

November 23, 2021 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of the October 26, 2021 regular meeting – *Agenda Item 3*
- ❖ Gift Fund Claims October/November 2021, Consent Calendar – *Agenda Item 6a*
- Gift Fund Expenditures Report FY2122, dated 11/18/21
- ❖ Budget Summary/Budget Performance, 10/31/2021 – *Agenda Item 7a*
- ❖ Interim Director Expectations, Job Description for Library Supervisor, Blank County Evaluation Form – *Agenda Item 8*
- ❖ November Monthly Report – *Agenda Item 12*

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Douglas County Public Library Board of Trustees Meeting Notice and Agenda

November 17, 2021

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m. on Tuesday, November 23, 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 approval of the minutes of the October 26, 2021 regular meeting.
4. **For possible action:** Discussion on the Library Director recruitment including: evaluation of the process, timeline, consideration of hiring an executive recruiter, and other search possibilities.

5. For possible action. Discussion on a request to increase reimbursement of the travel expenses associated with the Library Director candidates out of the Library Gift Fund.
6. 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. October 2021
 - ii. November 2021
7. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 10/31/2021
8. For possible action. Discussion on the evaluation process for Interim Library Director and Library Supervisor Julia Brown which is anticipated to take place in December 2021.
9. For possible action. Discussion on submitting a requisition in order to recruit and fill the Lake Tahoe Library Supervisor position.
10. 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.
11. For possible action: Discussion on scheduling a special December meeting for the Library Board of Trustees.
12. For discussion only. Interim Library Director's monthly report on library operations and statistical reports from staff.
13. 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.
14. 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.iqm2.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.iqm2.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 November 23, 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 December. 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	12/13/21	4:00 PM	Minden Library
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**Meeting dates, times and locations are subject to change.*

UNAPPROVED
LIBRARY BOARD OF TRUSTEES
October 26, 2021

ATTENDEES

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

Library Staff: Interim Library Director Julia Brown; Library Supervisor 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

THE MEETING CONVENED AT 10:02 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 Kate Garrahan made a motion to approve the agenda. Trustee Jill Harper made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

3. 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. [Action]

Deputy District Attorney Cynthea Gregory stated for the public's awareness that one of the candidates, Mr. James Britsch withdrew over the weekend. Mr. James Agee was the only candidate interviewing today. Human Resources Director Wendy Lang asked the interview questions. The questions were as follows:

- Tell us about a time your knowledge of innovative library practices influenced a decision you made.
- Tell us about a time when you had to communicate the same information to different audiences and had to vary your style for each.
- Give us an example of a project you managed where setting milestones and measuring progress was critical.
- Give us an example of when you needed to manage expectations of stakeholders whose views were different from your own.
- Tell us about a time when you publicly admitted a mistake or failure.
- Describe a time when you worked with a group to develop their mission and vision.
- Describe a project or issue you were eager to address, yet first needed others' buy-in.

At the conclusion of Mr. Agee's interview the board went around the table to share their thoughts and what they would like to do moving forward. Trustee Elizabeth Tattersall stated that she would like to re-open the search and that she was uncomfortable with there being only one finalist. She noted that if the board chooses to re-open the search the timeline needs to be tighter because she feels that the six week timeline for the interviews hurt the board. Trustee Harper stated that she thinks the board should re-open. She noted that there was no meat to anything he had to say and that he didn't have enough to offer as far as background information. He didn't seem to be very knowledgeable about libraries and how they function. It was hard to ask questions when there was nothing specific being said. Trustee Garrahan agreed that the position needs to be re-open. She noted that he did speak a lot but there was no substance and meat to what he said. Staff deserves better and they need somebody who's going to come in and lead and work cooperatively with the staff. She couldn't tell if he could do that because he didn't put that forth in his interview or speaking last night. Vice Chairperson Heather Martin Maier stated that she agrees to re-open and that she wasn't satisfied with his answers. The board needs to discuss the process on how the board will approach the recruiting with Human Resources and try to decide if a shorter timeline is the way to go or if more resources are needed and just have the discussion on how the reboot can be more successful. Chairperson Bonnie Rogers stated that she thinks the board should re-open. After last night and this interview there was no substance to what he said and no planning or leadership demonstrated. She noted that she had the sense that he really wasn't aware of what was happening in libraries and the different groups in the community. He took a lot of time to think of an answer that wasn't an answer.

Chairperson Rogers asked for public comment.

Barb Wilson, former member of the Board of Trustees and current president of the Friends of the Library, speaking on behalf of herself she commented that she believes in public libraries and

she can't remember not using the library. She noted that one of the most exciting days of her childhood is when a school library was added to her elementary school and she still feels that excitement for libraries. She would like to see that same excitement that she used to feel when she was a kid and she thinks that COVID and the tough years has taken that away from this library. She commented that she understands the responsibilities that the board has as trustees. During the years that she was on the board they worked on the current ten year strategic plan and what she learned is that what goes into that plan determines where the human and the financial resources are going to go for the next five years. The board has important decisions to make in order to decide where the resources are going to go. She commented that at this time she thinks the Douglas County Public Library is in need of competent, enthusiastic, innovative leadership to restore the reputation and the relevance of the library in Douglas County. The new director will be coming to the library as the board and the library staff do the work to create the five year strategic plan. This is a really important time for the library and the board has a very important decision to make today and by listening to the board she thinks the board agrees with how she feels about it. She commented that she thinks that there has to be somebody out there that will be a good fit for Douglas County and she thinks that it's important at this time to take the time to find that person and not rush into a decision. The future of the Douglas County Public Library depends on the board's decision today.

Henrietta Brandt who is a member of the friends commented that a choice of one is not a choice. She thinks the questions should be formulated in a way that would be more innovative, that would get to the matter of how this person would be a leader at a library. She felt that some of the questions were unable to be answered to her satisfaction because they didn't pertain to what this person's job would be. This library has so much to offer and she doesn't want it to go in a direction that's unfavorable to the community.

Dianne Deadrich, a Minden resident commented that she is an avid user of the library and has experience working in libraries. She was disappointed when she saw that there were only six applicants which is not even worth considering and then dwindling down to one it's just not acceptable. She does appreciate the board's decision today and hopes that the library can get some more qualified people to help the library out. She commented that the board should really look at the Moss Adams report, appendix A and focus on the four values where it states that the director should be a unifier, community oriented, collaborative and data driven.

Barb Wilson commented that she and Henrietta were on one of the interview panels. They were the two that represented the friends.

Before a motion is made Human Resources Director Lang explained the process in re-initiating posting of the position and recruitment. She asked that anyone who was involved in the initial process especially Elizabeth and Cindy to share their thoughts and weigh in on the discussion. She stated that the individual who made the public comment about the low applicant volume is spot on and that right now recruiting generally is a very difficult process. There is definitely a labor shortage and a shortage of people interested in applying for positions. This position in particular was a low recruitment even in this environment and there could be a number of reasons for that. She noted that tightening up the time line could potentially help with the recruitment although she doesn't know all the motivations for people not applying or for bailing

out throughout the process. She stated that right now in this environment where people are not actively looking for jobs the board's best bet is to find a candidate who doesn't know he/she wants to be a candidate for this position and the way to do that is to find a professional head hunting firm to go out and solicit applicants who may be happy and performing well in their current position and who wouldn't be considering something or actively looking. Just tell the person why this would be a good move and head hunt for people who meet the qualifications that would be a good added value to the library. This would be an arduous process but she stated that that would be her recommendation in order to have a more viable pool. The board and Human Resources are going to have to take a different approach than what was done the last time and to just re-open the same recruitment is probably not going to be very effective. She estimated that the cost to use a head hunter firm would be approximately \$20,000 to \$30,000. Chairperson Rogers noted that in the Moss Adams report or a discussion she had with Colleen, she referred to consultants who could assist in the recruitment and did recommend going in that direction. Human Resources will gather some bios of consultants that could help in this process and bring to the board at a later date.

MOTION/VOTE:

Trustee Garrahan made a motion to re-open the recruitment and have Human Resources come back at next month's meeting and give the board some guidance on how to re-open that position. Deputy District Attorney Gregory to be clear for the record reiterated that the motion is not to select a candidate for the position but to have Human Resources come back to the library board at their next meeting to discuss options with regards to recruitment.

Trustee Tattersall made a second. There being no further discussion or public comment, the motion carried unanimously with a 5-0 vote.

Trustee Tattersall requested to move agenda item #7 here for discussion.

7. DISCUSSION ON APPROVAL OF PAYING THE EXPENSES OF THE RECRUITMENT/SELECTION OF THE LIBRARY DIRECTOR POSITION OUT OF THE LIBRARY GIFT FUND. [Action]

Human Resources Director Lang noted that the estimated per diem expenses for the library director candidate, Mr. Agee was \$900. Human Resources did most of the booking for Mr. Agee and agreed to pay per diem at a flat rate.

MOTION/VOTE:

Trustee Garrahan made a motion to authorize an amount no higher than \$1,000 to pay for the expenses from the library gift fund. Trustee Harper made a second. There being no further discussion or public comment, the motion carried unanimously with a 5-0 vote.

Chairperson Rogers requested to move agenda item #8 here for discussion.

8. DISCUSSION AND UPDATE ON THE COUNTY'S BUDGET CALENDAR FOR FY22-23. [Action]

Chairperson Rogers stated that the board has to prepare a supplementary budget request and capital outlay budget. She noted that in previous years the board did not have any input in the preparation of the budget and she wants the board's input moving forward. Julia stated that she has been speaking with Terri in Finance and they are still in the audit process for last year and they do not have a finalized budget calendar for next year. Terri indicated that the calendar for this year will be very similar to what the calendar was for this year. The tentative budget will be going to the library board in mid-February and the final budget going to the commissioners the first week of April. Julia noted that Finance is anticipating higher than expected fund balances and that the library will be getting more funds from the Adjusted Opening Fund Balance than was earlier projected. Finance is estimating around \$330,000 for the library. Human Resources Director Lang stated that her recollection from last year is that the supplemental budget did not have to be submitted until January. Assistant District Attorney Gregory clarified that there will be an agenda item for the November meeting to discuss a date to hold a meeting in December and the meeting in December the board will discuss and prepare the supplemental budget.

At this time Human Resources Director Lang and Human Resources Analyst Cindy McMurray left the meeting.

The board resumed with agenda item #4.

4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE SEPTEMBER 28, 2021 REGULAR MEETING.

MOTION/VOTE:

Trustee Harper made a motion to approve the minutes of the September 28, 2021 meeting. Trustee Elizabeth Tattersall made a second. Trustee Kate Garrahan was not in attendance at the September 28, 2021 meeting. Trustee Garrahan abstains. There being no further discussion or public comment the vote carried with 4 ayes and 1 abstention.

5. CONSENT CALENDAR.

- a. Approval of Gift fund claims
 - i. September 2021
 - ii. 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

MOTION/VOTE:

Trustee Garrahan made a motion to pull the consent calendar to allow the board to discuss the Greater Nevada Credit Union overdraft fees. Trustee Tattersall made a second and the motion carried unanimously with a 5-0 vote.

Veronica explained that the overdraft fees came from an account that was opened by the library foundation and was never closed after the foundation disbanded and that is why the fees were collected. She noted that after consulting with Jill the fees should be paid by the Friends of the Library through the gift fund because the foundation gave the friends their money after they disbanded. Chairperson Rogers noted that the library never requested approval for the funds from the friends to pay for this collection fee. Veronica noted that the account is still open and Trustee Tattersall stated that the overdraft fees are from a monthly fee that could not be paid because there were no funds in the account to pay those charges. Veronica noted that the credit union will not close the account until the overdraft fees are paid.

MOTION/VOTE:

Trustee Harper made a motion to pay the overdraft fees to Greater Nevada Credit Union out of the gift fund. Chairperson Rogers made a second.

There was no further discussion. Chairperson Rogers asked for public comment.

Barb Wilson from the Friends of the Library commented that she appreciated the motion because the friends had no knowledge of this charge and that the friends can't do anything about this. She stated that if this had come up on a request for reimbursement their treasurer would have been on top of it.

All were in favor and the motion carried unanimously with a 5-0 vote.

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

a. 9/30/2021

Veronica Hallam stated that the library is at 10.2% in Services and Supplies. The library is just over a quarter way through the fiscal year and the overall budget stands at 25.5%.

Agenda item #7 and #8 were discussed earlier in these minutes after agenda item #3.

9. 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. [Discussion]

Interim Director Julia Brown stated that the online survey wrapped up on Friday, October 22nd and Fred Steinmann felt the online response rate was good. There was also a high volume of completed paper surveys. She noted that Fred will be working with his staff on compiling the results to the online survey as well as the paper survey. Fred and his staff are also working on the demographic information and will be incorporating the information from the Census data into his report. She stated that all the one on one stakeholder meetings are complete and Fred is now working on scheduling the internal and external workshops. The internal workshops will include staff, the trustees and the friends and the external workshops will include patrons and members of the community. She noted that Fred is looking to schedule the internal workshops before Thanksgiving and the external workshops between Thanksgiving and Christmas.

10. DISCUSSION AND UPDATE ON THE AMERICAN RESCUE PLAN GRANT. [Action]

Interim Director Brown stated that the next step in the process is to take the approved minutes and the quote for the AWE computers to the county manager for his signature. Once the quote is signed the order for the children's computers can be placed along with the eBooks and eAudiobooks. Julia noted that the library received the State Collection Development Grant award in the amount of \$9,449. These funds will be used to purchase electronic and audiovisual material.

MOTION/VOTE:

Trustee Garrahan made a motion to accept the State Collection Development Grant. Trustee Harper made a second. There being no further discussion or public comment, the motion carried unanimously with a 5-0 vote.

11. 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.

12. CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 11:38 A.M.

UNAPPROVED

Lib. Board of Trustees Mtg 11/23/21
Consent Calendar
Agenda Item 6a

Gift Fund Claims
October / November 2021

*Amazon	Items for Halloween Boo Bash	03881	\$ 158.16
*Blackstone Audio	Donated funds in memory of Helen Raso – audiobooks	03885	\$ 382.99
*DoCo Procurement Program	Items for TAB Meeting	03894	\$ 33.47
*DoCo Procurement Program	Items for Halloween Boo Bash	03895	\$ 68.95
*Baker & Taylor	Book Group reading kits	03901	\$ 154.52
*Petty Cash	Items for Murder Mystery Game; Employee Recognition	03902	\$ 65.42

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 21-22

11/18/2021

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	388.20			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		2,419.80		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	8/26/2021		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	29.58			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			67.00	Payment for debt collection due to the foundation not closing account
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			34.98	Employee recognition
Amazon	10/21/2021	158.16			Items for Halloween Boo Bash (FOL)
Blackstone Audio	10/21/2021		382.99		Library materials purchased with donated funds- Helen Raso Memorial
Do Co Procurement Program	11/4/2021	33.47			Items for TAB meeting (FOL)
Baker & Taylor	11/9/2021		154.52		Library materials purchased with donated funds-Book Group reading kits
Do Co Procurement Program	11/4/2021	68.95			Library program-Halloween Boo Bash
Petty Cash	11/10/2021	53.44		11.98	\$53.44 items for Murder Mystery Game. \$11.98 employee recognition
					Grand Total:
TOTALS		4,053.03	10,573.66	1,245.56	\$15,872.25
		Programs	Materials	All others	\$15,872.25

Lib. Board of Trustees Mtg 11/23/21

Agenda Item #7a

Douglas County Public Library

Budget Summary

Fiscal Year 2021-2022

Month End 10/31/2021

% of Fiscal Year

34.1%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$920,594		\$50,066	\$213,642	23%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$455,734		\$25,948	\$98,433	22%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	Encumber	Year-to-date	% Used
\$615,589		\$32,878	\$173,955	\$172,068	56%

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

Capital Outlay **

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

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 10/31/21
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 224 - Library										
Department 804 - Library										
EXPENSE										
<i>Salaries & Wages</i>										
510.000	Salaries & Wages	920,185.00	.00	920,185.00	44,290.51	.00	159,314.98	760,870.02	17	196,400.05
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	37,156.14	(17,156.14)	+++	3,938.65
511.169	Comp Payout	.00	.00	.00	.00	.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	.00	.00	5,092.56	(5,092.56)	+++	5,750.72
511.172	Comp Paid	.00	.00	.00	329.99	.00	2,679.37	(2,679.37)	+++	1,842.99
511.173	Vacation	.00	.00	.00	4,687.85	.00	23,128.25	(23,128.25)	+++	15,612.23
511.174	Sick	.00	.00	.00	757.56	.00	6,115.34	(6,115.34)	+++	7,544.00
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Salaries & Wages Totals	\$920,594.00	\$0.00	\$920,594.00	\$50,065.91	\$0.00	\$213,642.40	\$706,951.60	23%	\$231,157.67
<i>Employee Benefits</i>										
511.181	Retirement	264,647.00	.00	264,647.00	13,685.12	.00	55,653.94	208,993.06	21	65,052.71
511.182	Workers Comp	22,987.00	.00	22,987.00	1,252.61	.00	5,222.50	17,764.50	23	5,784.92
511.183	Group Insurance	139,638.00	.00	139,638.00	9,430.70	.00	30,939.43	108,698.57	22	32,095.74
511.184	Unemployment	4,646.00	.00	4,646.00	252.52	.00	1,075.59	3,570.41	23	1,198.75
511.186	Medicare	13,462.00	.00	13,462.00	682.85	.00	2,965.30	10,496.70	22	3,218.32
511.189	Cell Phone Stipend	3,060.00	.00	3,060.00	85.00	.00	340.00	2,720.00	11	1,275.00
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	2,236.00	4,472.00	33	1,677.00
	Employee Benefits Totals	\$455,734.00	\$0.00	\$455,734.00	\$25,947.80	\$0.00	\$98,432.76	\$357,301.24	22%	\$110,302.44
<i>Services & Supplies</i>										
520.029	Program Underwriting	7,300.00	.00	7,300.00	135.10	.00	812.73	6,487.27	11	(634.50)
520.045	Computer System	60,732.00	.00	60,732.00	2,390.16	.00	18,661.69	42,070.31	31	15,347.37
520.055	Telephone Expense	7,467.00	.00	7,467.00	894.37	.00	4,364.05	3,102.95	58	3,828.54
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	.00	.00	1,060.97	711.03	60	1,083.34
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	.00	.00	314.85	285.15	52	418.69



Library Expense Budget Performance Report

Fiscal Year to Date 10/31/21
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
520.065	Communications	3,072.00	.00	3,072.00	494.56	.00	1,483.68	1,588.32	48	791.35
520.088	Utilities	29,781.00	.00	29,781.00	1,957.37	.00	8,300.18	21,480.82	28	7,325.06
520.097	Maint B&G	3,700.00	.00	3,700.00	.00	.00	367.94	3,332.06	10	1,291.49
520.098	Janitorial Services	30,912.00	.00	30,912.00	.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	3,375.21
520.114	Motor Pool Expense	5,256.00	.00	5,256.00	80.58	.00	679.74	4,576.26	13	1,824.32
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	(31.28)	.00	860.12	2,239.88	28	1,233.64
520.156	Risk Mgmt-Co. Insurance	34,865.00	.00	34,865.00	.00	.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	582.88	1,151.12	34	369.09
520.200	Training & Education	500.00	.00	500.00	.00	.00	215.00	285.00	43	.00
520.240	Data Lines	3,600.00	.00	3,600.00	374.94	.00	1,274.82	2,325.18	35	1,255.11
521.100	Professional Services	.00	.00	.00	.00	.00	395.00	(395.00)	+++	.00
521.134	Cataloging	20,000.00	.00	20,000.00	1,016.81	3,086.45	3,342.77	13,570.78	32	3,485.55
521.500	Admin & Overhead	159,123.00	.00	159,123.00	.00	.00	39,780.75	119,342.25	25	43,620.25
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	.00	87.08	1,412.92	6	855.29
532.003	Gas & Oil	3,000.00	.00	3,000.00	268.48	.00	1,143.79	1,856.21	38	37.31
532.054	Library Materials	210,000.00	.00	210,000.00	23,828.52	141,135.75	65,702.92	3,161.33	98	46,110.34
532.057	Processing Materials	11,000.00	.00	11,000.00	1,135.38	6,890.48	2,209.52	1,900.00	83	2,372.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	2,500.00	.00	2,500.00	220.95	.00	436.08	2,063.92	17	501.45
533.802	Small Equipment	500.00	.00	500.00	.00	.00	94.02	405.98	19	8,819.64
533.813	Office Products Program	5,100.00	.00	5,100.00	79.90	.00	912.33	4,187.67	18	1,369.56
533.817	Small Projects	.00	.00	.00	.00	.00	512.55	(512.55)	+++	.00
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	32.26	.00	101.58	298.42	25	92.97
Services & Supplies Totals		\$615,589.00	\$0.00	\$615,589.00	\$32,878.10	\$173,954.68	\$172,068.29	\$269,566.03	56%	\$153,818.33
<i>Capital Outlay/Projects</i>										
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	\$108,891.81	\$173,954.68	\$484,143.45	\$1,333,818.87	33%	\$495,278.44
Department 804 - Library Totals		(\$1,991,917.00)	\$0.00	(\$1,991,917.00)	(\$108,891.81)	(\$173,954.68)	(\$484,143.45)	(\$1,333,818.87)	33%	(\$495,278.44)
Fund 224 - Library Totals		\$1,991,917.00	\$0.00	\$1,991,917.00	\$108,891.81	\$173,954.68	\$484,143.45	\$1,333,818.87		\$495,278.44
Grand Totals		\$1,991,917.00	\$0.00	\$1,991,917.00	\$108,891.81	\$173,954.68	\$484,143.45	\$1,333,818.87		\$495,278.44



GF Expense Budget Performance Report

Fiscal Year to Date 10/31/21
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	730.63	.00	14,568.44	(14,568.44)	+++	2,949.02
	<i>Services & Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$730.63	\$0.00	\$14,568.44	(\$14,568.44)	+++	\$2,949.02
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$730.63	\$0.00	\$14,568.44	(\$14,568.44)	+++	\$2,949.02
	Department 800 - Library Gift Fund Totals	\$0.00	\$0.00	\$0.00	(\$730.63)	\$0.00	(\$14,568.44)	\$14,568.44	+++	(\$2,949.02)
	Fund 235 - Library Gift Fund Totals	\$0.00	\$0.00	\$0.00	\$730.63	\$0.00	\$14,568.44	(\$14,568.44)	+++	\$2,949.02
	Grand Totals	\$0.00	\$0.00	\$0.00	\$730.63	\$0.00	\$14,568.44	(\$14,568.44)		\$2,949.02



Gift Fund Trial Balance Listing

Through 10/31/21
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	18,182.94	14,543.13	73,387.58	83,166.25
101.090	Investment-FMV Adjust	1,102.75	.00	.00	1,102.75	2,269.65
121.100	Interest Receivable	430.27	9.71	141.29	298.69	307.34
	<i>Current Assets Totals</i>	\$71,280.79	\$18,192.65	\$14,684.42	\$74,789.02	\$85,743.24
<i>Current Liabilities</i>						
202.000	Accounts Payable	(496.78)	12,954.75	12,995.48	(537.51)	(2,949.02)
	<i>Current Liabilities Totals</i>	(\$496.78)	\$12,954.75	\$12,995.48	(\$537.51)	(\$2,949.02)
<i>Fund Balance</i>						
253.000	Fund Balance	(74,935.23)	.00	.00	(74,935.23)	(74,935.23)
	<i>Fund Balance Totals</i>	(\$74,935.23)	\$0.00	\$0.00	(\$74,935.23)	(\$74,935.23)



Gift Fund Income Statement

Through 10/31/21
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							
<i>Miscellaneous Revenue</i>							
361.211	Invest. Earnings-LGIP	52.00	1.16	5.32	46.68	10	14.35
361.212	Invest. Earnings-BNY Mellon	1,204.00	.00	250.70	953.30	21	306.96
367.102	Donations	.00	11,429.10	17,788.74	(17,788.74)	+++	10,486.70
<i>Miscellaneous Revenue Totals</i>		\$1,208.00	\$11,430.26	\$18,035.94	(\$16,827.94)	1,493%	\$10,808.01
Department 000 - Revenue Totals		\$82,576.00	\$11,430.26	\$18,035.94	\$64,540.06	22%	\$10,808.01
REVENUE TOTALS		\$82,576.00	\$11,430.26	\$18,035.94	\$64,540.06	22%	\$10,808.01
EXPENSE							
Department 800 - Library Gift Fund							
<i>Services & Supplies</i>							
532.061	Library Gift Fund	.00	730.63	14,568.44	(14,568.44)	+++	2,949.02
<i>Services & Supplies Totals</i>		\$31.00	\$730.63	\$14,568.44	(\$14,537.44)	46,995%	\$2,949.02
Department 800 - Library Gift Fund Totals		\$82,576.00	\$730.63	\$14,568.44	\$68,007.56	18%	\$2,949.02
EXPENSE TOTALS		\$82,576.00	\$730.63	\$14,568.44	\$68,007.56	18%	\$2,949.02
Grand Totals							
REVENUE TOTALS		82,576.00	11,430.26	18,035.94	64,540.06	22%	10,808.01
EXPENSE TOTALS		82,576.00	730.63	14,568.44	68,007.56	18%	2,949.02
Grand Total Net Gain (Loss)		\$0.00	\$10,699.63	\$3,467.50	\$3,467.50	+++	\$7,858.99

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

Date: August 2, 2021
To: Julia Brown, Interim Library Director
RE: Interim Director Expectations

On July 27, 2021, you were appointed by the Library Board of Trustees to the position of Interim Library Director until such time as determined by the Library Board of Trustees, or a permanent Director is selected. During your time in the Interim Library Director position, you will be expected to carry out the scope and duties as outlined in the attached job description.

In addition, the Library Board of Trustees has the following specific expectations of you while in this position:

- You will not work from home and will be available during Library business hours, unless time away has been conveyed in advance to the Trustees.
- You will communicate in all matters with honesty, transparency, and integrity and will strive to ensure information and Board meeting materials provided to the Trustees are accurate.
- You will hold regular meetings with Trustees in the 2 on 1 format to keep Trustees apprised of regular operations, current projects and events, future planning, and desired initiatives of the Trustees.
- You will review the Library Board manual to understand the processes in which business should be conducted.
- You will work with County Departments, as needed, in a professional, cooperative manner and communicate the results of those interactions to the Board.

I have read and understand the content of the job description provided and the expectations outlined in this memorandum.

PRINT NAME: Julia Brown
SIGNATURE: Julia Brown
DATE: 8/2/21



JOB DESCRIPTION

JOB TITLE:	Library Supervisor	FLSA:	Exempt
DEPARTMENT:	Library	JOB CODE:	2510
REPORTS TO:	Library Director	DATE:	8/15/2019
		PAY GRADE:	S2

POSITION SUMMARY:

Responsible for supervising professional and paraprofessional staff, and performing professional level work in any of several areas to include Reference, Technical Services, Adult Services, Youth Services, Automation/Systems, Bookmobile, or a Branch Library; provides managerial assistance to the Director as required.

ESSENTIAL FUNCTIONS:

- Plans, schedules, and supervises assigned staff and services; assists with the recruitment and selection of staff; administers disciplinary actions as required; conducts performance evaluations; trains staff in work procedures and policies, and provides assistance with difficult and/or unusual situations as required.
- Participates in staff meetings, consultations and trainings; supervises, prioritizes and reviews the work of staff to assure work quality and the timely accomplishment of employees' assigned duties and responsibilities at various library locations;
- Provides daily supervision of assigned staff; responsive to the needs of staff; prepares work schedules and approves employee timesheets.
- Manages staff schedules, monitors staffing levels at library locations, creates and updates weekly desk schedules; reviews and approves or denies leave requests.
- May manage Public Relations function by directing library staff in preparation of press releases, and provides regular information to local newspapers on library activities and programs; monitors historical collection of media articles and photographic records about the library;
- May supervise Circulation functions: manages procedures, tasks, services, and workflow at circulation desks, provides staff direction regarding operations of circulation services, and manages escalated issues
- Oversees with the development and presentation of library programs for all ages. Provides recommendations for materials, equipment, services and programs to the Library Director;
- May assist with IT functions of the Library; as part of the Tech Team, ensures proper operation and maintenance of system; develops and implements training for staff; works with Director and staff to plan efficient and effective implementation of system upgrades and introduction of new technology; resolves user and system issues.
- Supervises adult and/or youth services to include program planning and collection development; assesses trends and needs and provides service recommendations;
- Assists in collection development by supervising the evaluation, selection, relocation and removal of materials; assists in the evaluation and development of specific

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.



JOB DESCRIPTION

LIBRARY SUPERVISOR

ESSENTIAL FUNCTIONS: (continued)

- Library collections; may direct Library Technicians and Librarians in de-selection process, acquisitions, and evaluation projects.
- Assists in delivery of exam proctoring service to students of educational institutions and other agencies that require third party exam administration. Schedules proctors, administers exams and processes necessary paperwork; maintains certification as required.
- Prepares or assists in the preparation of financial and budgetary reports; prepares a variety of special and routine informational and/or statistical reports and presents to the Director, Library Board, Friends of the Library, and/or other community organizations
- Assists in development and preparation of grant applications;
- attends appropriate Library Board of Trustees meetings and County meetings, including County Commission meetings
- assists with the development of department goals, policies, and procedures including circulation, reference, outreach, and other library services;
- May oversee or manage the operation of the Interlibrary Loan function
- Manages Cataloging and Acquisitions functions; supervises the procurement of books, audio-visual and other library materials; ensures the proper classification and cataloging of all library materials and holdings.
- May oversee Volunteer services: identifies assistance needs of staff members; assigns trainers and supervisors; recommends tasks most suitable to match volunteer skills and methods of tracking hours and other data for reporting purposes.
- Represents the Library and the County in various committees and task forces; prepares or reviews a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials.
- Performs or assists with library outreach to outside agencies, County departments, and other libraries.
- 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 and Information Sciences from an ALA-accredited program; AND four (4) years of professional library operations experience; OR an equivalent combination of education, training and experience.



JOB DESCRIPTION

LIBRARY SUPERVISOR

Required Knowledge and Skills

Knowledge of:

- Principles and practices of professional library services, including patron service, reference, technical services and collection development.
- Library reference sources and subject background for collection development and patron services.
- Automated library information systems and their use and operation.
- Principles and practices of library operation and administration.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for working with a variety of individuals, in person, over the telephone, and through electronic communication

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in developing and implementing goals, objectives, policies, 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.
- Maintaining accurate records and files.
- Preparing clear, accurate and concise reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Instructing staff and the public in the use of automated library systems.
- Contributing effectively to the accomplishment of departmental, team or work unit goals, objectives and activities.
- Promoting excellent customer service, including public speaking involving tours and teaching library skills to small groups.
- Reading and explaining rules, policies and procedures.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Driver's License.



JOB DESCRIPTION

LIBRARY SUPERVISOR

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 public library setting at multiple library locations and use standard office equipment, stamina to stand and/or walk and/or sit for an extended period of time, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; strength and agility to lift and carry up to 25 pounds.

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:** _____

Direct Manager:

Annual Evaluation Form - All Employees (due)
Due Date:

General Information

Position Division Evaluation Type
Department Class Spec Periodic

Rating Summary By: _____

Content

COMPETENCY SECTION | 4 POINT SCALE

SECTION WEIGHT 100 %

Values

Based on these core values, Douglas County employees are 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. Employees are evaluated on their performance based on these core values.

Integrity

ITEM WEIGHT 16.66 %

The employee demonstrates honest and ethical conduct through their actions at all times.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

Accountability

ITEM WEIGHT 16.66 %

The employee accepts responsibility for their actions.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

Customer Service

ITEM WEIGHT 16.67 %

The employee delivers efficient and effective service with an attitude of respect and fairness.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

Leadership

ITEM WEIGHT 16.67 %

The employee establishes the tone and direction for success; motivating and inspiring others to accomplish a shared vision.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

Communication

ITEM WEIGHT 16.67 %

The employee ensures open dialogue through proactive listening and sharing of information throughout the organization and the community.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

Teamwork

ITEM WEIGHT 16.67 %

The employee works together with others to achieve shared goals.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

GOAL SECTION I FUTURE/LIST

Goals

Enter 2-3 goals for the employee for the upcoming evaluation period. Be specific with time period to accomplish the goals and what is to be accomplished. Goals should be Specific, Measurable, Attainable, Realistic and Time-based, and meet the goals and objectives of the individual, the department and the County as a whole. Goals can be short-term (days or weeks) to long-term (up to a year).

GOAL SECTION I TEXT ONLY

Previous Evaluation Goals

Use this section to document progress on goals from previous evaluations.

COMMENT

COMMENT

**Evaluation Overall Section I Text Only
Overall Comment**

COMMENT

Rating Scales

4 Point Scale

SCORE	NAME	DESCRIPTION
0	Requires Substantial Improvement	Employee requires substantial improvement in this area. Failure to improve performance could result in disciplinary action, up to and including termination of employment.
1	Opportunity for Improvement	Provide details to the employee regarding opportunities for improvement.
2	Meets Expectation	Meet requirements of the position.
3	Exceeds Expectation	Provide specifics to the employee regarding ways they exceed expectations.



Interim Director's Monthly Report – November 2021

➤ Library Operations

- Approximately 5,800 books were damaged due to flooding caused by a fire sprinkler malfunction on Sunday, October 31st. We have been working with HR and Facilities to submit an insurance claim to replace the damaged items.
- We will be continuing the Bookmobile schedule through the winter with a minor adjustment to the time of the Indian Hills stop. The stop will be changing time from 12:00-1:00pm to 11:00am – 12:15pm. This is due to low numbers at this stop and recommendations from those patrons who are visiting. All other stops have been very successful and each week we are seeing numbers grow.
- October was a very busy month for programs at the Library! The adult programs have been well attended and staff are busy planning more to be coming soon. Successful adult programs in October were the Adult Crafting Club, Murder Mystery Party, Scary Movie Series, Spooky Story Contest, and Medicare Informational Sessions.
- Storytime has had great attendance as well now that it is on Tuesday and Thursdays. Kira has also returned to reading stories at Allie and Friends Preschool.
- The AWE Learning Computers purchased with American Rescue Plan Grant funds have arrived at the library. They will be set up at the Minden Library and Lake Tahoe Branch Library within the next few weeks.
- Over the next two months, digital magazines will be changing over from Flipster to OysterDrive/Libby. This change will be a large cost savings for the Library, add over 3,000 new magazine titles, and consolidate our downloadable resources for patrons.
- The Human Resources department has re-evaluated the volunteer screening and application process after feedback about their new process. I will be attending an information meeting on November 19th to hear about the changes to the process which will hopefully alleviate some of the frustration with the current process.

➤ Library Staff

- The next staff meeting will be held on December 10th.
- New Lake Library Technician, Louise Whewell, will be starting on Monday, November 22nd. She will train at the Minden Library for a few weeks before heading up to the Lake Tahoe Branch.
- The three open library positions are currently posted on the County website. The three positions are a Library Page and two Library Technicians.