecture for the Reimagine Teaching program at the Utah Education Network. Free Google Products for Librarians and Educators. <https://emedia.uen.org/>. Fall 2020

Video lecture for the Utah State Library. Google Products Overview: Lightning Fast! <https://library.utah.gov/webinars/google-products-overview/>. July 2020.

Britsch, J. (2012). Tips on evaluating websites. *Remedy: Roseman University of health sciences*, 1(2), 9.

Cassidy, E. D., Britsch, J., Griffin, G., Manolovitz, T., Shen, L., & Turney, L. Higher Education and Emerging Technologies: Student Usage, Preferences, and Lessons for Library Services. (2011) *Reference & User Services Quarterly*, 50(4), 380-391.

ALA/ACRL PRIMO: Peer-Reviewed Instructional Materials Online: Newton Gresham Library Information Literacy Tutorial. July 2010

Grants

Fiscal responsibility for the Thorne Endowment of \$200,000 given to the North Logan City Library annually.

Fiscal responsibility for various annual grants, such as the Community Library Enhancement Fund, given to the North Logan City Library by the Utah State Library.

Maddox Foundation Grant of \$17,000 for the Western Heritage Museum and Lea County Cowboy Hall of Fame (Grant Writer). Fall, 2015

NetLibrary Shared Collection Grant. \$700. May 2007

Presentations at Conferences and Workshops

Presenter/Instructor at the Utah Library Association. Workshop on implementing Google products in libraries. May 2020. (Event Cancelled because of COVID-19)

Presenter/Instructor at the New Mexico Library Association. Workshop on implementing Google products in libraries. November 2017.

Presenter/Instructor at the New Mexico Library Association. Workshop on implementing Google products in libraries. April 2017.

Presenter/Instructor at the Symposium of Technology Sages at the Mid-continental Chapter of the Medical Library Association on Google Scholar. September 15, 2013

Trainer at workshops for faculty on using Google Scholar. January 2013

Presenter/Instructor at a workshop for Sam Houston State University Librarians on Information Literacy Instruction. November 2010

A full list of presentations is available upon request.

Organization Memberships and Volunteer Work

Utah Library Association Governing Board Representative for Rural and Small Libraries. 2020-2021.

Voting member of the Utah Library Association Governing Board. 2019-2020.

American Library Association Member

Utah Library Association Member

Former New Mexico Library Association Member

Former Treasurer and Member of the Estacado Library Information Network
(Consortium)

Former New Mexico Consortium of Academic Libraries Member

Public Administration Capstone Project (Evaluating and advising the City of Eunice,
New Mexico, on how to improve Human Resources functionality and legality).

Former Brigham Young University: L. Tom Perry Special Collections Volunteer.
(Reference and special projects in the Rare Books Room.)

Library Science Capstone Project (Leading a team to list 19th Century Government
Documents in the University of North Texas Rare Books Room)

Former Orem City Public Library Volunteer. Patron computer assistance.

Former President of Sigma Tau Delta: English Honor Society of Utah State University.
Organized readings, fundraisers, recruitment, and other activities.

Former Missionary for the Church of Jesus Christ of Latter-day Saints. Portland, Oregon.

Continuing Education and Workshops Attended

American Library Association. June 2019

Utah Library Association Conference. May 2019

New Mexico Library Association Conference. November 2017

New Mexico Consortium of Academic Libraries semi-annual meetings. 2014 – 2018.

Public Administration Master's degree program at the University of Colorado Denver.
2013 - 2016

A detailed list of workshops attended since 2002 is available upon request.

James K. Britsch

[REDACTED], Hyde Park, UT 84318 • [REDACTED] • [REDACTED]

References

Steve McCleery

President of New Mexico Junior College (retired)

[REDACTED]
Hobbs, NM 88240
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Dennis Atherton

Vice President of New Mexico Junior College (retired)

[REDACTED], Holly Lake Ranch, TX 75765
[REDACTED]

Darrell Beauchamp, Ed.D.

Executive Director, The Museum of Western Art

[REDACTED] Kerrville, TX 78028

Office
Cell
[REDACTED]

Kayla Kasprzak

Former coworker at New Mexico Junior College

[REDACTED]
Muskego, Wi 53150
[REDACTED]

Steven L. Earl

Library Board Member at the North Logan City Library

[REDACTED]
North Logan, UT 84341
[REDACTED]

**Douglas County Pay Plan
Library Director**

PS4	Investigator II*	2290	27.68	34.60	41.52	57,574.40	71,968.00	86,361.60
PS3	Investigator-DA	2300	25.92	32.41	38.89	53,913.60	67,412.80	80,891.20
PSS	Investigator-DA Senior	2310	32.39	40.42	48.46	67,371.20	84,073.60	100,796.80
P2	Judicial Executive Assistant	1060	27.37	34.21	41.07	56,929.60	71,156.80	85,425.60
P3	Judicial Fiscal Management Analyst	1110	32.23	40.30	48.36	67,038.40	83,824.00	100,588.80
P1	Juvenile Probation Officer	2400	24.46	30.56	36.68	50,876.80	63,564.80	76,294.40
P2	Juvenile Probation Officer Senior	2410	27.37	34.21	41.07	56,929.60	71,156.80	85,425.60
P4	Juvenile Services Psychologist	3600	36.50	45.63	54.75	75,920.00	94,910.40	113,880.00
P1.5	Law Clerk	2430	25.00	30.84	36.68	52,000.00	64,147.20	76,294.40
P3	Law Clerk Senior	2440	32.23	40.30	48.36	67,038.40	83,824.00	100,588.80
A4	Legal Secretary	2470	19.49	24.36	29.22	40,539.20	50,668.80	60,777.60
A5	Legal Secretary Senior	2460	21.37	26.71	32.06	44,449.60	55,556.80	66,684.80
P1	Librarian	2490	24.46	30.56	36.68	50,876.80	63,564.80	76,294.40
S1	Library Branch Supervisor	2495	25.00	30.84	36.68	52,000.00	64,147.20	76,294.40
D1	Library Director	2520	42.01	52.51	63.01	87,380.80	109,220.80	131,060.80
A1	Library Page	2530	9.30	11.63	13.97	19,344.00	24,190.40	29,057.60
T1	Library Services Coordinator	2540	19.79	24.74	29.68	41,163.20	51,459.20	61,734.40
S2	Library Supervisor	2510	27.42	34.27	41.14	57,033.60	71,281.60	85,571.20
A3	Library Technician	2560	17.79	22.24	26.68	37,003.20	46,259.20	55,494.40
A4	Library Technician Senior	2550	19.49	24.36	29.22	40,539.20	50,668.80	60,777.60
A2	Mail Services Technician	2580	14.31	17.89	21.47	29,764.80	37,211.20	44,657.60
P1.5	Main Street Program Manager	3630	25.00	30.84	36.68	52,000.00	64,147.20	76,294.40
A2	Maintenance Assistant	2610	14.31	17.89	21.47	29,764.80	37,211.20	44,657.60
S2	Maintenance Operations Supervisor	1860	27.42	34.27	41.14	57,033.60	71,281.60	85,571.20
T1	Maintenance Specialist	2670	19.79	24.74	29.68	41,163.20	51,459.20	61,734.40
T2	Maintenance Specialist Senior	2690	22.25	27.82	33.38	46,280.00	57,865.60	69,430.40
P1.5	Management Analyst	1310	25.00	30.84	36.68	52,000.00	64,147.20	76,294.40
M1	Manager Community Services	2260	34.64	43.30	51.97	72,051.20	90,064.00	108,097.60
M2	Manager GIS & Customer Service	1625	38.26	47.83	57.39	79,580.80	99,486.40	119,371.20
M1	Manager of Court Advocacy Programs	1420	34.64	43.30	51.97	72,051.20	90,064.00	108,097.60
M1	Manager Social Services	2750	34.64	43.30	51.97	72,051.20	90,064.00	108,097.60
M2	Manager Technology Infrastructure & Operations	1665	38.26	47.83	57.39	79,580.80	99,486.40	119,371.20
T2	Medical Coordinator	3530	22.25	27.82	33.38	46,280.00	57,865.60	69,430.40
P2	Network Security Administrator	2755	27.37	34.21	41.07	56,929.60	71,156.80	85,425.60
A2	Office Assistant	2820	14.31	17.89	21.47	29,764.80	37,211.20	44,657.60

Douglas County Policies

Policy 200.11 Compensation

Policy 200.12 Moving Expenses

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.11
EFFECTIVE DATE: 02/05/98
REVISED: 12/19/02, 06/05/03,
08/05/04, 09/07/06, 10/19/06, 01/07/16,
10/05/17, 11/15/18
AUTHORITY: BOC
COUNTY MANAGER: J.R.D.
PAGE 1 OF 5

SUBJECT: COMPENSATION

- I. PURPOSE:** To establish policy and procedures for compensating employees.
- II. POLICY:** The County shall utilize a standard compensation structure for all employees, which will be maintained to meet all criteria associated with the concepts of internal and external equity. The structure will be monitored to ensure the maintenance of a fair and equitable pay system that will assist the County in recruiting and retaining a highly competent work force.
- A. CLASSIFICATION/COMPENSATION PLAN:**
Jobs with similar duties and responsibilities are assigned to the same salary grade. Each salary grade will consist of a minimum, midpoint, and maximum pay rate. Employees may progress in pay via pay for performance merit increases and salary adjustments between the minimum and maximum salary rates. Employee pay rates will not exceed the maximum pay rate. The only positions authorized to exceed the maximum pay rates within ranges are those which are redlined or frozen due to a change in the County's compensation plan and approved by the Board of County Commissioners.
- B. ESTABLISHMENT OF NEW CLASSIFICATIONS AND RESTRUCTURING OF A POSITION'S RESPONSIBILITIES:**
1. Data necessary to analyze positions and determine accurate placement of classifications within the compensation structure will be gathered through job analysis and/or 'desk audits', which will be administered through Human Resources.
 2. When there is an indication that an employee is working above or below the established responsibilities for a position, a study may be initiated at the request of a Department Head/Elected Official, which will be conducted in accordance with the Reclassification policy.
- C. HIRING NEW EMPLOYEES:**
1. New employees will normally be hired at the entry level (minimum pay rate)

200.11

of the appropriate pay grade.

2. Management will have the authority to hire employees up to ten percent above the minimum of the salary range, if needed. In specific hiring situations, the Department Head/Elected Official may submit for the County Manager's authorization a hiring rate up to the mid-point of the applicable salary range, with supporting documentation demonstrating the specific need for the higher starting salary.
3. The Board of County Commissioners may authorize a hiring rate above the mid-point of the applicable salary range. The Board will be provided with supporting documentation demonstrating specific recruitment needs and/or skills and knowledge possessed by the applicant when such a request is initiated.

D. PROMOTIONS, DEMOTIONS AND TRANSFERS:

Promotions, demotions and transfers will be administered in accordance with established policies.

E. WORKING ABOVE CLASSIFICATION:

1. Where an employee is assigned in writing on a temporary basis to perform the full range of duties of a higher classification for eighty (80) or more working hours, the employee will receive 5% above normal base pay for non-supervisory duties.
2. When an employee is assigned in writing on a temporary basis to perform the full range of supervisory duties of a higher classification for forty (40) or more working hours, the employee will receive 10% above base pay for supervisory duties.
3. When an employee is assigned in writing on a temporary basis to perform the full range of supervisory or management duties of a higher classification for forty-five (45) or more calendar days, and the employee's supervisor determines the employee is acting in the role of the higher classification, the employee may receive either the minimum of the pay range of the higher classification or 10% above the employee's base pay, whichever is greater.
4. Working Above Classification pay will be paid retroactive to the first day such duties were fully assumed.

F. CALL BACK:

1. Call Back Defined

Call-back is defined as compensation earned for returning to duty after an employee has completed a regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice. An employee called to return to work while on Standby Status, described in Subsection H, has notice that he/she may be requested to return to duty and therefore does

200.11

not qualify for call back pay.

2. Call Back Pay

Call back is paid at one and one-half (1.5) times the employees hourly rate and is paid for a minimum of two (2) hours or time actually worked, whichever is greater. There will be no overlapping of premiums in that if an employee works less than two (2) hours on the initial call-back and is then called back on duty a second time during the initial two hour period. The employee will not be entitled to additional overtime pay unless the total time worked for both call-backs exceeds two (2) hours. In such cases, the employee will be paid for the total hours worked.

3. Call Back and PERS

The State of Nevada Public Employees' Retirement System (PERS) has set forth the following policies for when call-back compensation is eligible for PERS:

For employees with an effective date of membership on or before June 30, 2008: Call-back is defined as compensation earned for returning to duty after a member has completed his regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice.

For employees with an effective date of membership on or after July 1, 2008: Except as it may conflict with NAC 284.214, call-back is defined as compensation earned for returning to duty after a member has completed a regular shift and is requested to return to duty with less than 12 hours notice to respond to an emergency, except for any member who is: (1) called into work while on standby status, (2) not required to leave the premises where he or she is residing or located at the time of notification in order to respond, or (3) called back to work if the work begins 1 hour or less before or after his or her scheduled work shift.

For employees with an effective date of membership on or after January 1, 2010: Call-back is defined as compensation earned for returning to duty within 12 hours after one's regular working hours to respond to an emergency. "Emergency" means a sudden, unexpected occurrence that is declared by the governing body or chief administrative officer of the public employer to involve clear and imminent danger and require immediate action to prevent and mitigate the endangerment of lives, health, or property.

G. SHIFT DIFFERENTIAL:

1. For actually working any assigned shift in a department having a 24-hour operation at least half of which includes the hours between 11:00 p.m. and 7:00 a.m., an eligible employee will receive an additional \$1.45 per hour for each hour actually worked between the hours of 11:00 p.m. and 7:00 a.m. as shift differential

200.11

pay. To qualify, the employee must work at least one-half of the qualifying shift or the employee must work the shift immediately preceding or following the qualifying shift. The Department Head/Elected Official shall have full discretion to assign an employee to work qualifying shifts.

- a. Exempt employees are eligible for shift differential when assigned to a qualifying shift for a minimum of 5 consecutive work days.

H. STANDBY STATUS:

1. Standby Status means a non-exempt employee who is off duty, but is assigned to be available to perform occasional work, if necessary. The employee is not required to remain on the employer's premise(s) and may leave his/her residence, but must:
 - a. Remain available for notification to work during specified hours;
 - b. Be ready to respond in a reasonable time to calls for their services;
 - c. Be readily available at all hours by telephone or other communication devices;
 - d. Refrain from activities which might impair the employee's ability to respond to a location, answer a call or otherwise perform their duty; and
 - e. Allowed to use the time during which he/she is waiting for notification to work for his/her personal pursuits.
2. Standby Status shall be assigned in writing and shall be compensated at a rate of \$3.00 per hour.
 - a. Beginning the first full pay period in July 2018 this amount will increase to \$3.50 per hour.
 - b. Beginning the first full pay period in July 2020 this amount will increase to \$4.00 per hour.
 - c. Beginning the first full pay period in July 2021 this amount will increase to \$4.50 per hour.
3. Any non-exempt employee who is on Standby Status and begins the performance of his/her regular duties after being contacted to work ceases to be on Standby Status and qualifies for regular or overtime pay at a rate of one and one-half (1.5) times his/her normal base hourly wage for actual time worked, whichever is applicable, consistent with Title 20 of the Nevada Revised Statutes. Upon completion of the work, he/she returns to Standby Status for the remainder of the time he/she has been directed to be available to work.
4. An employee shall continue to receive the Standby Status pay provided in subsection 2 for any hour where regular or overtime pay is received for actual time worked and the actual time worked is less than an hour. If an employee receives regular or overtime pay for the entire hour, the employee will not receive Standby Status compensation for that hour.
5. Exempt employees are not entitled to Standby Status pay.

1. PEACE OFFICER STANDARD TRAINING INCENTIVE (P.O.S.T.):

200.11

- I. The following positions are eligible for P.O.S.T. incentive payment, to recognize achievement of a P.O.S.T. certificate beyond the certification required for the respective positions. Incentive payment will be paid semi-annually in the first full pay period of December and June for each preceding six-month period on a prorated basis for each month of full-time employment of the employee.
 - a. Sheriff's Office Captain - \$1,750 annually
 - b. Undersheriff - \$2,000 annually
 - c. DA Investigator and Senior Investigator - \$1,500 annually

III. PROCEDURE:

A. WAGE AND SALARY SURVEYS:

1. At the direction of the County Manager, an annual wage and salary survey may be conducted to secure updated labor market wage data.
2. When movement is warranted, the competitive pay rate for each County position may be adjusted for internal equity—and/or to reflect the competitive labor market. The adjustment is subject to budgetary and other considerations and is subject to approval by the Board of County Commissioners.

B. MAINTENANCE OF THE COMPENSATION/CLASSIFICATION PLAN:

Human Resources will be responsible for the continuous maintenance and administration of the Compensation/Classification Plan for the County. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets by the wage and salary surveys, and will account for budgetary considerations and other related factors. On the basis of this information, the Human Resources Director will recommend to the County Manager changes to keep the Plan current, uniform and equitable. Such recommendations will be reviewed and approved or modified by the County Manager and submitted to the Board of County Commissioners for approval.

IV. RESPONSIBILITY FOR REVIEW: The County Manager will review this policy as needed or at least once every 3 years.

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.12
EFFECTIVE DATE: 08/19/93
REVISED: 12/19/02, 06/05/03
AUTHORITY: BOC
COUNTY MANAGER: *Don Holth*
PAGE 1 OF 3

SUBJECT: INTERVIEW AND MOVING EXPENSES

- I. PURPOSE:** To establish guidelines for reimbursement of expenses; to establish consistency; and to encourage applicants for key administrative positions to participate in the interview process.
- II. POLICY:** When it is determined by the County Manager and Human Resources Manager that a key administrative or managerial position requires extensive recruitment and that there are sufficient funds to reimburse interview expenses, this reimbursement policy shall be applicable.
- A.** The Human Resources Manager and appointing authority will make an initial determination of the need for the level of recruitment and where and how long the County should advertise for the vacancy.
 - B.** Any related costs associated with filling the vacancy, i.e., reimbursement of expenses, or any moving costs if applicable, will be paid by the affected department.
 - C.** The Human Resources Division will coordinate with the Comptroller's office to make any necessary budgetary/expenditure transfers to cover such reimbursement costs.
 - D.** Reimbursement may be for actual amounts spent, verified by receipts, for transportation costs, hotel/food, and parking. In the alternative, the decision can be made to cap and prorate such costs based on availability of funds.
 - E.** The decision to provide moving reimbursement will be made by the County Manager as part of the offer of employment as well as other conditions of employment. There will be a cap of \$ 5,000 for moving reimbursement. Requests above \$ 5,000 require prior approval of the County Commissioners. The reimbursement will be justified by the level of the position and need for the level of recruitment.

- III. **PROCEDURE:** The hiring manager and Department Head/Elected Official shall coordinate with the Human Resources Divisions to pursue reimbursement of expense for position candidates.
- IV. **RESPONSIBILITY FOR REVIEW:** The County Manager and Human Resources Manager shall review this policy as needed or at least once every 5 years.

06/09/03

**REIMBURSEMENT OF INTERVIEW
AND MOVING EXPENSES
FOR KEY ADMINISTRATIVE PERSONNEL.**

DATE: _____

DEPARTMENT: _____

KEY POSITION: _____

SUBMITTED BY: _____

MAKE CLAIM OR VOUCHER PAYABLE TO:	ITEM	ACCOUNT NUMBER	AMOUNT	INVOICE DATE	INVOICE NUMBER
TOTAL					

INSTRUCTIONS:

1. Complete this form.
2. Was the position recruited at a national level? YES or NO
3. Obtain the Human Resources Manager justification of the reimbursement.
4. Obtain the Comptroller's signature as verification of salary or vacancy saving.
5. Attach this form to a claim form and complete.

Human Resources Manager's signature

Date

Comptroller's Signature

Date

UNAPPROVED
LIBRARY BOARD OF TRUSTEES
September 28, 2021

ATTENDEES

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

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

County Staff: Deputy District Attorney Cynthea Gregory; Human Resources Director Wendy Lang; Human Resources Analyst Cindy McMurry

Guests: Colleen Rozillis and Tammy Lohr, Moss Adams

Absent: Trustee Kate Garrahan

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked for public comment.

There being no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

Trustee Jill Harper made a motion to approve the agenda. Vice Chairperson Heather Martin Maier made a second and the motion carried unanimously with a 4-0 vote.

Chairperson Rogers requested to move agenda item #6 here for discussion.

6. PRESENTATION AND DISCUSSION ON THE DOUGLAS COUNTY PUBLIC LIBRARY ORGANIZATIONAL ASSESSMENT BY MOSS ADAMS, LLP.
[Discussion]

Colleen Rozillis and Tammy Lohr of Moss Adams joined the board meeting via zoom and gave an overview of the Organizational Assessment report provided to the board. Colleen stated that they started the organizational assessment process back in May. She explained that what they

were looking at in their assessment process were opportunities to improve operations focusing on efficiency and effectiveness. There are four broad areas that they look at: people, processes, systems and culture. She stated they look at whether the organization is organized in the right way; the workloads, succession planning and workforce planning, work processes, system support, not just IT and technology but HR as well. They look at the County Manager's office and the relationships between the library and the other departments and the other systems that support the library. She noted that in all they are looking at what it is that helps the library get its work done and what may be standing in the way. As part of this process Moss Adams met with library employees, conducted surveys, did bench working, met with the board and employees from other departments. Tammy presented the results of the assessment to the board with an overview of the Organizational Assessment report. She noted that for the library to be successful moving forward as an organization, the library needs to focus on three critical elements; leadership, community engagement and planning.

Chairperson Rogers asked if there were any questions.

There was a question from the public by Deborah Blackman who asked what recommendations Moss Adams has for the Friends of the Library, the library director and the board to raise funds for the library now that the foundation disbanded and who were a big funding support for the library.

Tammy noted that this is an opportunity for the library to harness the strategic plan by saying this is what the library is trying to achieve and making sure that all the other parties are in line to be able to buy into that. She stated that if the county commissioners have an understanding of the library's goals and operations and what the library is doing to achieve those goals and serve the community they are more likely to fund those initiatives. She noted that the Friends of the Library need to be involved in the planning process and that they understand where the library is going and that the library has a framework in place to say that this is the criteria that the library is using to evaluate the library's funding requests. Colleen noted that there are opportunities to leverage external non-profits to raise money for the library and that many libraries raise funds on their own either through capital campaigns or other type of fundraising campaigns as well as having connections with the state for state and federal funding through grants. Fundraising should be a goal in the library's strategic plan.

Chairperson Rogers noted that there was a section in the report that mentioned the board not being involved in the operations of the library with an example of giving specific direction. She stated that formerly in order for the board to get something accomplished the board had to give specific direction to get the operation accomplished and she asked that Colleen and Tammy talk to the board about this as she thinks it is important for the board when working with a new director to not get involved with the day to day operations of the library. Tammy explained that it is important for the board and new library director to set up a good foundation of trust and to establish good communication. If the board felt that there was some miscommunication or that something wasn't being handled appropriately than the chair should have a one on one meeting with the library director and have a conversation that is not in a public setting and ask what happened in that situation and what can the board and the library director do to move forward positively. Establishing good reporting from the director is important and identifying what the

board wants to see in order to have confidence in the director and confidence in the way the director is leading and directing the organization. Based on what worked well with the previous director and what the library would benefit from moving forward with a new director, Tammy briefly discussed the four key characteristics that shape the qualities of a successful director which were included in the report under Appendix A. Deputy District Attorney Cynthia Gregory asked Colleen and Tammy to explain to the board what the next steps are in the process in regards to the organizational plan. Colleen explained that they will present the report to the Audit Committee which they will forward to the commissioners either for presentation or just informational and then the commissioners will direct staff to implement the recommendations. She noted that because of the distinct nature and the powers of the library board, the library board can also direct staff to begin implementing Moss Adams recommendations and then staff will develop an implementation plan. Deputy District Attorney Gregory clarified that it is the library board that will direct staff to implement the recommendations. Vice Chairperson Martin Maier asked Tammy and Colleen what they think the board should be doing during the recruiting process and prior to the start date upon hire how to facilitate the onboarding to make this a success. Tammy stated that the strategic planning process is a great start and to think about making sure the library has that community engagement. She noted that being able to provide the organizational report and the strategic plan in whatever phase it is at to the new director or to a potential recruit will be very helpful. Start thinking about what the board wants to see in the monitoring activity and setting up systems for program evaluation and start building community relationships. Colleen noted that the library director has a very community focused, community service role and it is very important for the new director to make those community connections.

Chairperson Rogers asked for public comment.

Deborah Blackman commented that having been on the library board she was involved in the hiring of the previous director. She stated that she likes Moss Adams onboarding process for the first 60 days because the hiring of the last director, the way the panels were set up and the candidates interaction with the staff was very artificial and it ended up not being the director that was hired. She commented that this a very good step to make sure the library is getting who they think they are getting.

MOTION/VOTE:

There being no further public comment, Trustee Harper made a motion to accept the report. Trustee Tattersall made a second and the motion carried unanimously with a 4-0 vote.

The board resumed with agenda item #3.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE AUGUST 17, 2021 REGULAR MEETING.

MOTION/VOTE:

Vice Chairperson Martin Maier made a motion to approve the minutes of the August 17, 2021 meeting. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

4. CONSENT CALENDAR.

a. Approval of Gift fund claims

- i. August 2021
- ii. September 2021

*Center Point	Donated funds in memory of Helen Raso – large print	03819	\$ 45.73
*Blackstone Audio	Donated funds in memory of Helen Raso – audiobooks	03833	\$ 244.78
*Center Point	Donated funds in memory of Helen Raso – large print	03834	\$ 68.23
OverDrive	Ebooks – LSTA Evolving Needs Grant	03835	\$1,298.05
*DoCo Procurement Program	TAB Meeting	03837	\$ 29.58
*DoCo Procurement Program	Adult Crafting Program	03839	\$ 67.32
*Blackstone Audio	Donated funds in memory of Helen Raso – audiobooks	03845	\$ 92.39
OverDrive	Ebooks – LSTA Evolving Needs Grant	03847	\$ 109.00

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

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

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

a. 8/31/2021

Referring to the Budget Summary Report, Veronica Hallam stated that the summary shows the library is at 45% in Services and Supplies but that is due to the encumbrances from the purchase orders. As far as expenditures in Services and Supplies, year to date the library is at 6.9% and on budget. She noted that after recently pulling a Budget Summary Report for fiscal year 20-21, the library is at 99% in its overall budget.

Agenda item #6 was discussed earlier in these minutes after agenda item #2.

7. DISCUSSION AND UPDATE ON TIMELINE, PROCESS, AND STATUS OF LIBRARY DIRECTOR RECRUITMENT. [Action]

Human Resources Analyst Cindy McMurry stated that the phone interviews were completed last week and there are a good solid group of 4 candidates to move forward to the in person panel interviews that will be taking place October 12th. Chairperson Rogers asked who will be on the panels for the interviews and Cindy answered that she had reached out to the rotary, Friends of the Library, Finance Officer Terri Willoughby, Assistant County Manager Jenifer Davidson who has not yet confirmed, library staff Laura Treinen and Julia Brown and Assistant District Attorney Cynthea Gregory. Chairperson Rogers stated that it is important that there be a community member on the panel in particularly someone from Lake Tahoe. The board had a long discussion who they think would be best suited from the community to be on the panel. Human Resources Director Wendy Lang stated that at the last meeting where Chairperson Rogers was absent, the board's discussion on having community member involvement in the recruitment process was to have a community mixer with the candidates. The candidates would give a presentation at the mixer and the community can then give their feedback by way of public comment either in person at the board meeting when the interviews take place or by written public comment. She recommended using the standard written Public Comment Solicitation form for the community who want to submit written public comment which would be made available at the mixer and then remitted as public comment to the board. Chairperson Rogers stated that she felt it is important to have someone from the community to be on each of the interview panels. It was agreed that there would be five people on each panel. Deputy District Attorney Gregory suggested having someone from the law library be on the interview panel as the library director reports to the law library board. Chairperson Rogers asked if the names of the people being interviewed will be released to the board and Cindy answered that they would be released to the board after the interview panels on the 12th. There were six people who applied for the director position but two of them did not meet the minimum requirements for the position as established in the job description. Cindy noted that she felt very good with the four candidates after the phone interviews and that the four within the group are not local. Trustee Tattersall stated that the board needs to make a decision on who will be on the panels because throughout this discussion different decisions have been made on how the panel should be represented. The board needs to have a motion to counteract the motion that was made at the last meeting.

MOTION/VOTE:

Trustee Tattersall made a motion that between the two panels there will be two library staff which will be on separate panels, two Friends of the Library which will be on separate panels, one rotary public member, one Tahoe public member, one law library representative, two county directors, and the DA. The two county directors will be on separate panels, the rotary member and the Tahoe member will be on separate panels and the law library representative and the DA will be on separate panels. Trustee Harper made a second. There being no public comment, the vote carried unanimously with a 4-0 vote.

Cindy informed the board that tentative interview architect questions were selected for each of the panel groups and interview questions for the board have been selected as well. Trustee Tattersall stated that the board still needs to decide what the assignment for the public presentation by each candidate is going to be. Examples would be what are the current general library challenges and how does the library get more residents involved with the library. Chairperson Rogers stated that she would like the candidates to describe their vision for the library and how they plan to accomplish that vision. It was decided that the presentation would be 10 min. with visuals and Trustee Tattersall suggested narrowing some of the topics so the candidates can fulfill that 10 min. presentation. Director Lang reminded the board that the candidates will be facing multiple panels and that this presentation isn't the singular thing that the board will want to rate the candidate on. She noted that the general objective for this presentation is to see if the candidates are comfortable speaking in front of groups and do they have the ability to be coherent in their speech. The board needs to choose a simpler topic that can introduce their thinking process and the way they present information. Chairperson Rogers suggested asking the candidates to describe what they see is the purpose of a public library and the board agreed with that topic.

Cindy informed the board that the mixer will be held at the Senior Center. It was decided that the event will begin at 5:00 pm. with the presentations taking place at 5:30 pm. There will be a press release for the event and it will be advertised in local newspapers, library and county websites, all social media and fliers posted in both libraries. The County Manager and the Board of County Commissioners will receive a special invitation. Julia asked the board if the library can close early the day of the event to allow staff to attend. Chairperson Rogers suggested closing the library at 4:30 pm.

MOTION/VOTE:

Trustee Harper made a motion to approve closing the library at 4:30 pm on Monday, October 25th to allow staff to attend the mixer. Trustee Tattersall made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

The board agreed that no plans would be made with the candidates after the mixer as they would assume they would want to prepare for the interview for the next morning. The board discussed offering the candidates per diem expenses. Chairperson Rogers stated that the library should not offer per diem for meals since the library is covering their air travel, hotel and car rental expenses. Vice Chairperson Martin Maier disagreed. Trustee Tattersall suggested giving the candidates the standard government per diem which has a set amount that they can expend on the day of the mixer and the day of the interview.

MOTION/VOTE:

Vice Chairperson Martin Maier made a motion to approve to pay for the candidates air travel, hotel, car rental and/or taxi/Uber/shuttle and local county government per diem meal allotment for two days; the day of the presentation and the day of the interview. Chairperson Rogers made a second. There being no further discussion or public comment, the motion carried unanimously with a 4-0 vote.

8. DISCUSSION AND UPDATE ON STRATEGIC PLAN SURVEY AND STAKEHOLDER MEETINGS. [Discussion]

Interim Director Julia Brown stated that Fred Steinmann has begun conducting interviews with staff, board members and county staff. He is in the process of reaching out to community members, Friends of the Library and school district employees to conduct stakeholder interviews. She noted that Fred is feeling very confident about the survey responses and has extended the closing date of the survey to October 22nd. It was originally set to close on September 30th. A press release will be going out reminding the community about the survey and the new closing date as well as mention that a Spanish version of the survey is available both on paper and online.

9. DISCUSSION AND APPROVAL OF ARP GRANT AWARD. [Action]

Interim Director Brown stated to the board that the library needs approval from the board to receive the funds granted to the library in the amount of \$25,000. Part of the funds will be used to update the AWE children's computers at both branches, three for Minden and two for Tahoe, and the remaining funds will go toward eResources on OverDrive for children and for marketing. She explained the computers the library will be purchasing are not age specific and will have all programs on them including bilingual Spanish programming. She will evaluate the effective rate of the children's computers by usage rate, surveys for children and parents and statistical reports and will closely monitor the circulation stats for the usage of the eBooks and eAudiobooks.

MOTION/VOTE:

There being no public comment, Trustee Harper made a motion to accept the ARP grant. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote.

10. DISCUSSION AND UPDATE ON THE BOOKMOBILE SCHEDULE. [Discussion]

Referring to the schedule that was included in the packets for the months of September and October, Library Supervisor Laura Treinen noted that Aspen Park was added to the schedule and the bookmobile will stop there every Friday. She stated that the bookmobile went to Dresslerville at the end of August during their family bingo night and it had a lot of visitors. The library will continue to visit there every month during their homework help afterschool program. She noted that school visits are now being scheduled and applications are being dropped off at the schools. Chairperson Rogers suggested that when the bookmobile visits the community centers during lunch service it should arrive early before lunch and leave later after lunch. The visits should be from 11:30 am. to 1:30 pm. and Laura will make that change on the schedule.

11. DISCUSSION OF BUDGET PRIORITIES, IN PREPARATION FOR FISCAL YEAR 2022-2023 DECISIONS. [Discussion]

Chairperson Rogers asked the board to start thinking about what they would like funded in the budget. Julia stated that she and Veronica will be meeting with CFO Terri Willoughby in October to go over the timeline and process for the budget preparation and Chairperson Rogers asked for her to bring the timeline for the budget to the October meeting and the board can discuss what they would like to fund for the library. There was discussion about the amount of time the October meeting will take because it will include the library director interviews and it was decided that the interviews will take place at the start of the meeting, then the board will break and resume the regular meeting after. There will be enough time for the board to discuss funding and submit a budget for Finance to start considering.

12. INTERIM LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF.

The interim director's monthly report and statistical reports are attached and made a part of these minutes.

13. CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 12:07 P.M.

*Lib. Board of Trustees Mtg 10/26/21
Consent Calendar
Agenda Item 5a*

Gift Fund Claims
September / October 2021

OverDrive	Ebooks – LSTA Evolving Needs Grant	03855	\$ 1,322.04
*Greater Nevada Credit Union	Overdraft fees for an account the Library Foundation never closed	03861	\$ 87.00
*DoCo Procurement Program	Paranormal Mystery Game	03862	\$ 221.10
*DoCo Procurement Program	Software subscription for VR machine Gaming software	03864	\$ 89.99
*DoCo Procurement Program	Staff training and TAB meeting	03866	\$ 129.48
*DoCo Procurement Program	Items for Adult Crafters' Club	03867	\$ 446.15
*Blackstone Audio	Donated funds in memory of Helen Raso – audiobooks	03869	\$ 234.39
*Baker & Taylor	Book Group reading kits	03870	\$ 118.17
*Conservation Ambassadors	Summer Reading Finale Wildlife Show	03871	\$ 450.00
*Amazon	Items for Adult Crafters' Club	03877	\$ 30.37
Petty Cash	Employee Recognition	03878	\$ 34.96

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 21-22

10/26/2021

Vendor	Date	Programs	Library Materials	All Others	Notes
Town of Minden	5/27/2021	50.00			CVIC rent for SRP 2021 kickoff performance (FOL)
Swank Movie Licensing	6/17/2021	1,438.00			Movie licensing for Minden (FOL)
Demco	7/13/2021	366.20			Crafting bags for Summer reading Storytime in the Park (FOL)
Petty Cash	7/19/2021			17.99	Employee recognition
Town of Minden	7/24/2021	50.00			CVIC rent for SRP 2021 finale performance 7/29/21 (FOL)
Amazon	7/23/2021	30.98			Dice for prizes for SRP 2021
OverDrive	7/31/2021		2,419.60		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Pioneer Center for the Performin	8/3/2021	400.00			Show for Summer Reading Finale (FOL)
Do Co Procurement Program	7/29/2021	33.47			Items for library program (FOL)
OverDrive	8/4/2021		1,052.84		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Midwest Tape	8/4/2021		3,030.93		Online digital services purchased with LSTA Evolving Need Statewide Grant
OverDrive	8/26/2021		1,298.05		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Blackstone Audio	8/28/2021		244.78		Library materials purchased with donated funds- Helen Raso Memorial
CenterPoint	8/26/2021		68.23		Library materials purchased with donated funds- Helen Raso Memorial
CenterPoint	8/7/2021		45.73		Library materials purchased with donated funds- Helen Raso Memorial
Do Co Procurement Program	8/30/2021	28.58			Items for TAB meeting (FOL)
Do Co Procurement Program	9/7/2021	67.32			Items for the Adult Crafting Club (FOL)
Blackstone Audio	9/8/2021		92.39		Library materials purchased with donated funds- Helen Raso Memorial
OverDrive	9/8/2021		109.00		Library materials; ebooks purchased with LSTA Evolving Need Statewide Grant
OverDrive	9/27/2021		1,322.04		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Do Co Procurement Program	9/29/2021	446.15			Item for the Adult Crafters' Club
Greater Nevada Credit Union	9/29/2021			87.00	Payment for debt collection due to the foundation not closing account (FOL)
Do Co Procurement Program	9/29/2021	221.10			\$75.50 Weekend Warriors 1 yr. Anniversary event; \$145.60 Paranormal Mystery Game (FOL)
Do Co Procurement Program	9/29/2021	89.99			Software subscription for VR machine gaming software (FOL)
Do Co Procurement Program	9/29/2021	35.85		93.63	\$93.63 staff training lunch; \$35.85 TAB meeting (FOL)
Baker & Taylor	10/1/2021		118.17		Book Group reading kits (FOL)
Blackstone Audio	10/1/2021		234.39		Library materials purchased with donated funds- Helen Raso Memorial
Conservation Ambassadors	10/1/2021	\$450.00			Summer Reading Finale Wildlife Show (FOL)
Amazon	10/15/2021	30.37			Items for Adult Crafting Club (FOL)
Petty Cash	10/15/2021			34.96	Employee recognition
					Grand Total:
TOTALS		3,739.01	10,036.15	233.58	\$14,008.74
		Programs	Materials	All others	\$14,008.74

Lib. Board of Trustees Mtg 10/26/21

Agenda Item #6a

Douglas County Public Library

Budget Summary

Fiscal Year 2021-2022

Month End 9/30/2021

% of Fiscal Year
25.5%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$920,594		\$50,052	\$163,576	18%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$455,734		\$25,572	\$72,485	16%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$615,589		\$62,852	\$199,027	\$137,186	55%

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	YTD Encumber	Year-to-date	Amended Less YTD	% Used
\$0		\$0	\$0	\$0	\$0	0%

Capital Projects ** 224-804-562-000 & 224-804-564-500

Budgeted	Amended Budget	Current	YTD Encumber	Year-to-date	Budget less YTD	% Used
\$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 \$50,000 or more will pass through this account. Augmentations are done as needed per fiscal year, and so these accounts can show a negative balance.



Library Expense Budget Performance Report

Fiscal Year to Date 09/30/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Transactions	% Used/Rec'd	Prior Year YTD
Fund 224 - Library										
Department 804 - Library										
EXPENSE										
<i>Salaries & Wages</i>										
510.000	Salaries & Wages	920,185.00	.00	920,185.00	35,974.14	.00	115,024.47	805,160.53	13	146,781.23
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	1,261.11	.00	17,156.14	(17,156.14)	+++	3,938.65
511.169	Comp Payout	.00	.00	.00	155.76	.00	155.76	(155.76)	+++	69.03
511.170	Overtime	409.00	.00	409.00	.00	.00	.00	409.00	0	.00
511.171	Holidays	.00	.00	.00	2,082.24	.00	5,092.56	(5,092.56)	+++	5,750.72
511.172	Comp Paid	.00	.00	.00	1,078.42	.00	2,349.38	(2,349.38)	+++	1,436.75
511.173	Vacation	.00	.00	.00	6,392.07	.00	18,440.40	(18,440.40)	+++	11,028.61
511.174	Sick	.00	.00	.00	3,108.50	.00	5,357.78	(5,357.78)	+++	4,952.37
511.178	Sick Leave Payoff	.00	.00	.00	.00	.00	.00	.00	+++	.00
Salaries & Wages Totals		\$920,594.00	\$0.00	\$920,594.00	\$50,052.24	\$0.00	\$163,576.49	\$757,017.51	18%	\$173,957.36
<i>Employee Benefits</i>										
511.181	Retirement	264,647.00	.00	264,647.00	13,958.42	.00	41,968.82	222,678.18	16	48,681.85
511.182	Workers Comp	22,987.00	.00	22,987.00	1,253.73	.00	3,969.89	19,017.11	17	4,220.87
511.183	Group Insurance	139,638.00	.00	139,638.00	8,858.50	.00	21,508.73	118,129.27	15	22,275.18
511.184	Unemployment	4,646.00	.00	4,646.00	252.01	.00	823.07	3,822.93	18	878.40
511.186	Medicare	13,462.00	.00	13,462.00	690.81	.00	2,282.45	11,179.55	17	2,430.88
511.189	Cell Phone Stipend	3,060.00	.00	3,060.00	.00	.00	255.00	2,805.00	8	935.00
511.195	Social Security	586.00	.00	586.00	.00	.00	.00	586.00	0	.00
511.201	PEBS-Ret.Medical	6,708.00	.00	6,708.00	559.00	.00	1,677.00	5,031.00	25	1,118.00
Employee Benefits Totals		\$455,734.00	\$0.00	\$455,734.00	\$25,572.47	\$0.00	\$72,484.96	\$383,249.04	16%	\$80,540.18
<i>Services & Supplies</i>										
520.029	Program Underwriting	7,300.00	.00	7,300.00	.00	.00	453.75	6,846.25	6	(634.50)
520.045	Computer System	60,732.00	.00	60,732.00	1,561.00	.00	16,271.53	44,460.47	27	8,119.37
520.055	Telephone Expense	7,467.00	.00	7,467.00	1,686.56	.00	3,469.68	3,997.32	46	2,916.81
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	.00	.00	542.98	1,229.02	31	815.35
520.064	Travel	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
520.072	Advertising	.00	.00	.00	.00	.00	649.00	(649.00)	+++	.00
520.078	Printing & Binding	600.00	.00	600.00	314.85	.00	314.85	285.15	52	418.69



Library Expense Budget Performance Report

Fiscal Year to Date 09/30/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
520.085	Communications	3,072.00	.00	3,072.00	494.56	.00	989.12	2,082.88	32	285.00
520.088	Utilities	29,781.00	.00	29,781.00	1,445.33	.00	5,815.89	23,965.11	20	4,314.37
520.097	Maint B&G	3,700.00	.00	3,700.00	.00	.00	364.45	3,335.55	10	1,291.49
520.098	Janitorial Services	30,912.00	.00	30,912.00	2,538.00	22,842.00	7,614.00	456.00	99	935.51
520.107	Maint Equip	3,499.00	.00	3,499.00	.00	.00	1,392.00	2,107.00	40	1,382.99
520.114	Motor Pool Expense	5,256.00	.00	5,256.00	80.58	.00	599.16	4,656.84	11	1,368.24
520.116	Veh. Maint-Co Shop	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
520.136	Rents & Leases Equipment	3,100.00	.00	3,100.00	190.47	.00	779.00	2,321.00	25	931.21
520.156	Risk Mgmt-Co. Insurance	34,865.00	.00	34,865.00	8,716.25	.00	8,716.25	26,148.75	25	8,067.75
520.169	EMRB Assessment	76.00	.00	76.00	.00	.00	.00	76.00	0	42.00
520.170	Memberships	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
520.194	Cellular Phones	1,734.00	.00	1,734.00	.00	.00	427.72	1,306.28	25	.00
520.200	Training & Education	500.00	.00	500.00	(410.00)	.00	140.00	360.00	28	.00
520.240	Data Lines	3,600.00	.00	3,600.00	224.98	.00	899.88	2,700.12	25	953.16
521.100	Professional Services	.00	.00	.00	.00	.00	395.00	(395.00)	+++	.00
521.134	Cataloging	20,000.00	.00	20,000.00	659.24	3,530.15	2,325.96	14,143.89	29	1,752.96
521.500	Admin & Overhead	159,123.00	.00	159,123.00	39,780.75	.00	39,780.75	119,342.25	25	43,620.25
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	855.29
532.003	Gas & Oil	3,000.00	.00	3,000.00	171.98	.00	749.71	2,250.29	25	.00
532.054	Library Materials	210,000.00	.00	210,000.00	4,911.70	164,628.49	41,792.15	3,579.36	98	37,807.84
532.057	Processing Materials	11,000.00	.00	11,000.00	241.52	8,025.86	1,074.14	1,900.00	83	1,020.83
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	2,500.00	.00	2,500.00	67.66	.00	215.13	2,284.87	9	501.45
533.802	Small Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
533.813	Office Products Program	5,100.00	.00	5,100.00	141.75	.00	832.43	4,267.57	16	1,274.43
533.817	Small Projects	.00	.00	.00	.00	.00	512.55	(512.55)	+++	.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	34.60	.00	69.32	330.68	17	62.57
Services & Supplies Totals		\$615,589.00	\$0.00	\$615,589.00	\$62,851.78	\$199,026.50	\$137,186.40	\$279,376.10	55%	\$118,103.06
Capital Outlay/Projects										
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay/Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE TOTALS		\$1,991,917.00	\$0.00	\$1,991,917.00	\$138,476.49	\$199,026.50	\$373,247.85	\$1,419,642.65	29%	\$372,600.60
Department 804 - Library Totals		(\$1,991,917.00)	\$0.00	(\$1,991,917.00)	(\$138,476.49)	(\$199,026.50)	(\$373,247.85)	(\$1,419,642.65)	29%	(\$372,600.60)
Fund 224 - Library Totals		\$1,991,917.00	\$0.00	\$1,991,917.00	\$138,476.49	\$199,026.50	\$373,247.85	\$1,419,642.65		\$372,600.60
Grand Totals		\$1,991,917.00	\$0.00	\$1,991,917.00	\$138,476.49	\$199,026.50	\$373,247.85	\$1,419,642.65		\$372,600.60



GF Expense Budget Performance Report

Fiscal Year to Date 09/30/21
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 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	Services & Supplies									
532.061	Library Gift Fund	.00	.00	.00	1,674.60	.00	12,920.72	(12,920.72)	+++	.00
	<i>Services & Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$1,674.60	\$0.00	\$12,920.72	(\$12,920.72)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$1,674.60	\$0.00	\$12,920.72	(\$12,920.72)	+++	\$0.00
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$1,674.60)	\$0.00	(\$12,920.72)	\$12,920.72	+++	\$0.00
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$1,674.60	\$0.00	\$12,920.72	(\$12,920.72)	+++	\$0.00
Grand Totals		\$0.00	\$0.00	\$0.00	\$1,674.60	\$0.00	\$12,920.72	(\$12,920.72)		\$0.00



Gift Fund Income Statement

Through 09/30/21
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
Fund Category Governmental Funds							
Fund Type Governmental-Spec Revenue							
Fund 235 - Library Gift Fund							
REVENUE							
	Department 000 - Revenue						
	Miscellaneous Revenue						
361.211	Invest. Earnings-LGIP	52.00	.88	4.16	47.84	8	10.02
361.212	Invest. Earnings-BNY Mellon	1,204.00	106.98	250.70	953.30	21	205.26
367.102	Donations	.00	424.90	6,359.64	(6,359.64)	+++	2,189.99
	<i>Miscellaneous Revenue Totals</i>	\$1,208.00	\$532.76	\$6,614.16	(\$5,406.16)	548%	\$2,405.27
	Department 000 - Revenue Totals	\$82,576.00	\$532.76	\$6,614.16	\$75,961.84	8%	\$2,405.27
	REVENUE TOTALS	\$82,576.00	\$532.76	\$6,614.16	\$75,961.84	8%	\$2,405.27
EXPENSE							
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	.00	1,674.60	12,920.72	(12,920.72)	+++	.00
	<i>Services & Supplies Totals</i>	\$31.00	\$1,674.60	\$12,920.72	(\$12,889.72)	41,680%	\$0.00
	Department 800 - Library Gift Fund Totals	\$82,576.00	\$1,674.60	\$12,920.72	\$69,655.28	16%	\$0.00
	EXPENSE TOTALS	\$82,576.00	\$1,674.60	\$12,920.72	\$69,655.28	16%	\$0.00
Grand Totals							
	REVENUE TOTALS	82,576.00	532.76	6,614.16	75,961.84	8%	2,405.27
	EXPENSE TOTALS	82,576.00	1,674.60	12,920.72	69,655.28	16%	.00
	Grand Total Net Gain (Loss)	\$0.00	(\$1,141.84)	(\$6,306.56)	(\$6,306.56)	+++	\$2,405.27



Gift Fund Trial Balance Listing

Through 09/30/21
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	69,747.77	6,746.36	11,293.24	65,200.89	74,749.25
101.090	Investment-FMV Adjust	1,102.75	.00	.00	1,102.75	2,269.65
121.100	Interest Receivable	430.27	8.55	140.41	298.41	321.60
	<i>Current Assets Totals</i>	<u>\$71,280.79</u>	<u>\$6,754.91</u>	<u>\$11,433.65</u>	<u>\$66,602.05</u>	<u>\$77,340.50</u>
<i>Current Liabilities</i>						
202.000	Accounts Payable	(496.78)	9,754.90	11,382.72	(2,124.60)	.00
	<i>Current Liabilities Totals</i>	<u>(\$496.78)</u>	<u>\$9,754.90</u>	<u>\$11,382.72</u>	<u>(\$2,124.60)</u>	<u>\$0.00</u>
<i>Fund Balance</i>						
253.000	Fund Balance	(74,935.23)	.00	.00	(74,935.23)	(74,935.23)
	<i>Fund Balance Totals</i>	<u>(\$74,935.23)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$74,935.23)</u>	<u>(\$74,935.23)</u>



Interim Director's Monthly Report – October 2021

➤ Library Operations

- The farmers markets have ended for the season. They were very successful stops for the Bookmobile so we will look into partnering with both again next summer. The Bookmobile visited 3 area schools this past month. Jacks Valley Elementary, Gardnerville Elementary, Pinion Hills Elementary. Staff are working on a rotating schedule for these schools as well as adding additional schools into the rotation.
- The Adult Crafters Club has been very popular. We have had two successful events and it is continuing to grow.
- The library has added Mango Languages to our digital resources for patrons. We have done a soft rollout of the resource and have had 26 patrons register, with an average of 2.5 hours spent each session learning. French is the most popular language so far. We are working on scheduling an informational program for interested patrons to learn how to use the resource.
- New programs introduced this month:
 - Storytime returned to the Minden Library on Thursday mornings at 10:30am.
 - Virtual Reality is now every Friday in the Pine Nut Room at the Minden Library
 - We have shown two family movies and two movies for adults in Minden. All have been well attended.
 - The paranormal mystery game for teens has been very popular and they are over half way through solving the mystery.
 - The spooky story contest is underway. We have had many fun entries that will be displayed for voting the first week of November.
- Upcoming programs include:
 - Storytime on Tuesday mornings at 10:30am at the Minden Library.
 - The Boo Bash will be held October 27th at 3:30pm. This year will be a little different, with different areas of the library decorated for the kids to “trick or treat” around the library to get different treats, crafts, and prizes.
 - A Murder Mystery Party for adults is in the planning phase as well as a knitting club.
- Laura Treinen and Julia Brown attended the Association of Rural and Small Libraries Conference held in Sparks at the Nugget Resort October 20-23. Kaleigh Williams attended the conference virtually.

➤ **Library Staff**

- The next staff meeting will be held on November 12th.
- New Lake Library Technician, Irene Gonzalez started on October 4th. She has been training in Minden for the past few weeks and will begin working at the Lake next week.
- An offer has been made and accepted for the open Lake Tahoe Technician position. We are waiting for the background check to come back for a start date.
- Kitty Weber was promoted from Library Technician to Senior Library Technician. A requisition has been submitted to HR to begin filling the vacated Library Technician position.
- Karen Myers submitted her resignation. A requisition has been submitted to fill the Bookmobile Library Technician position.
- Sonjia Wahab, Library Page, will be retiring after 9 years working at the library. Her last day will be November 3rd. A requisition has been submitted to HR to fill this position as well.