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Douglas County Public Library Board of Trustees Meeting Notice and Agenda

January 19, 2022

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, January 25, 2022** 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 election of Chair and Vice Chair of the Library Board of Trustees for 2022.

3. **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.

4. **For possible action.** Discussion on approval of the minutes of the November 23, 2021 regular meeting, the minutes of the December 14, 2021 special meeting and the minutes of the January 11, 2022 special 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. November 2021
 - ii. December 2021
 - iii. January 2022
6. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 12/31/2021
7. For possible action. Discussion on the Finance budget calendar and the Library's Fiscal Year (FY) 22-23 tentative budget including:
 - a. Base budget
 - b. Supplemental requests
 - c. Capital Improvement Projects
8. For possible action. Discussion on the appointment of a Library Board of Trustees representative to work with Human Resources and CPS HR Consulting throughout the Library Director recruitment and hiring process.
9. For possible action. Discussion on recruitment for the Douglas County Library Director position, including authorizing Board Chair to sign and execute a contract with CPS HR Consulting for executive recruitment services and authorize the use of Library Gift Funds in an amount not to exceed \$25,000.00 for the contract.
10. For discussion only. Interim Library Director's monthly report on library operations and statistical reports from staff.
11. 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.
12. For possible action. Adjournment.

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

Douglas County Library, 1625 Library Lane, Minden NV, <https://library.douglascountynv.gov/>
 Douglas County website, https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1
 State of Nevada website, <https://notice.nv.gov>

Supporting materials are available at the Minden Library, 1625 Library Lane, Minden, NV or at the Douglas County website address listed above. 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 January 25, 2022 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 February. 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 Annual Meeting	2/5/22	11:00 AM	Community & Senior Center Grand Dining Room
Friends of the Library	2/14/22	4:00 PM	Minden Library

**Meeting dates, times and locations are subject to change.*

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
November 23, 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 Carey Rosser; Human Resources Director Wendy Lang; Human Resources Analyst Cindy McMurry

THE MEETING CONVENED AT 10:04 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.

Chairperson Rogers requested to move agenda item #4 up as representatives from Human Resources were currently at the meeting to discuss this item.

MOTION/VOTE:

Chairperson Rogers made a motion to move agenda item #4 up. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

**4. DISCUSSION ON THE LIBRARY DIRECTOR RECRUITMENT INCLUDING:
EVALUATION OF THE PROCESS, TIMELINE, CONSIDERATION OF HIRING
AN EXECUTIVE RECRUITER, AND OTHER SEARCH POSSIBILITIES. [Action]**

Human Resources Director Wendy Lang stated that she and Human Resources Analyst Cindy McMurry were prepared to discuss some options for recruiting a library director and that Human Resources has done some research with regard to search firms and they can go over their findings with the board and answer any questions.

Chairperson Rogers asked for public comment.

Barb Wilson, a Douglas County resident, read from her written comments and those written comments were submitted as supplemental material for the public to view. She noted that the questions Human Resources asked during the library director interview with the one candidate were not relevant and that the questions should reflect what Moss Adams recommended in the organizational report they prepared for the board.

Chairperson Rogers agreed and that there needs to be a question and discussion about the director's interaction and communication in working with the board. She noted that she would like the board to develop questions that the board would like answered. Trustee Kate Garrahan stated that she agreed that the board should follow Moss Adams recommendations and that the board needs to look at themselves and how the board interacts with the staff and future director. Instead of approaching everything from a critical point of view the board needs to be supportive. She noted that she thinks the board could have gone internally but because of the way the board interacts with the staff that didn't happen.

Wendy indicated that Cindy has reached out to a number of outside recruiting firms to get insight on their experience specifically with Library Directors as well as get estimates on cost and time. There were six firms that were presented to the board.

1. June Garcia is a library consultant out of Denver, Colorado. She has done extensive executive searches for a number of years. Her base fee is \$1,800, however all of the fees that are incurred are a la carte so the price structure is a bit unknown. She has a great approach for determining the characteristics similar to what the board has been discussing in a library director. She develops advertisements and she recruits candidates, screens and manages the interview process and facilitates the selection process and appointment process with the board.
2. Bradbury Miller is another firm that specializes in library searches. They did not provide a lot of background detail. The cost would be about \$26,000 for their searches, all inclusive.
3. Management Partners is a firm that was recommended by Moss Adams and specializes in library searches. Although they expressed interest they did not get back to Human Resources.
4. Formally known as Novak Consulting, Raftelis Consulting is based out of Washington D.C. They have recruited for a library director and the fees are about \$35,000. They have an extensive database of applicants and they reach out to applicants in their network to solicit interest in the position.

5. Ralph Anderson is a general recruiting firm in the area and they have done library searches. Their fee is about \$30,000 and they would manage the entire recruitment. They have a recruiter who was the former Washoe County Manager so he is familiar with the region and had the library under his oversight at Washoe County.
6. Prothman is a firm out of Washington State. They are a general recruiting firm for executive positions but does not have specific library experience. Their fees are broken down; the sourcing and outreach would be \$5,500, advertisements would be individually billed between \$1,000 and \$2,000, direct mailers would be around \$1,500, travel expenses may be incurred. It's more of an a la carte pricing structure.

Human Resources Director Lang informed the board that they could pursue one of the firms that were presented today or they could choose a few from the list and ask that those firms provide a formal proposal which would probably take a month or so to prepare. She noted that if the board were to choose to hire a recruiting consultant there is a possibility a candidate won't be found and the money the board puts forth will not be retrieved. The board discussed who among these six firms they would like to have prepare a formal proposal. Human Resources Director Lang reminded the board that there were three firms that were specific to libraries that were recommended to HR and those were June Garcia, Management Partners and Bradbury Partners. Ralph Anderson has the regional former county manager who would have some insights as well.

MOTION/VOTE:

Chairperson Rogers made a motion to ask for formal proposals from June Garcia, Management Partners, Bradbury Partners and Ralph Anderson. Trustee Harper made a second.

Chairperson Rogers asked if there was further discussion.

Trustee Garrahan stated that if this is the way the board is going to go she would rather have seen this amount of money spent on training for a known entity that the board could have worked with to get to where the board wanted to be with a board and a director. There would have been more return on the board's investment had the board hired internally and not go this route of having to hire a consultant. Trustee Tattersall noted that the board doesn't have to choose to go with a consultant. That is not the board's only option. The board can post again in January, advertise in more places than was done before and have a tighter timeline which she stated was a factor in what hurt the board in the recruitment last time. Chairperson Rogers stated that she feels a consultant could lead the board through that timeline in a tighter process.

The motion was not unanimous with four in favor and Trustee Tattersall opposed.

Trustee Tattersall asked if the board should schedule a special board meeting earlier in January to review RFP's and Human Resources Director Lang indicated that HR should have the RFP's available for the board at an earlier date in January if the board wanted to schedule a special meeting. It was decided HR would come back on the 11th of January to present the RFP's.

MOTION/VOTE:

Trustee Tattersall made a motion to schedule a special meeting on January 11, 2022 to consider the executive recruiter RFP's. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

The board resumed with agenda item #3.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE OCTOBER 26, 2021 REGULAR MEETING.

Trustee Garrahan made a motion to approve the minutes of the October 26, 2021 meeting. Trustee Tattersall made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

Agenda item #4 was discussed earlier in these minutes after agenda item #2.

5. DISCUSSION ON A REQUEST TO INCREASE REIMBURSEMENT OF THE TRAVEL EXPENSES ASSOCIATED WITH THE LIBRARY DIRECTOR CANDIDATES OUT OF THE LIBRARY GIFT FUND. [Action]

Human Resources Director Lang explained to the board that the candidate expenses that were incurred for travel for the interview process totaled \$1,660.87 which include the non-reimbursable costs of \$361.22 for the canceled flight from the candidate who withdrew. At the previous board meeting Human Resources ball parked expenses at \$1,000.00 and the board authorized \$1,000.00 to be paid out of the gift fund for candidate expenses. The remaining \$660.87 would either need to come from the gift fund or other funding source. She noted that the board had not discussed or entertained paying for a few costs that one of the candidates is soliciting for reimbursement. Those costs include the mileage from his home to his local airport which is a cost of \$59.36, his parking at the airport for his personal vehicle at a cost of \$27.00 and he upgraded the car rental due to inclement weather which he is requesting an additional \$141.07 to cover the increased car rental costs. She stated that with all the expenses the board would be looking at \$1,880.30.

MOTION/VOTE:

Trustee Tattersall made a motion to approve the expenses of \$1,660.87 and not the additional expenses requested.

Trustee Garrahan stated that the board should pay for the upgrade of the car at \$141.07 and not the airport or the mileage. She understands the inclement weather and not wanting to drive in it. Total costs then would be \$1,801.94. Wendy reiterated that the \$1,660.87 includes the canceled flight expense but not the reimbursable request from the candidate who withdrew from the interview process, which included the mileage to the airport, parking for personal vehicle and the cost to upgrade rental vehicle.

Trustee Tattersall withdrew her motion.

MOTION/VOTE:

Trustee Garrahan made a motion to pay the \$1,801.94 including the car upgrade but not the parking or the mileage and pay out of the gift fund. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

6. CONSENT CALENDAR.

a. Approval of Gift fund claims

- i. October 2021
- ii. 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

MOTION/VOTE:

Trustee Tattersall made a motion to approve the consent calendar. Trustee Garrahan made a second.

Chairperson Rogers asked the board if there were any questions and Trustee Garrahan asked if the software subscription fee for the VR machine is annual and Veronica stated that it is annual. She explained that the expense for the subscription is paid through the gift fund because virtual reality is a program that the Friends of the Library are funding and those funds come out of the gift fund. Chairperson Rogers stated that the friends don't fund staff training referring to the gift fund expenditure of staff meeting and TAB meeting and Veronica explained that the friends funding is for the TAB meeting, not the staff training.

There being no further questions or public comment, the motion carried unanimously with a 5-0 vote.

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

a. 10/31/2021

Veronica stated that there is not much to discuss about the budget at this point and that no major expenses have been made. She noted that the library is at 34.1 % into the fiscal year budget and stands at 27.9% in Services and Supplies. Trustee Garrahan asked about the data lines and if that was going to change if the county did broadband to the library and the library wouldn't have to pay the data lines anymore and Julia answered that the costs would be substantially lower and that it's still in the evaluation process.

8. DISCUSSION ON THE EVALUATION PROCESS FOR INTERIM LIBRARY DIRECTOR AND LIBRARY SUPERVISOR JULIA BROWN WHICH IS ANTICIPATED TO TAKE PLACE IN DECEMBER 2021. [Action]

Chairperson Rogers stated that the process for this evaluation is different because the board will be evaluating Julia as both her regular Library Supervisor position and accomplished goals as well as her position as the library interim director and the expectations set forth by the board during her interim assignment. She noted that the board will be using the same evaluation form as the county uses which was included in the packet for the board to review. Chairperson Rogers stated that each board member will provide their comments and score on their individual forms, discuss at the evaluation and then at the end the scores would be tallied and the comments collected and then submitted on one form. The merit rating will be based on the averaged score.

9. DISCUSSION ON SUBMITTING A REQUISITION IN ORDER TO RECRUIT AND FILL THE LAKE TAHOE LIBRARY SUPERVISOR POSITION. [Action]

Human Resources Director Lang explained the process and that the interim director would submit an online requisition for the vacancy and initiate a job posting with HR staff and that the hiring manager would review the applications and establish a set of interview questions. This is not a public process as this position does not report directly to the board. She recommended that the board direct the interim director to recruit and fill that position. Chairperson Rogers asked that Julia proceed with submitting a requisition to start the recruitment process for that position.

Deputy District Attorney Carrie Rosser asked that the board ask for public comment on this agenda item and that she did not hear Chairperson Rogers ask for public comment on agenda items 5, 6 and 7. Chairperson Rogers stated that she did ask for public comment on items 5 and 6 but did not on items 7, 8 and 9 because there was no action taken. Deputy District Attorney explained that although there was no action taken on those items, the board is still to ask for public comment because those items are agendaized for possible action.

Chairperson Rogers asked if there was any public comment on agenda items 7, 8 and 9. There was no public comment.

10. 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. [Action]

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

Chairperson Rogers noted that the internal workshops were held last Friday and Saturday with strong participation and was well organized. Trustee Harper agreed. Chairperson Rogers stated that Dr. Steinmann will take all the comments from the groups and put together a summary report for the board. The second set of workshops will be held at the beginning of the year.

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

11. DISCUSSION ON SCHEDULING A SPECIAL DECEMBER MEETING FOR THE LIBRARY BOARD OF TRUSTEES. [Action]

The board discussed date options for the special meeting in December to conduct the evaluation for Julia's library supervisor position and position as interim director. Also, at this special meeting the board will be discussing supplemental requests for next year's operating budget and capital outlay budget to submit to the county for consideration.

MOTION/VOTE:

Chairperson Rogers made a motion to hold a special meeting on December 14, 2021 at 9:00 a.m. to discuss the evaluation and the supplementary budget requests. Trustee Harper made a second. There being no public comment, the motion carried with a 5-0 vote.

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 11:24 A.M.

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
December 14, 2021

ATTENDEES

Library Board Members: 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: Chief Financial Officer Terri Willoughby

Absent: Chairperson Bonnie Rogers

THE MEETING CONVENED AT 9:06 A.M.

1. PUBLIC COMMENTS.

Vice Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to approve the agenda. Trustee Jill Harper made a second.

Vice Chairperson Martin Maier suggested the board move agenda item #4 to item #3 as Chief Financial Officer Terri Willoughby is currently at the meeting to discuss this item. Agenda item #3 will now be item #4. Trustee Tattersall commented that she supports this amendment to the agenda.

Vice Chairperson Martin Maier made a motion to reverse the order of items #3 and #4 on the agenda and proceed accordingly. Trustee Harper made a second and the motion carried unanimously with a 4-0 vote.

3. DISCUSSION OF BUDGET PRIORITIES, IN PREPARATION FOR FISCAL YEAR 2022-2023 BUDGET PLANNING PROCESS INCLUDING ADJUSTED OPENING FUND BALANCE, PROVIDING DIRECTION TO THE INTERIM LIBRARY DIRECTOR ON DISTRIBUTION OF FUNDS. [Action]

CFO Willoughby stated that the Adjusted Opening Fund Balance Finance projected a beginning fund balance for 21-22 when they started the budget process last year and now Finance has audited actual financial statements. It's the difference between the audited amount and what Finance projected and in the library's case it is positive. She noted that the county has a new policy in place that took effect this fiscal year and it states that the Adjusted Opening Fund Balance cannot fund new capital projects. It is to be used for something that perhaps the library couldn't live without until the end of this fiscal year. It has to be an emergency. She stated that in the library's case there were two capital projects that were approved as part of the budget cycle but were not funded. The agreement at that point was that the board would have a sufficient opening fund balance, which the library has, to fund those two capital projects. She suggested that the costs for the strategic plan which was not budgeted should also come out of the Adjusted Opening Fund Balance because it is a one-time purchase. Vice Chairperson Martin Maier asked by funding the two projects at \$220,000 combined and the \$10,000 for the strategic plan will that deplete the fund balance and CFO Willoughby answered no and indicated that she could come back after putting together a financial policy plan where the library would have to maintain fund balances at a certain level. Keeping a reserve in case of economic downfall.

MOTION/VOTE:

Trustee Garrahan made a motion that the library fund two capital projects, as already included in the CIP for carpeting and shelving for \$220,000 and \$10,000 for the strategic plan out of the Adjusted Opening Fund Balance. Trustee Harper made a second and the motion carried unanimously with a 4-0 vote.

CFO Willoughby noted that she plans to take the augment to the Board of County Commissioners at their first meeting in January. She stated that the next step is the budget for the next fiscal year. The board can start off by thinking about supplemental requests any time during the year and the strategic plan should be the board's guide for what those supplemental requests are. She explained that a budget is a plan of expenditures that should fund the library's goals and priorities and with the goals in the strategic plan the board should think about how to fund those goals out of the budget.

Vice Chairperson Martin Maier asked for public comment.

There being no public comment, public comment was closed.

4. DISCUSSION ON THE ANNUAL PERFORMANCE EVALUATION OF INTERIM LIBRARY DIRECTOR, JULIA BROWN, INCLUDING BUT NOT LIMITED TO: PERFORMANCE, JOB DESCRIPTION(S), COMPETENCIES, ACHIEVEMENTS, JOB DUTIES AND SETTING FUTURE GOALS. PURSUANT TO NRS 241.031(1) AND NRS 241.033, THE BOARD MAY CONSIDER AND

DISCUSS THE PROFESSIONAL COMPETENCE, CHARACTER, ALLEGED MISCONDUCT OR PHYSICAL OR MENTAL HEALTH OF MS. BROWN. [Action]

Vice Chairperson Martin Maier stated to the board that the board will go through each item and each board member will give a rating on that item, a score of 0-3, and then later the ratings will be tallied and averaged to give the ultimate weighted score. Chairperson Bonnie Rogers was not in attendance but Vice Chairperson Martin Maier noted that Chairperson Rogers did mail her the ratings and asked if Deputy District Attorney Cynthia Gregory could read them on Bonnie's behalf.

The evaluation began and the scoring and comments were transcribed into these minutes.

Chairperson Bonnie Rogers = BR
Vice Chairperson Heather Martin Maier = HM
Trustee Kate Garrahan = KG
Trustee Jill Harper = JH
Trustee Elizabeth Tattersall = ET

Integrity

JH – Score: 3

Comment: Julia stepped up to keep our library functioning. I don't know how we could have done this without her. I know it wasn't necessarily her choice to become the interim but she stepped up because she saw the need.

ET – Score: 2

Comment: I don't have any concerns in this area but I don't have above and beyond.

KG – Score: 2

Comment: Julia's always been very approachable and given honest responses when asked anything and the staff respect her and enjoy working with her.

HM – Score: 3

Note: Did not give individual comments but will give an overall comment summarizing everything at the end.

BR – Score: 2

No comment.

Accountability

JH – Score: 3

Comment: She keeps extensive records reporting to the board in a timely manner plus do her regular duties which I can't get over; doing both duties at the same time.

ET – Score: 2

Comment: I appreciate the good atmosphere and the relationship the board has with Julia and a lot of that is the way she approaches her work.

KG – Score: 3

Comment: She took responsibility for the bookmobile service interruption the one time there was not enough staff. She made sure that that would not happen again. She acknowledged that she needs to educate herself on the new aspect of her duties and has found the information she needed to take the appropriate actions once she does do that.

HM – Score: 3

BR – Score: 1

No comment.

Customer Service

JH – Score: 3

Comment: She continues to improve our library's reputation and services.

ET – Score: 2

Comment: She seems to always have a positive attitude even when difficulties come up.

KG – Score: 2

Comment: Julia's been very efficient fulfilling both positions since taking over as interim director. The return of the in-person programs and the return of all normal service hours and operations has been excellent. The staff and patrons respect Julia and she has created a positive atmosphere.

HM – Score: 3

BR – Score: 1

Comment: Sometimes when there is criticism or there is a negative response Julia's response is that it is not warranted, i.e. some people are never happy, and is dismissive of the public concern.

Leadership

JH – Score: 3

Comment: She took over without a hitch. She's great with the staff and the bookmobile and she even took over some of the shifts.

ET – Score: 2

Comment: From everything I see she seems to have a great relationship with the staff and also with the board.

KG – Score: 3

Comment: Julia works well with the staff and they have a positive attitude with Julia as interim director. Her programs and activities have been received well and are running very smoothly.

HM – Score: 3

BR – Score: 2

Comment: Julia has worked well with the staff to maintain library operations.

Communication

JH – Score: 3

Comment: She's taking classes on effective communication, discipline and documentation, legal and liability issues and she's trying to communicate all that with the staff.

ET – Score: 2

Comment: Julia provides regular reports to the board and ensures the information goes out to the community as needed.

KG – Score: 3

Comment: Julia is approachable and seeks staff input, staff are appreciative and the morale has greatly improved with the limited time she's been filling both positions. She has met the needs which have been shared and requested like the bookmobile and she has also been open and provides information to the Library Board of Trustees as needed.

HM – Score: 3

BR – Score: 1

Comment: Julia did two weekly reports to the board early in the position and stopped with no indication to the board as to why.

Teamwork

JH – Score: 3

Comment: She continually works as a team member as well as a leader working with everyone on the strategic planning. When I went around and talked to employees before she was chosen everyone had nothing but wonderful things to say about how much they like working with Julia and what a team player she is.

ET – Score: 2

Comment: She's been very involved in the strategic planning process and I have seen nothing adverse or exceptional.

KG – Score: 3

Comment: The return of the programs to the building, the respect of the county officials and the interaction she has with them, the interaction with the Library Board of Trustees, the greatly improved staff morale and the hard work she's put in on the long range plan.

HM – Score: 3

BR – Score: 0

Comment: I have serious concerns about her attitude toward library volunteers and her willingness to enact decisions of the former library director in the treatment of volunteers.

Goals

1. Complete two professional development courses one for herself and one for staff
2. Continue working on the long range plan
3. Community outreach

There are no timelines set for these goals.

Previous Evaluation Goals

Trustee Garrahan's comments:

Goal 1 – For the long range plan Julia took over in August and has been active in all aspects of it. The bookmobile scheduling she has taken over that and has expanded that program. Programs in-person and out in the community and here at the library she's done an excellent job with those.

Goal 2 – She completed two professional development courses and went to conferences and Douglas County management sessions.

Goal 3 – She has developed relationships with other county departments which had been severely lacking in the last few years. She learned budget and finance, HR maintenance and all aspects of the interim director duties.

Chairperson Rogers' comments:

Did not receive previous goals. Julia said she would send them out after the November board meeting. 12/6 when I saw her in the library she said they would be ready this week and this does not give the board members time to assess her accomplishments.

Overall Comments

KG – Julia has shown great leadership and dedication to her duties. The improvement of staff morale and implementation of programs and scheduling have been well received by patrons. There is a positive energy palpable in the library for the past 4 months. I feel this can be partially attributed to Julia's leadership, clear expectations of staff and team player attitude.

JH – Julia has been exceptional in taking over when needed and continues to keep the wheels of the library on the road. I applaud her tenacity, creativity and hard work and we couldn't have done this without her.

ET – Julia has done a commendable job of taking on the interim director in addition to her library supervisor duties. I appreciate that the board meetings have a much lower feeling of tension.

HM – Ms. Brown has not only risen to the occasion but has surpassed every goal and challenge the Library Board of Trustees has set for her in the past year in her role as library supervisor as well as the interim library director. She has the knowledge and skills to manage the library's day to day business efficiently and effectively as well as the leadership know how to motivate and aspire a team toward unity. My only regret is that she currently has no interest in applying for the full-time library director position.

Chairperson Rogers did not have any overall comments.

Vice Chairperson Martin Maier asked for public comment.

Deputy District Attorney Cynthia Gregory's comments:

I think it was a very tumultuous time in July when the former director left. I think Julia Brown who I didn't really know stepped in and provided a level of stability to staff as well as communication with other departments within the county. She reached out to the county manager's office which I think established a good relationship where there were some questions before. She also reached out to the HR director and seeing that side I know she has Ms. Lang's respect as the HR director and has really stepped up in that function as well. Personally as far as the DA and for the library I know that she is more than willing to reach out and ask questions and learn and recognize that she doesn't know everything as any of us don't know everything but she is really willing to ask questions and take that information and move forward. I never made a comment on another employee but I just felt that it was important to see how Ms. Brown interacts with other county departments and employees. I've enjoyed working with her and look forward to working with her in the future. I think she has really stepped up and provided a level of stability that was needed.

Laura Treinen, Library Supervisor's comments:

I wanted to say from the staff side it's been really inspiring to watch Julia go from essentially the two of us doing the same job on different sides but to see her doing my job and to rise above, and like what Cynthia said anything she didn't know she would reach out and learn. Staff morale has been up and it's been really inspiring to watch her do all that and she makes everybody feel important and valued. I know it's been hard and she's just kicked down every obstacle that has been put in her path. I'm really proud to have her as a boss.

Vice Chairperson asked if there was further public comment. There being no further public comment, public comment was closed.

Overall Rating

2.37

MOTION/VOTE:

Trustee Garrahan made a motion to approve the aggregated score of 2.37 and that Julia receive the merit raise equal to that and that the board go with the three goals that were outlined which were to complete two professional development for herself and for staff, continue her work on the long range plan and any community outreach she can do, with no timeline, and in addition to the merit increase approve three additional administrative leave days. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote.

5. DISCUSSION AND POSSIBLE ACTION TO ADOPT A SCHEDULE ESTABLISHING THE DAYS THE LIBRARY WILL BE CLOSED FOR HOLIDAY OBSERVANCE IN 2022, CONSISTENT WITH THE LIBRARY'S WORK WEEK AND HOLIDAYS POLICY. [Action]

MOTION/VOTE:

Trustee Garrahan made a motion to approve the holiday calendar for 2022. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

6. DISCUSSION AND POSSIBLE ACTION TO ADOPT A SCHEDULE OF BOARD MEETING DATES, TIMES AND LOCATIONS IN 2022. [Action]

MOTION/VOTE:

Trustee Garrahan made a motion to approve the meeting dates for 2022. Trustee Tattersall made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

7. CLOSING PUBLIC COMMENTS.

Vice Chairperson Martin Maier asked for public comment.

Trustee Harper commented that Vice Chairperson Martin Maier did an excellent job running the meeting today.

There being no further public comment, public comment was closed.

8. MEETING ADJOURNED AT 10:15 A.M.

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
January, 11 2022

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: 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.

Barb Wilson commented that she is here because she is interested in the process of hiring a new library director. She noted that this is a big responsibility and very important for the Douglas County Library. She stated that she supports the library board and what they've been doing and that she is just interested in what's going to happen moving forward.

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to approve the agenda. Trustee Kate Garrahan made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

3. DISCUSSION ON THE LIBRARY DIRECTOR RECRUITMENT, INCLUDING: PRESENTATION, EVALUATION, AND POSSIBLE SELECTION OF AN EXECUTIVE RECRUITER FIRM BASED ON PROPOSALS RECEIVED BY THE HUMAN RESOURCES DEPARTMENT; AS WELL AS CONSIDERATION OF TIMELINES, COSTS, AND OTHER RECRUITMENT POSSIBILITIES. [Action]

Human Resources Director Wendy Lang stated that at the request of the board the Human Resources Department put out a solicitation requesting proposals from professional search firms. Four requests were made, two declined and one recommended two other firms which requests

were made for proposals from them. Three professional search firms responded; Ralph Anderson and Associates, Management Partners and CPS HR Consulting. Those proposals were included in the packet with a one page overview of those proposals which include the firms' library experience, timelines and costs. Human Resources Director Lang indicated that it is up to the board how they want to navigate the process whether the board wanted one representative from the board work with HR similar to the last recruitment. She recommended that Human Resources be involved in working with the consultant and a representative from the board. If the information the recruiting firm gathers from the candidates is reviewed by three or more members of the board it would have to be made available to the public as well to abide by the open meeting law. Trustee Jill Harper asked if the library pays these costs is that a guarantee that these firms will find someone and Ms. Lang stated that none of these firms can guarantee they are going to find someone. Each have put in placement guarantees about being able to conduct the search again if a successful candidate isn't found and that they can guarantee that they won't charge the search fee but the other costs such as advertising and travel expenses will be incurred again. The board discussed the three firms and their proposals and it was agreed that the recruitment cannot be done strictly electronically which is what Anderson and Associates proposed they would do. Chairperson Rogers stated that Management Partners doesn't have a lot of experience with recruiting library directors and that CPS seems to have more experience in that area and Trustee Tattersall agreed. Vice Chairperson Heather Martin Maier stated that she liked how Management Partners had mentioned they have a strong network while the others had said they have built databases throughout the years. She noted that the difference between a network and database is that with a network conversations are had and relationships are made and there are established connections rather than a name and address on a list that was given by a referral or from an association meeting that is then placed in a database. She stated that what the board is looking for from these firms are their approach to getting to those people who are not looking for a job right now but can be persuaded by selling the library's strong points to a potential candidate and that is why she liked CPS and their aggressive approach to the recruitment process. Trustee Garrahan noted the added costs the firms' mentioned on top of their fees and that she feels Human Resources has done everything that was lined out in the proposals and doesn't think the board should spend \$25,000 to have someone else do this for the board when Wendy just introduced Cindy as Human Resources' professional recruiter. The board has what they need in house they just need to fine tune what they did the first time and Trustee Tattersall commented that what the board does not have in house is the ability to go out and ask existing library directors and people who aren't necessarily looking for a job if they would like to consider this position and that is one of the biggest advantages of hiring a firm. Chairperson Rogers reminded the board that they have legal responsibility for the operation of this library and they have a judiciary responsibility to select and evaluate a director which is a major responsibility for the board and the board should try their absolute best to find the right person and fit for this library and an executive recruiting firm is best to do that. Trustee Harper stated that she would like to find someone as quick as possible in order to relieve Julia of her interim duties and thinks that an executive firm would be the best to do that and find the best fit. Vice Chairperson Martin Maier agreed with Trustee Garrahan that \$25,000 is a lot to invest but she is inclined to take the chance because although there are no guarantees it's a good time for those candidates who aren't looking for a library director position to be approached and given that opportunity and candidates are more than likely to answer to an executive recruiter than ads they see posted on a job board. Vice Chairperson Martin Maier asked where from the library's

budget would the \$25,000 be pulled from and interim Director Julia Brown explained that she spoke with Chief Financial Officer Terri Willoughby with Finance and she told her that there are funds available in the gift fund and that would be the easiest route to take and that the board could not use the opening fund balance because those funds cannot be used for operating expenses and this is considered to be an operating expense. She stated that the board could also use the greater than anticipated funds which comes from the sales tax revenue that was greater than what was expected but that would have to be augmented and taken to the board of commissioners for approval. Julia recommended using the gift fund.

Chairperson Rogers asked for public comment.

Barb Wilson commented that she was involved in the panel interviews and that interviewing on Zoom doesn't cut it. There isn't a sense of who the person is and she found herself paying more attention to the Zoom rather than what the person was saying. It was difficult to concentrate on the questions and the answers and the person in general. She noted that the panel interviews that were done in person which she was not involved with were much more relevant. The firm that wants to do everything by Zoom doesn't seem appropriate for the importance of this decision.

MOTION/VOTE:

Trustee Harper made a motion to select CPS to research and find candidates. Chairperson Rogers made a second. There being no further comment, the motion was not unanimous with 4 in favor and Trustee Garrahan opposed.

Human Resources Director Lang stated that Human Resources will initiate the process with CPS. She will bring a contract from CPS to the board and at that time the board can decide where to expend those funds that CPS proposes in the contract. The board will also wait until the contract is completed to decide who will be the hiring managers and points of contact for the board and Human Resources.

4. CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 10:49 A.M.

*Lib. Board of Trustees Mtg 1/25/22
Consent Calendar
Agenda Item 5a*

Gift Fund Claims
November 2021 / December 2021 / January 2022

*DoCo Procurement Program	Items for Murder Mystery Game	03892	\$ 123.98
*Amazon	Items for Murder Mystery Game	03910	\$ 123.09
*DoCo Procurement Program	Items for Murder Mystery Game	03922	\$ 36.09
*DoCo Procurement Program	Items for TAB meeting	03923	\$ 35.85
*DoCo Procurement Program	Items for Adult Crafters' Club	03925	\$ 49.52
*DoCo Procurement Program	Frozen costumes for Frozen Sing-Along	03933	\$ 89.98
Petty Cash	Employee Recognition	03937	\$ 35.34
*DoCo Procurement Program	Items for Knitting & Crochet Group; The Council; Baby Lapsit	03949	\$ 499.19
*Amazon	Items for Baby Lapsit; Dresslerville STEAM kit	03950	\$ 320.85
*DoCo Procurement Program	Weekend Warriors Appreciation Gathering	03955	\$ 55.45
*DoCo Procurement Program	Prizes for Lego Build Contest; items for Frozen Sing-Along	03957	\$ 884.32
*DoCo Procurement Program	Items for Tween Art; Frozen Sing- Along & Baby Lapsit	03959	\$ 151.45
*Demco	Bags for Dresslerville STEAM Kits	03961	\$ 122.07
*Ingram	Tamarack Fire book replacements	03962	\$ 1,033.60
*Midwest Tape	Tamarack Fire book replacements	03963	\$ 277.55
*Baker & Taylor	2 nd Wednesday Book Group	03964	\$ 110.28
*Becky Spratford	Readers Advisory Training – all staff	03977	\$ 350.00

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 21-22

1/19/2022

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	368.20			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	8/26/2021		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			87.00	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			34.96	Employee recognition
Do Co Procurement Program - H	11/4/2021			1,000.00	Travel expenses for the Library Director candidate
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
Petty Cash	11/10/2021	53.44		11.98	\$53.44 items for Murder Mystery Game; \$11.98 employee recognition
Amazon	11/17/2021	123.09			Prizes for the Spooky Story Contest (FOL)
Do Co Procurement Program - L	11/3/2021	123.98			Prizes for the Spooky Story Contest (FOL)
Do Co Procurement Program	11/27/2021	35.85			TAB meeting, library program
Do Co Procurement Program	11/27/2021	49.52			Items for the Adult Crafters Club (FOL)
Do Co Procurement Program	11/27/2021	36.09			Items for Murder Mystery Game, Library Program
Amazon	12/20/2021			35.34	Employee recognition
Amazon	12/15/2021	89.98			Frozen Costumes for Library Program (FOL)
Amazon	1/5/2022	320.85			\$174.30 Baby Lapsit Program; \$146.55 Dresslerville STEAM Kits
Do Co Procurement Program - V	1/5/2022	884.32			\$512.35 Lego Building Contest; \$371.97 Frozen Sing-Along
Do Co Procurement Program - L	1/5/2022	55.45			Snacks for Weekend Warrior appreciation gathering
Do Co Procurement Program - J	1/3/2022	499.19			\$402.90 items for Sensory Bins; \$33.47 items for The Council; \$62.82 supplies for Knit & Crochet Club
Amazon	1/10/2022	151.45			\$31.52 Teen Art Program; \$57.50 Frozen Sing-Along; \$62.43 Baby Lapsit
Demco	1/12/2022	122.07			Doodle Dudes Bags and Create Bags (FOL)
Ingram	1/12/2022	1,033.60			Library Materials (FOL)
Midwest Tape	1/12/2022	277.55			Library Materials (FOL)
Baker & Taylor	1/12/2022	110.28			Library Materials Book Group (FOL)
Becky Spratford	1/19/2022			350.00	Readers Advisory Training - all staff
					Grand Total:
TOTALS		7,966.30	10,573.66	1,830.90	\$15,872.25
		Programs	Materials	All others	\$20,170.86

Agenda Item #6a

Douglas County Public Library

Budget Summary

Fiscal Year 2021-2022

Month End 12/31/2021

% of Fiscal Year

51.3%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$920,594		\$77,371	\$342,497	37%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$455,734		\$33,954	\$157,207	34%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$615,589		\$72,328	\$155,020	\$293,621	73%

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 12/31/21
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	63,157.38	.00	262,303.40	657,881.60	29	314,377.40
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	17,659.20	(17,659.20)	+++	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	14.36
511.171	Holidays	.00	.00	.00	7,371.36	.00	17,234.72	(17,234.72)	+++	19,785.68
511.172	Comp Paid	.00	.00	.00	707.39	.00	3,851.39	(3,851.39)	+++	2,470.75
511.173	Vacation	.00	.00	.00	5,010.97	.00	33,699.14	(33,699.14)	+++	25,392.09
511.174	Sick	.00	.00	.00	1,123.45	.00	7,592.91	(7,592.91)	+++	10,519.25
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Salaries & Wages Totals</i>		\$920,594.00	\$0.00	\$920,594.00	\$77,370.55	\$0.00	\$342,496.52	\$578,097.48	37%	\$376,567.21
<i>Employee Benefits</i>										
511.181	Retirement	264,647.00	.00	264,647.00	21,749.76	.00	91,512.15	173,134.85	35	106,145.88
511.182	Workers Comp	22,987.00	.00	22,987.00	1,923.89	.00	8,406.29	14,580.71	37	9,363.47
511.183	Group Insurance	139,638.00	.00	139,638.00	8,161.74	.00	46,939.58	92,698.42	34	49,845.50
511.184	Unemployment	4,646.00	.00	4,646.00	389.02	.00	1,724.22	2,921.78	37	1,932.69
511.186	Medicare	13,462.00	.00	13,462.00	1,085.90	.00	4,760.85	8,701.15	35	5,250.83
511.189	Cell Phone Stipend	3,060.00	.00	3,060.00	85.00	.00	510.00	2,550.00	17	1,955.00
511.195	Social Security	586.00	.00	586.00	.00	.00	.00	586.00	0	.00
511.201	PERS-Ret. Medical	6,708.00	.00	6,708.00	559.00	.00	3,354.00	3,354.00	50	3,354.00
<i>Employee Benefits Totals</i>		\$455,734.00	\$0.00	\$455,734.00	\$33,954.31	\$0.00	\$157,207.09	\$298,526.91	34%	\$177,847.37
<i>Services & Supplies</i>										
520.029	Program Underwriting	7,300.00	.00	7,300.00	356.00	.00	1,373.05	5,926.95	19	(634.50)
520.045	Computer System	60,732.00	.00	60,732.00	2,069.78	.00	23,382.89	37,349.11	39	20,501.28
520.055	Telephone Expense	7,467.00	.00	7,467.00	269.26	.00	6,143.33	1,323.67	82	5,333.25
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	.00	.00	1,446.95	325.05	82	1,619.32
520.064	Travel	1,000.00	.00	1,000.00	.00	.00	665.69	334.31	67	.00
520.072	Advertising	.00	.00	.00	.00	.00	649.00	(649.00)	+++	.00



Library Expense Budget Performance Report

Fiscal Year to Date 12/31/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Encumbrances	Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
520.078	Printing & Binding	600.00	.00	600.00	.00	.00	314.85	.00	285.15	52	52	418.69
520.085	Communications	3,072.00	.00	3,072.00	494.56	.00	2,472.80	.00	599.20	80	80	1,480.10
520.088	Utilities	29,781.00	.00	29,781.00	1,349.34	.00	13,819.62	.00	15,961.38	46	46	12,513.40
520.097	Maint B&G	3,700.00	.00	3,700.00	55.84	.00	3,456.78	.00	243.22	93	93	1,291.49
520.098	Janitorial Services	30,912.00	.00	30,912.00	2,538.00	17,766.00	12,690.00	17,766.00	456.00	99	99	935.51
520.107	Maint Equip	3,499.00	.00	3,499.00	1,272.00	.00	2,664.00	.00	835.00	76	76	4,623.21
520.114	Motor Pool Expense	5,256.00	.00	5,256.00	.00	.00	760.32	.00	4,495.68	14	14	2,736.48
520.116	Veh. Maint-Co Shop	2,500.00	.00	2,500.00	.00	.00	469.70	.00	2,030.30	19	19	.00
520.136	Rents & Leases Equipment	3,100.00	.00	3,100.00	.00	.00	860.12	.00	2,239.88	28	28	1,547.47
520.156	Risk Mgmt-Co. Insurance	34,865.00	.00	34,865.00	9,364.75	.00	18,081.00	.00	16,784.00	52	52	16,135.50
520.169	EMRB Assessment	76.00	.00	76.00	.00	.00	.00	.00	76.00	0	0	42.00
520.170	Memberships	1,000.00	.00	1,000.00	.00	.00	.00	.00	1,000.00	0	0	.00
520.194	Cellular Phones	1,734.00	.00	1,734.00	.00	.00	893.12	.00	840.88	52	52	552.93
520.200	Training & Education	500.00	.00	500.00	.00	.00	215.00	.00	285.00	43	43	438.00
520.240	Data Lines	3,600.00	.00	3,600.00	474.92	.00	1,974.72	.00	1,625.28	55	55	1,780.05
521.100	Professional Services	.00	.00	.00	3,333.33	6,666.67	3,728.33	6,666.67	(10,395.00)	+++	+++	.00
521.134	Cataloging	20,000.00	.00	20,000.00	586.31	2,764.20	4,941.24	2,764.20	12,294.56	39	39	4,666.74
521.500	Admin & Overhead	159,123.00	.00	159,123.00	39,780.75	.00	79,561.50	.00	79,561.50	50	50	87,240.50
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	.00	87.08	.00	1,412.92	6	6	1,728.56
532.003	Gas & Oil	3,000.00	.00	3,000.00	157.46	.00	1,585.73	.00	1,414.27	53	53	37.31
532.054	Library Materials	210,000.00	.00	210,000.00	9,711.45	120,806.24	87,030.91	120,806.24	2,162.85	99	99	55,669.48
532.057	Processing Materials	11,000.00	.00	11,000.00	207.01	7,016.88	2,883.12	7,016.88	1,100.00	90	90	3,178.73
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
533.800	Office Supplies	2,500.00	.00	2,500.00	31.92	.00	486.98	.00	2,013.02	19	19	736.48
533.802	Small Equipment	500.00	.00	500.00	.00	.00	94.02	.00	405.98	19	19	8,819.64
533.813	Office Products Program	5,100.00	.00	5,100.00	205.96	.00	1,413.34	.00	3,686.66	28	28	1,767.65
533.817	Small Projects	.00	.00	.00	35.34	.00	559.87	.00	(559.87)	+++	+++	3,342.82
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	18,746.00	.00	(18,746.00)	+++	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	7,424.46
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	33.63	.00	169.97	.00	230.03	42	42	152.64
<i>Services & Supplies Totals</i>		\$615,589.00	\$0.00	\$615,589.00	\$72,327.61	\$155,019.99	\$293,621.03	\$155,019.99	\$166,947.98	73%	73%	\$246,079.19
<i>Capital Outlay/Projects</i>												
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$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	\$183,652.47	\$155,019.99	\$793,324.64	\$155,019.99	\$1,043,572.37	48%	48%	\$800,493.77
Department 804 - Library Totals		(\$1,991,917.00)	\$0.00	(\$1,991,917.00)	(\$183,652.47)	(\$155,019.99)	(\$793,324.64)	(\$155,019.99)	(\$1,043,572.37)	48%	48%	(\$800,493.77)
Fund 224 - Library Totals		\$1,991,917.00	\$0.00	\$1,991,917.00	\$183,652.47	\$155,019.99	\$793,324.64	\$155,019.99	\$1,043,572.37			\$800,493.77
Grand Totals		\$1,991,917.00	\$0.00	\$1,991,917.00	\$183,652.47	\$155,019.99	\$793,324.64	\$155,019.99	\$1,043,572.37			\$800,493.77



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 12/31/21
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	1,388.45	.00	17,794.59	(17,794.59)	+++	5,540.38
	<i>Services & Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$1,388.45	\$0.00	\$17,794.59	(\$17,794.59)	+++	\$5,540.38
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$1,388.45	\$0.00	\$17,794.59	(\$17,794.59)	+++	\$5,540.38
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$1,388.45)	\$0.00	(\$17,794.59)	\$17,794.59	+++	(\$5,540.38)
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$1,388.45	\$0.00	\$17,794.59	(\$17,794.59)	+++	\$5,540.38
Grand Totals		\$0.00	\$0.00	\$0.00	\$1,388.45	\$0.00	\$17,794.59	(\$17,794.59)		\$5,540.38



Gift Fund Trial Balance Listing

Through 12/31/21
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	21,129.92	17,009.25	73,868.44	81,517.72
101.090	Investment-FMV Adjust	1,102.75	.00	.00	1,102.75	2,269.65
121.100	Interest Receivable	430.27	68.86	220.02	279.11	471.32
	<i>Current Assets Totals</i>	\$71,280.79	\$21,198.78	\$17,229.27	\$75,250.30	\$84,258.69
<i>Current Liabilities</i>						
202.000	Accounts Payable	(496.78)	15,295.97	16,097.66	(1,298.47)	(1,299.50)
	<i>Current Liabilities Totals</i>	(\$496.78)	\$15,295.97	\$16,097.66	(\$1,298.47)	(\$1,299.50)
<i>Fund Balance</i>						
253.000	Fund Balance	(70,784.01)	.00	.00	(70,784.01)	(74,935.23)
	<i>Fund Balance Totals</i>	(\$70,784.01)	\$0.00	\$0.00	(\$70,784.01)	(\$74,935.23)



Gift Fund Income Statement

Through 12/31/21
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						
	Miscellaneous Revenue						
367.102	Donations	.00	1,311.75	20,537.46	(20,537.46)	+++	12,942.88
	<i>Miscellaneous Revenue Totals</i>	\$1,208.00	\$1,373.08	\$20,962.41	(\$19,754.41)	1,735%	\$13,564.34
	Department 000 - Revenue Totals	\$82,576.00	\$1,373.08	\$20,962.41	\$61,613.59	25%	\$13,564.34
	REVENUE TOTALS	\$82,576.00	\$1,373.08	\$20,962.41	\$61,613.59	25%	\$13,564.34
	EXPENSE						
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	.00	1,388.45	17,794.59	(17,794.59)	+++	5,540.38
	<i>Services & Supplies Totals</i>	\$31.00	\$1,388.45	\$17,794.59	(\$17,763.59)	57,402%	\$5,540.38
	Department 800 - Library Gift Fund Totals	\$82,576.00	\$1,388.45	\$17,794.59	\$64,781.41	22%	\$5,540.38
	EXPENSE TOTALS	\$82,576.00	\$1,388.45	\$17,794.59	\$64,781.41	22%	\$5,540.38
	Grand Totals						
	REVENUE TOTALS	82,576.00	1,373.08	20,962.41	61,613.59	25%	13,564.34
	EXPENSE TOTALS	82,576.00	1,388.45	17,794.59	64,781.41	22%	5,540.38
	Grand Total Net Gain (Loss)	\$0.00	(\$15.37)	\$3,167.82	\$3,167.82	+++	\$8,023.96

Douglas County Public Library
Budget Tentative FY 22-23

Fund	Dept	GL Account	FY21 Actual	FY23 Base (FY21 +5%)	FY 22 Budgeted	FY23 Proposed	\$ Change
224	804	224-804 520.029 - Program Underwriting	-	-	7,300.00	5,000.00	5,000.00
224	804	224-804 520.045 - Computer System	45,713.60	48,000.00	60,732.00	69,200.00	21,200.00
224	804	224-804 520.055 - Telephone Expense	10,671.54	11,206.00	7,467.00	10,692.00	(514.00)
224	804	224-804 520.060 - Postage/Po Box Rent	1,499.86	1,575.00	1,772.00	1,772.00	197.00
224	804	224-804 520.064 - Travel	13.66	15.00	1,000.00	1,000.00	985.00
224	804	224-804 520.078 - Printing & Binding	488.59	514.00	600.00	514.00	-
224	804	224-804 520.085 - Communications	8,772.15	9,211.00	3,072.00	9,211.00	-
224	804	224-804 520.088 - Utilities	25,821.12	27,113.00	29,781.00	27,113.00	-
224	804	224-804 520.097 - Maint B&G	1,490.90	1,566.00	3,700.00	3,000.00	1,434.00
224	804	224-804 520.098 - Janitorial Services	28,853.51	30,297.00	30,912.00	30,297.00	-
224	804	224-804 520.107 - Maint Equip	4,623.21	4,855.00	3,499.00	4,855.00	-
224	804	224-804 520.114 - Motor Pool Expense	5,472.96	5,747.00	5,256.00	5,747.00	-
224	804	224-804 520.116 - Veh. Maint-Co Shop	343.64	361.00	2,500.00	2,500.00	2,139.00
224	804	224-804 520.136 - Rents & Leases Equipment	3,746.41	3,934.00	3,100.00	3,100.00	(834.00)
224	804	224-804 520.156 - Risk Mgmt-Co. Insurance	32,271.00	33,885.00	34,865.00	33,885.00	-
224	804	224-804 520.169 - EMRB Assessment	42.00	45.00	76.00	45.00	-
224	804	224-804 520.194 - Cellular Phones	1,233.16	1,295.00	1,734.00	1,800.00	505.00
224	804	224-804 520.200 - Training & Education	410.00	431.00	500.00	1,000.00	569.00
224	804	224-804 520.240 - Data Lines	3,579.81	3,759.00	3,600.00	4,200.00	441.00
224	804	224-804 521.100 - Professional Services	12,508.43	13,134.00	-	5,000.00	(8,134.00)
224	804	224-804 521.134 - Cataloging	10,706.71	11,243.00	20,000.00	20,000.00	8,757.00
224	804	224-804 521.500 - Admin & Overhead	174,481.00	183,206.00	159,123.00	159,123.00	(24,083.00)
224	804	224-804 530.001 - Circulation Supplies	4,372.61	4,592.00	1,500.00	1,500.00	(3,092.00)
224	804	224-804 532.003 - Gas & Oil	554.39	583.00	3,000.00	4,200.00	3,617.00
224	804	224-804 532.054 - Library Materials	120,719.76	126,756.00	210,000.00	210,000.00	83,244.00
224	804	224-804 532.057 - Processing Materials	6,505.90	6,832.00	11,000.00	11,000.00	4,168.00
224	804	224-804 533.800 - Office Supplies	1,962.45	2,061.00	2,500.00	1,200.00	(861.00)
224	804	224-804 533.802 - Small Equipment	8,921.82	9,368.00	500.00	500.00	(8,868.00)
224	804	224-804 533.813 - Office Products Program	2,701.47	2,837.00	5,100.00	5,100.00	2,263.00
224	804	224-804 533.817 - Small Projects	5,136.18	5,393.00	-	-	(5,393.00)
Total			523,617.84	549,814.00	614,189.00	632,554.00	82,740.00

16% cut from FY 20

18% diff from FY 21

FY22-23 Douglas County Budget Building Calendar - Department Activities

Due Date	Responsible Department	Task
1/5/2022	Finance/All Departments	Budget Kickoff - Zoom presentation for all department heads and fiscal/support staff
1/28/2022	All Departments except Towns & Library	Proposed budgets due today: - Services & Supplies entered in NWS (Adjusted Base budget) - Supplemental Requests saved in Public Folder - Personnel, Cellphone Stipend, & Vehicle Listings confirmed from lists in Public Folder
February 2022 Meeting	Library	Present tentative budget to Library Board, submit to Finance within 1 week of meeting
2/16/2022 & 2/23/22	Finance	Present tentative budget & Supplemental Personnel Requests to IRC. Seek direction from IRC as to what proceeds to BOCC
2/28/2022	All Departments except Towns	CIP requests due
3/9/2022	Finance	Present Library budget and CIP Requests to IRC. Seek direction from IRC as to what proceeds to BOCC
3/11/2022	All Departments	Performance Measures due
April 2022 Meeting	Towns	Towns present tentative budget to respective Boards, including CIPs & Supplementals.
4/7/2022	Finance/Departments except Towns	BOCC Tentative Budget presentation
4/7/2022	Towns	Towns submit tentative budget to Finance for inclusion on State Forms Tentative Budget as required by Nevada Department of Taxation
4/20/2022	Finance	Final budget presented to IRC
5/19/2022	Finance/All Departments	Final budget hearing/approval - Hearing must be between May 16-31, 2021

CONTRACT FOR PROFESSIONAL SERVICES

A CONTRACT BETWEEN

DOUGLAS COUNTY, NEVADA
BY AND THROUGH THE
DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

AND

CPS HR CONSULTING

THIS CONTRACT FOR PROFESSIONAL SERVICES (THE "CONTRACT") IS ENTERED INTO BY AND BETWEEN DOUGLAS COUNTY, NEVADA, A POLITICAL SUBDIVISION OF THE STATE OF NEVADA ("COUNTY"), BY AND THROUGH THE DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES AND COOPERATIVE PERSONNEL SERVICES DOING BUSINESS AS CPS HR CONSULTING ("CONTRACTOR") AUTHORIZED TO DO BUSINESS IN THE STATE OF NEVADA, IDENTIFICATION # NV20161095345. THE COUNTY AND CONTRACTOR ARE AT TIMES COLLECTIVELY REFERRED TO HEREINAFTER AS THE "PARTIES" OR INDIVIDUALLY AS THE "PARTY."

WHEREAS, the County, by and through the Douglas County Public Library Board of Trustees as allowed by Nevada Revised Statutes Chapter 379, from time to time, requires the services of independent contractors;

WHEREAS, the County believes that the services of Contractor are necessary, desirable, and in the best interests of Douglas County; and

WHEREAS, Contractor represents that Contractor is duly qualified, equipped, competent, ready, willing and able to perform the services required by County as hereinafter described.

WHEREAS, Contractor represents that Contractor possess all required licenses and permits to perform the services required by County;

NOW, THEREFORE, in consideration of the agreements herein made, the parties mutually agree as follows:

- 1. EFFECTIVE DATE OF CONTRACT.** Upon execution by all parties, this Contract shall be effective January 25, 2022, and will terminate on January 25, 2023, unless the Contract is terminated earlier in accordance with Paragraph 9 or is extended due to a failed recruitment.
- 2. SERVICES TO BE PERFORMED.** The Parties agree that the services to be performed by Contractor are executive recruitment for the Director of the Douglas County Library, including but not limited to advertising, recruitment of candidates and selection of a successful candidate as further detailed in the CPS HR proposal dated December 30, 2021 and included and attached herein as Exhibit A.
- 3. PAYMENT FOR SERVICES.** Contractor agrees to provide the services set forth in Paragraph 2 at a fixed fee rate of \$25,000. Contractor agrees to submit invoices upon

satisfactory completion of each phase for payment as follows: Phase I: 8,000.00, Phase II: 8,000.00, and Phase 3: 9,000.00. County will pay invoices it receives within a reasonable time.

Contractor shall be responsible for all costs and expenses incurred while performing any services under this Contract, including without limitation licenses fees, memberships and dues; automobile and other travel expenses; and all salary, expenses and other compensation paid to Contractor's employees or contract personnel Contractor hires to perform the services described by this Agreement. Travel expenses for candidates for the position of Library Director are not included in the payment of services.

4. INDEPENDENT CONTRACTOR STATUS. The Parties agree that Contractor, his associates and employees shall have the status of an independent contractors and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 333.700, as necessarily adapted to the parties, including that Contractor is not a Douglas County employee and that there shall be no:

- (1) Withholding of income taxes by the County;
- (2) Industrial insurance coverage provided by the County;
- (3) Participation in group insurance plans which may be available to employees of the County;
- (4) Participation or contributions by either the independent contractor or the County to the public employees' retirement system;
- (5) Accumulation of vacation leave or sick leave;
- (6) Unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for independent contractors are met.

Contractor and County agree to the following rights and obligations consistent with an independent contractor relationship between the Parties:

- a. Contractor has the right to perform services for others during the term of this Agreement.
- b. Contractor has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
- c. Contractor shall not be assigned a work location on County premises.
- d. Contractor, at Contractor's sole expense, will furnish all equipment and materials used to provide the services required by this Agreement.
- e. Contractor, at Contractor's sole expense, has the right to hire assistants as subcontractors, or to use Contractor's employees to provide the services required by this Agreement.
- f. Contractor or Contractor's employees or contract personnel shall perform the services required by this Agreement, and Contractor agrees to the faithful performance and delivery of described services in accordance with the time frames contained herein; County shall not hire, supervise or pay any assistants to help Contractor.
- g. Neither Contractor nor contractor's employees or contract personnel shall receive any training from County in the skills necessary to perform the services required by this Agreement.
- h. County shall not require Contractor or Contractor's employees or contract personnel to devote full time to performing the services required by this

Agreement.

- i. Contractor understands that Contractor is solely responsible to pay any federal and state taxes and/or any social security or related payments applicable to money received for services provided under the terms of this contract. Contractor understands that an IRS Form 1099 will be filed by County for all payments County makes to Contractor.

5. **INDUSTRIAL INSURANCE.** Contractor shall, as a precondition to the performance of any work under this Contract and as a precondition to any obligation of the County to make any payment under this Contract, provide the County with a work certificate and/or a certificate issued by a qualified insurer in accordance with NRS 616B.627. Contractor also shall, prior to commencing any work under the contract, complete and provide the following written request to a qualified insurer:

CPS HR CONSULTING has entered into a contract with Douglas County to perform work from 1/25/22 to 1/25/23, and requests that the insurer provide to Douglas County (1) a certificate of coverage issued pursuant to NRS 616B.627 and (2) notice of any lapse in coverage or nonpayment of coverage that the contractor is required to maintain. The certificate and notice should be mailed to:

Douglas County Manager
Post Office Box 218
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the Contract. If Contractor does not maintain coverage throughout the entire term of the Contract, Contractor agrees that County may, at any time the coverage is not maintained by Contractor, order the Contractor to stop work, suspend the Contract, or terminate the Contract. For each six-month period this Contract is in effect, Contractor agrees, prior to the expiration of the six-month period, to provide another written request to a qualified insurer for the provision of a certificate and notice of lapse in or nonpayment of coverage. If Contractor does not make the request or does not provide the certificate before the expiration of the six-month period, Contractor agrees that County may order the Contractor to stop work, suspend the Contract, or terminate the Contract.

Contractor may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that he is a sole proprietor and that:

- A. In accordance with the provisions of NRS 616B.659, has not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS; and
 - B. Is otherwise in compliance with those terms, conditions and provisions
6. **LICENSING.** Contractor agrees to maintain any required licenses to perform any services for County. The failure to maintain any required license will result in immediate termination of this Contract.

7. **GENERAL LIABILITY INSURANCE.** Douglas County's liability coverage will

not extend to the Contractor and Contractor is required to acquire and maintain general liability insurance in the minimum amount of \$1,000,000.00 during the term of this Contract at Contractor's sole expense. Proof of insurance must be sent to the Douglas County Manager. Such proof of insurance must be provided at least annually throughout the term of this Contract and Douglas County must be notified at least 30 days in advance of any cancellation or nonrenewal of such insurance.

8. TERMINATION OF CONTRACT. This Contract may be revoked without cause by either Party prior to the date set forth in Paragraph 1, provided that a revocation shall not be effective until 30 days after a party has served written notice upon the other party. The Contractor shall submit billings for work performed up to the effective date of termination.

9. CONSTRUCTION OF CONTRACT. This Contract shall be construed and interpreted according to the laws of the State of Nevada. Any dispute regarding this Contract shall be resolved by binding arbitration, with an arbiter jointly selected from a list maintained by the Nevada Supreme Court of senior/retired judges, with both parties to pay their own attorney fees. There shall be no presumption for or against the drafter in interpreting or enforcing this Contract.

10. COMPLIANCE WITH APPLICABLE LAWS. Contractor shall fully and completely comply with all applicable local, state and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of this contract, including, but not limited to, all federal, state, and local accounting procedures and requirements and all immigration and naturalization laws.

11. ASSIGNMENT. Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this contract without the prior written consent of the County.

12. COUNTY INSPECTION. The books, records, documents and accounting procedures and practices of Contractor related to this contract shall be subject to inspection, examination and audit by the County.

13. DISPOSITION OF CONTRACT MATERIALS. Any books, reports, studies, photographs, negatives or other documents, data, or other materials prepared by or supplied to Contractor in the performance of its obligations under this Contract shall be the exclusive property of the County and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to the County upon completion of the project, or termination or cancellation of this Contract.

14. PUBLIC RECORDS LAW. Contractor expressly agrees that all documents submitted, filed, or deposited with the County by Contractor, unless designated as confidential by a specific statute of the State of Nevada or a court of competent jurisdiction, shall be treated as public records pursuant to NRS Chapter 239 and shall be available for inspection and copying by any person, as defined in NRS 0.039, or any governmental entity.

15. INDEMNIFICATION. Contractor agrees to indemnify and save and hold the County, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this contract by Contractor or Contractor's agents or employees.

16. MODIFICATION OF CONTRACT. This Contract constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by the Parties.

17. AUTHORITY. The Parties represent and warrant that they have the authority to enter into this Contract.

18. INCORPORATED DOCUMENTS. The Parties agree that this Contract references and incorporates, Exhibit A, attached hereto. The language of this Agreement controls over any conflict or interpretation of language or terms in Exhibit A.

19. SEVERABILITY. The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement and this Agreement shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of the Agreement unenforceable.

20. NO APPROPRIATION OF FUNDS. All payments and services provided under this agreement are contingent upon the availability of the necessary public funding. In the event that Douglas County does not receive the funding necessary to perform in accordance with the terms of this Agreement, this Agreement shall automatically terminate and all fees due and owing shall be paid.

21. STANDARD OF CARE. Contractor will perform all services in a manner consistent with any applicable licensing or professional rules and with that level of care and skill ordinarily exercised by other members of Contractor's profession currently practicing in the same locality under similar conditions.

22. THIRD PARTY BENEFICIARY. Nothing contained in this Agreement is intended to convey any rights or to create a contractual relationship with any third party or to otherwise allow a third party to assert a cause of action against either Contractor or County.

23. CONFIDENTIALITY. This Agreement contemplates that Contractor will have confidential information made known to him which is not known to the general public. Contractor is under a duty to retain confidential information disclosed by the County or employees subject only to disclosure as authorized by the client or by court order, court rule or state or federal law.

24. CONFLICT OF INTEREST. By signing the Contract, Contractor agrees that any information obtained from Douglas County, in whatever form, will not be divulged to other competing interests without the permission of the Human Resources Director. In the event of a breach of this provision, Douglas County may immediately withdraw, without penalty or any payment, from the Contract. Contractor must notify Douglas County of any other contracts or projects Contractor is working on that may impact Douglas County.

25. **NOTICES.** All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given three business days after mailing by United States, postage prepaid, first class mail addressed to the other party at the addresses set forth below:

FOR COUNTY:

DOUGLAS COUNTY
Attn: Wendy Lang, Human Resources Director
P.O. Box 218
Minden, Nevada 89423
(775) 782-9066

FOR CONTRACTOR:

Melissa Asher
CPS HR CONSULTING
2450 Del Paso Road, Ste. 220
Sacramento, CA 95834
(916) 471-3358

IN WITNESS WHEREOF, the parties hereto have caused this contract for professional services to be signed and intend to be legally bound thereby.

Chair _____ Date _____
Douglas County
Library Board of Trustees

Sandy MacDonald-Hopp _____ Date _____
Chief Financial Officer

**EXHIBIT A
CPS-HR**

**Executive Director Recruitment Services for Library Director
Douglas County, NV
Dated December 30, 2021**

PROPOSAL

County of Douglas

Executive Recruitment Services for
Library Director

Due Date: December 30, 2021

5:00 P.M. PST

SUBMITTED BY:

MELISSA ASHER

Sr. Practice Leader, Products and Services

CPS HR Consulting

2450 Del Paso Road, Suite 220

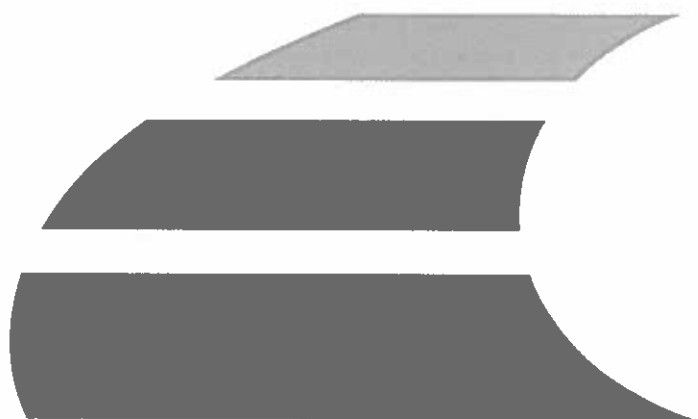
Sacramento, CA 95834

P: 916-471-3358

masher@cpshr.us

Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance

December 30, 2021

Wendy Lang
Director of Human Resources
County of Douglas
1594 Esmeralda Avenue
Minden, NV 89423

Submitted via email to: wlang@douglasnv.us

Subject: Executive Recruitment for Library Director

Dear Ms. Lang:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the County of Douglas (County) with the recruitment of a new Library Director. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

CPS HR offers a broad spectrum of human resource services while delivering personalized, results-oriented services, utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the County to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, please contact me at masher@cpshr.us or (916) 471-3358.

Sincerely,



Melissa Asher
Senior Practice Leader, Products and Services

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About CPS HR Consulting

CPS HR Consulting has been assisting organizations with their talent management needs for over 35 years. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. Our core competency is its knowledge of and expertise in the public sector.



CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Higher Education, and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

With more than 90 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in Austin, TX; Littleton, CO; and Orange County, CA.

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through *more than 19 years* of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.
- **Satisfied Clients.** *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.
- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 91% of our placements are still in their position after two years.

- Partial list of recruitments. Below is a brief listing of similar recent recruitments to show our experience with these type of recruitments.

Agency	Title	Year Completed
County of Flathead, MT	Library Director	Current
Sonoma County Library, CA	Library Chief Financial Officer	2021
County of Marin, CA	Director of County Library Services	2021
Berkeley Public Library, CA	Director of Library Services	2020
City of Palo Alto, CA	City Librarian (Completed Phases I and II - recruitment on hold due to COVID)	2020
Nevada County, NV	County Librarian	2020
Sonoma County Library, CA	Library Director	2018
City of Louisville, CO	Director of Library and Museum Services	2018
Garfield County Public Library District, CO	Executive Director	2018

Our Approach

Key Stakeholder Involvement

The Hiring Manager on behalf of the County of Douglas must be intimately involved in the search for a new Library Director. Our approach assumes their direct participation in key phases of the search process. At the discretion of the Hiring Manager, other key stakeholders may also be invited to provide input for the development of the candidate profile.

County's Needs

A critical first step in a successful executive search is for the Hiring Manager to define the professional and personal qualities required of the Library Director. CPS HR has developed a very effective process that will permit the Hiring Manager to clarify the preferred future direction for the County; the specific challenges the County is likely to face in achieving this future direction; the working style and organizational climate the Hiring Manager wishes to establish with the Library Director; and ultimately, the professional and personal qualities required of the Library Director.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected the new Library Director. We will contact the Hiring Manager and the newly appointed Library Director within six months of appointment to ensure an effective transition has occurred.

Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates. We use advertisements, directly email the outreach brochure, post messages and connect with potential candidates on business media such as LinkedIn, and of course, pick up the phone and call qualified individuals and referral sources.

Diversity Outreach Process

CPS HR strives to attract the most highly qualified, diverse candidate pool possible. We are pleased that our diligent efforts have resulted in more than 51% of our executive level placements being minority and/or female candidates within the past three years. Our City Manager search for the City of East Palo Alto is an excellent example of our diverse outreach process. The City's demographics are 6% White, 16% Black, 4% Asian, 7% Pacific Islander, 64% Hispanic, and 3% Other. It was a high priority of the Mayor and City Council to pursue and demonstrate a diverse outreach process.

We accomplished this by advertising with organizations like the National Forum for Black Public Administrators and the Local Government Hispanic Network in order to reach these specific population groups. We also sought candidate referrals from local subject matter experts and the national leadership of groups like Women Leading Government. By taking the time to directly contact these influential industry experts, we ensured that we captured the maximum number of distinguished candidates – particularly those who are well-known in their industries, but who may not be actively looking for a new job.

The result was an incredibly diverse finalist group and our successful placement was an experienced Hispanic candidate. The elected officials were quite pleased with the process and end result. In fact, one Councilmember mentioned that he had checked with neighboring communities behind the scenes regarding their recent recruitments and could confirm that our candidate pool was most impressive in comparison – likely in terms of quantity, quality, and diversity.

Hiring during the COVID-19 Pandemic

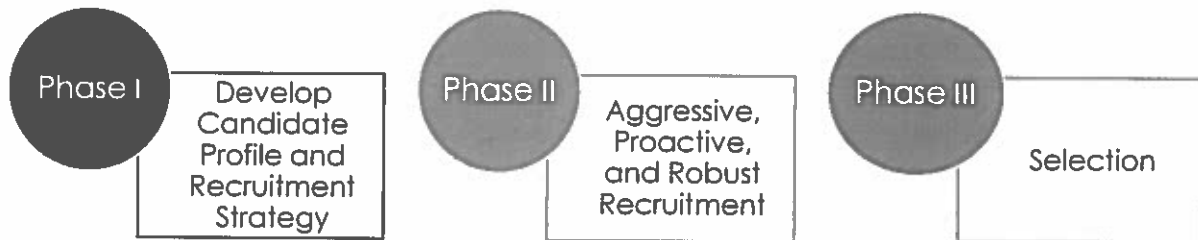
Long before COVID-19 came into the common vernacular, CPS HR was engaged in a digital transformation to modernize and retool our services to provide remote support to our clients. Our standard platform is Microsoft Teams™, where we collaborate with our team members and even client staff to ensure a seamless flow of information. This investment has paid dividends during the remote working revolution over the last six months. We have not observed a decrease in the quality of the recruitment and selection process for our clients, and an overwhelming majority of clients have made hires using only our interview process conducted through Microsoft Teams™.

Several good examples of success are our recent City Manager recruitments for Bozeman, Montana and Reno, Nevada. CPS HR conducted the recruitments during COVID-19, and City Council members were able to interview each candidate and feel comfortable about reaching a consensus on a final selection using only the virtual environment without ever having met the candidate.

We are also able to adapt to other technologies and protocols that the client may have. Because our staff has been working remotely for several years, we are extremely flexible and can meet your needs according to your level of comfort and security.

Methodology and Scope of Work

Our proposed executive search process is designed to provide the County with the full range of services required to ensure the ultimate selection of a new Library Director uniquely suited to the County's needs.



Phase I: Our consultant will meet with the Hiring Manager to ascertain the County's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the County.

Phase II: The recruitment process is tailored to fit the County's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

Phase III: The selection process is customized for the County. CPS HR will work with the Hiring Manager to determine the process best suited to the County of Douglas.

Phase I - Develop Candidate Profile and Recruitment Strategy

- Task 1 - Review and Finalize Executive Search Process and Schedule
- Task 2 - Key Stakeholder Meetings
- Task 3 - Candidate Profile and Recruitment Strategy Development
- Task 4 - Develop Recruitment Brochure

The first step in this engagement is a thorough review of the County's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new Library Director. Activities will include:

- Identifying key priorities for the new Library Director and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the Hiring Manager wishes to establish with the Library Director.

- Generating lists of specific competencies, experiences, and personal attributes needed by the new Library Director in light of the discussions above.
- Discussing recruitment and selection strategies for the Hiring Managers consideration to best produce the intended results.

CPS HR will provide a summary to the County stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the County for review. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at www.cpshr.us/search.

Phase II – Aggressive, Proactive, and Robust Recruitment

- Task 1 – Place Advertisements**
- Task 2 - Identify and Contact Potential Candidates**
- Task 3 – Resume Review and Screening Interviews**
- Task 4 – Hiring Manager Selects Finalists**

The recruitment process is tailored to fit the County’s specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements on professional and affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

Advertising Sources	
<ul style="list-style-type: none">• CPS HR website• Library Journal• American Libraries• Library Leadership & Management Association• Public Library Association	<ul style="list-style-type: none">• American Library Association• LinkedIn• DiversityJobs.com• Association of Rural and Small Libraries• Association of Specialized, Government and Cooperative Library Agencies

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

Within the past three years, more than 51% of our executive level placements have been minority and/or female candidates.

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the Library Director brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of the County. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the County or continuing to ensure the public confidence in the integrity of the County.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the County is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will personally speak to selected candidates during a preliminary screening interview and will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the Hiring Manager. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile

on each interviewee's background. CPS HR will meet with the Hiring Manager to review this report and to assist them in selecting a group of finalists for further evaluation.

Phase III – Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 – Final Preparation for Appointment

Task 4 – Contract Negotiation (if requested)

CPS HR will design a draft selection process based on information gathered in Phase I. We will meet with the County to review this process and discuss the County's preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

We will coordinate all aspects of the selection process for the County. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the County with deliberation of the results; and contacting both successful and unsuccessful candidates.

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process:** Should the County wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- **Conduct In-Depth Reference Checks:** The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made, contingent upon that reference being successfully completed, so as not to jeopardize the candidates' current employment situation.) Candidates are requested to provide a minimum of five references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for the County. A written (anonymous) summary of the reference checks is provided to the County.
- **Conduct Background Checks:** We will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to the County for further review.

- **Contract Negotiation (if requested):** Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of new Library Director can be completed in 12 to 14 weeks. The precise schedule will depend on the placement of advertising on appropriate professional and affiliate websites, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting	➤															
Draft Brochure		➤														
Brochure Approved/ Printed & Place Ads		➤														
Aggressive Recruiting						➤										
Final Filing Date							➤									
Preliminary Screening								➤								
Present Leading Candidates										➤						
Semi-finalist Interviews											➤					
Reference/ Background Checks												➤				
Final Interviews												➤				
Appointment														➤		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Our Executive Recruiting Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Your executive recruitment team will be *Mr. Andrew Nelson* and *Ms. Susan Hildreth*, who will serve as a Subject Matter Expert in library service and operations. They will work collectively to fulfill the County's needs in a timely and effective manner. We are committed to providing each of our clients the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the County.

Role/Project Assignment	Name	Phone	Email
Senior Executive Recruiter	Andrew Nelson	(916) 471-3329	anelson@cpshr.us
Subject Matter Expert	Susan Hildreth	(916) 471-3329	resumes@cpshr.us

Team Biographies

Andrew Nelson, M.P.A., Senior Executive Recruiter

Profile

Andrew Nelson brings an extensive background in government service to his role as Executive Recruiter at CPS HR Consulting through city administration, transportation planning, and court management as well as professional recruiter training from the U.S. military.

Mr. Nelson has significant experience with recruitments of professional and management positions for the public sector. Prior to joining CPS HR Consulting, Mr. Nelson served as City Administrator for the City of Kemmerer, WY and as director of the Casper Area Metropolitan Planning Organization. This hands-on experience gives Mr. Nelson perspective to the mindset and needs of senior public officials recruiting open positions.

Additionally, Mr. Nelson currently serves the United States Coast Guard as an Auxiliary Recruiter. He received formal training in recruitment, including sales, marketing, and interviewing skills at the Coast Guard Training Center Cape May (New Jersey) and has received an Auxiliary Commandant Letter of Commendation and three Coast Guard Meritorious Team Commendations as a direct result of his recruiting efforts.

Mr. Nelson volunteers locally in the Las Vegas community as a career mentor for student members of the Association of Latino Professionals for America (ALPFA).

Susan Hildreth, Subject Matter Expert

Ms. Hildreth is a nationally recognized expert in Library Service. She is the former director of the Institute of Museum and Library Services where she was appointed by President Obama and unanimously confirmed by the US Senate.

Ms. Hildreth is the former city librarian for both the Seattle and San Francisco Public Libraries and the state librarian of California. The Seattle Public Library includes the world-renowned Central Library and 26 new and expanded branches. The Library operated on a \$50 million budget, had 650 staff members, served 14 million visitors, and circulated 12 million books and materials in 2010.

Ms. Hildreth was president of the Public Library Association in 2006 was a member of the American Library Association Council. She is a member of the California Library Association and served as its president and treasurer. She graduated cum laude from Syracuse University and holds a master's degree in Library Science from the University at Albany and a master's degree in Business from Rutgers University.

Ms. Hildreth served as the interim Library Director for the Sonoma County Library District and assisted with the recruitment for the permanent Director. She has just assisted Ms. Derby with the Director of Library Services recruitment for the Berkeley Public Library.

References

Provided below is a partial list of clients we have recently worked with in providing similar executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

CLIENT/POSITIONS	CONTACT(S)
County of Marin 3501 Civic Center Drive Suite 414 San Rafael, CA 94903	Diane Ooms, Principal Personnel Analyst (415) 473-3045 Dooms@marincounty.org
Director of County Library Services (2021)	
Flathead County 800 S. Main Street Kalispell, MT 59901	Tammy Skramovsky, Human Resources Director (406) 758-5522 tskramovsky@flathead.mt.gov
Library Director (2021)	
Berkeley Public Library 2090 Kittredge Street Berkeley, CA 94704	Diane Davenport, Chair, Selection Committee; Member Board of Library Trustees (510) 847-9244 dianeledavenport@gmail.com
Director of Library Services (2020)	

Professional Fees and Guarantee

Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with Phases I, II, and III of the recruitment process.

Travel expenses for candidates who are invited forward in the interview process are not included. However, should the County desire CPS HR's Travel Team to assist with these arrangements, we are happy to do so. This might require an amount be added to our contract.

Professional Fixed Fee*	
Professional Services for Full Recruitment (Fixed Flat Fee)	\$25,000

*Professional fees would be billed and paid monthly.

One-Year Service Guarantee

If the employment of the candidate selected and appointed by the County as a result of a full executive recruitment (Phases I, II, and III) comes to an end before the completion of the first year of service, CPS HR will provide the County with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The County would be responsible only for expenses such as re-advertising, consultant travel, additional background checks, etc. This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period. Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.



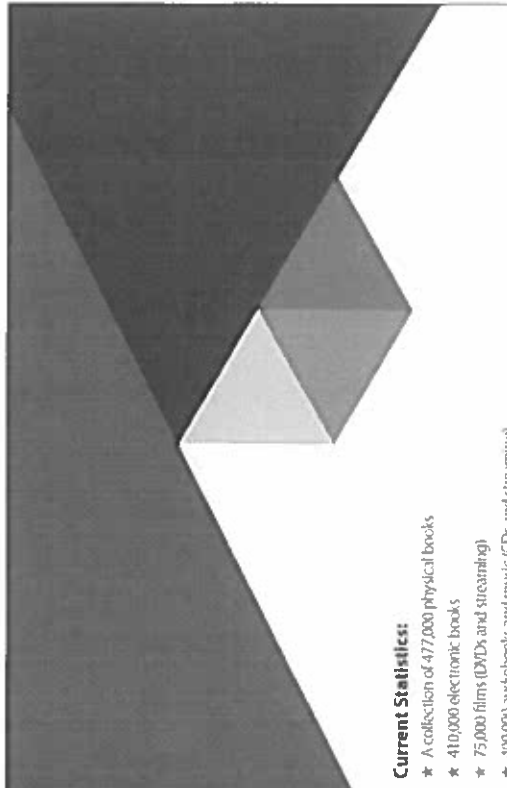
We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the County of Douglas in this important endeavor.

Appendix A: Sample Brochure



Director of Library Services

This is a unique opportunity for a progressive, experienced library professional to join a dedicated staff in leading an exceptional public library in California's beautiful Bay Area.



BERKELEY PUBLIC LIBRARY

The Berkeley Public Library has served the people of Berkeley since 1893 and is one of the most heavily used public libraries in California. The Library is supported by a \$70 million budget and 150 staff members. The library provides access to collections of physical and electronic books, music, articles, and films, offers cultural and learning experiences for community members, provides access to spaces for studying and meeting with others, and develops opportunities for community engagement and skill sharing. The library offers five facilities: Central Library in downtown Berkeley and four neighborhood branches: Claremont, North, Tara Hall Pittman South, and West branches. The Tara Hall Pittman South facility includes the Tool Lending Library that provides access to a wide range of borrowable household tools. Although hours vary between the Central Library and the branches, Berkeley Public Library offers services seven days a week.

Special Library Tax

In 1980, Berkeley citizens passed a special tax to exclusively fund the yearly budget of the Berkeley Public Library. This tax includes a cost-of-living adjustment. The tax continues and currently brings in \$19 million a year.



Current Statistics:

- ★ A collection of 477,000 physical books
- ★ 410,000 electronic books
- ★ 75,000 films (DVDs and streaming)
- ★ 400,000 audiobooks and music (CDs and streaming)
- ★ Five libraries that are open a total of 13,624 hours annually
- ★ 3,000 cultural and educational programs, including literacy programs, storytimes, lectures, discussions, intergenerational programs, and musical programs
- ★ Free and discounted museum passes

To learn more, go to: www.berkeleypubliclibrary.org

Board of Library Trustees

The Berkeley Public Library is governed by a Board of Library Trustees, the only appointed administrative Board in the City. The Board consists of five Berkeley residents, one member of the Board must also be a member of the City Council. Members of the Board are appointed for four year terms by the City Council as a whole.

Foundation and Friends

The Berkeley Public Library is supported by two library-related auxiliary organizations. The Berkeley Public Library Foundation was established in 1997. The Foundation's mission is to raise funds to support and enhance the facilities, programs, and services of the Berkeley Public Library. The Foundation's Neighborhood Libraries Campaign recently raised over \$3 million to assist with the Branch Library renovation program.

The Friends of the Berkeley Public Library, established in the 1950s, is a non profit membership organization dedicated to enhancing the Berkeley Public Library through fundraising and advocacy efforts. The Friends operate two used bookstores and contribute \$120,000 annually to support library programs and staff continuing education.

BECOME PART OF A COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is renowned for its green space, mild weather, and world-class cultural life. Internationally shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College and the University of California at Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Residents are highly educated and ethnically, economically, socially and politically diverse. Berkeley is noted for its activism and community involvement.

Berkeley is a thriving creative environment, with more than 100 cultural arts organizations, including the Berkeley Art Museum & Pacific Film Archive, Black Repertory Group Theater, Berkeley Art Center, Berkeley Repertory Theatre, and Aurora Theatre Company.

Sitting on the sparkling San Francisco Bay, Berkeley offers exceptional opportunities for year-round outdoor recreation. Incomparable weather, over 50 public parks, miles of bike lanes and walking trails, a public marina, Lake Anza in Tilden Park, and the Botanical Garden at UC Berkeley, with 3.4 acres of plants from all over the world are all resident favorites.

Berkeley Unified School District educates more than 9,400 students in 11 public elementary schools, 3 middle schools, one comprehensive high school, and one alternative high school. The district has 3 preschool facilities and an Adult School serving several thousand students.

To learn more, go to: www.cityofberkeley.info

During a series of discussions with the Board of Library Trustees, staff and other community stakeholders, a portrait of the ideal candidate emerged – the descriptors included:



Proposal to County of Douglas Executive Recruitment for Library Director

RECENT ACCOMPLISHMENTS

Ground broken on Central Library interior improvements, including creation of a new, dedicated teen space; creation of additional quiet study areas and seating options; and updated service desks, shelving areas, lighting, and flooring.

Implemented updated print and time management technology to improve user experience of public computer.

Identified opportunities for increased self-service laptop lending orders at all facilities (currently implemented at two branches).

Expanded service hours, collections, and programming opportunities at the Tool Lending Library.

IDEAL CANDIDATE

The Board of Library Trustees is seeking an experienced and visionary leader who values transparency, equity, inclusion, and open, honest communication. The successful candidate will demonstrate outstanding communication and interpersonal leadership skills and foster a team environment through collaboration and respectful management. The new Director will think strategically and makes sound decisions. The ability to effectively lead and manage change and address short-term challenges while maintaining a long-term vision are sought. Additional characteristics identified through extensive stakeholder engagement include:

- ★ A genuine people person and humble leader
- ★ Appreciates and values the professionalism and expertise of staff
- ★ Envisions technology and innovation as a complement to human knowledge and interaction
- ★ Embraces visibility and the opportunity for community, staff, and union input, collaboration and outreach
- ★ Committed public servant who understands the necessity for political acumen
- ★ Respects the history of the library and builds on the past to prepare for the future
- ★ Has knowledge of current trends and best practices in libraries

Accolades

- ★ Designated a four-star library three years in a row by *Library Journal*
- ★ Being one of the first California public libraries to go fine free
- ★ Issuing Easy Access Library Cards for unhoused patrons
- ★ Being the first in California to develop a culinary tool lending library collection



OPPORTUNITIES

The next Director of Library Services will inherit a knowledgeable, seasoned staff to assist in guiding their transition into this role.

Identify, implement, and sustain meaningful public programs that support the learning and cultural interests of a diverse community.

Increase capacity to offer services that support science, technology, engineering, and math (STEM) learning experiences across all age levels.

Deepen collaboration with Berkeley Unified School District. The District educates more than 90,000 students in 11 public elementary schools, 3 middle schools, one comprehensive high school, and one alternative high school. The district has 3 preschool facilities and an Adult School serving several thousand students.

Lead staff and library stakeholders through transitions by implementing change management strategies.

Oversee five dynamic, yet newly updated facilities.



EDUCATION AND EXPERIENCE

Equivalent to graduation from a college or university with a Master's degree in Library Science or a closely related field and eight (8) years FTE of management, supervisory or administrative experience which has included at least four (4) years FTE of administration of library programs and services and four (4) years FTE of supervising professional staff through subordinate supervisors, Urban Public Library experience is highly desired.

COMPENSATION

The annual salary range for this role is **\$162,240 - \$223,050**. The successful candidate's beginning salary will be dependent upon their experience and qualifications. As a City of Berkeley employee, the Director of Library Services receives an attractive benefit package that includes:

- ★ **RETIREMENT**
City employees are included in the California Public Employees Retirement System (CalPERS). Retirement formula is either 2% at age 62 or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full time service. A new employee's contribution to CalPERS will range from 8.86-15.25% depending on membership in CalPERS or a reciprocal retirement plan.
- ★ **SUPPLEMENTAL RETIREMENT INCOME PLAN (SRIP)**
The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$37,400) into a 401(a) plan. The City is not a member of Social Security, therefore only the Medicare portion is deducted from employees' salaries.
- ★ **MEDICAL PLANS**
The City offers a choice of a Kaiser HMO Plan or Kaiser Health Plus Plan. The City contributes up to the full family premium for the Kaiser HMO Plan. Employees pay additional premium costs if they choose the Sutter Health Plus Plan. Employees who have medical coverage under another plan may choose to waive City provided medical coverage and receive a monthly stipend.
- ★ **DENTAL PLAN**
The City provides group dental benefits through Delta Dental Plan of California. The City contributes up to the family coverage for the plan, which covers 90% of the dental charges up to \$3,000 annually per person. Orthodontic benefits are offered at a \$3,000 lifetime maximum per person. Employees who have dental coverage under another plan may choose to waive City provided dental coverage and receive a monthly stipend.
- ★ **SICK LEAVE**
Twelve days of paid sick leave earned annually.
- ★ **VACATION**
Vacation is accrued at the following annual rate: Two weeks per year for the first two years; Three weeks in years 3 - 5; four weeks in years 6 - 17; five weeks in years 18 - 24; Six weeks in 25 years and after.
- ★ **HOLIDAYS**
Thirteen regular holidays and three floating holidays annually.
- ★ **ADMINISTRATIVE LEAVE**
Certain classifications that are not eligible for paid overtime receive 50 hours of Administrative Leave annually.
- ★ **RETIREE MEDICAL COVERAGE**
The City pays a portion of the medical premiums of the retiree and eligible spouse or domestic partner based upon years of service. Beneficiaries at least 8 years of CalPERS service with the City and is at least age 55.

APPLICATION AND SELECTION PROCEDURE

This position is open until filled with a first résumé review date of Friday, April 24th To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work related references (two supervisors, two direct reports and two colleagues, who will **not** be contacted in the early stages of the process). Résumés should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://secure.cpshr.us/candidate/jobDetail?ID=618>

For further information, contact:

Pam Devly

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CPS HR Consulting

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E-mail: shildebr@cpshr.us

Website: www.cpshr.us

CPS HR CONSULTING

Résumés will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the Board of Library Trustees. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.



Interim Director's Monthly Report – January 2022

➤ **Library Operations**

- We are still waiting on the insurance Broker to give us the go ahead to begin reordering books lost in the sprinkler malfunction. The replacement cost of the books will be covered by insurance. As soon as we get the go ahead from Risk Management and the insurance company we will begin replacing the books that were lost.
- At the January 6th BOCC meeting, the augmentation of funds for the Library to begin the shelving and carpet project was approved. We are working with Facilities and Finance on getting updated quotes and will update the Board as soon as the quotes are received.
- The Strategic Plan Organization Workshop #2 will be held on Friday, January 28th and Saturday, January 29th, at the Douglas County Community and Senior Center. This workshop will again be hosted by Dr. Fred Steinmann from the University of Nevada, Reno.
- As of January 1st, our digital magazine subscription was moved from Flipster to OverDrive/Libby. By transferring our subscription we were able to save over \$5,000 a year and increase the available titles from 40 to 3,600.
- We have added a feature onto our Novelist subscription called LibraryAware. This feature includes email newsletter capabilities that will allow us to promote our collection and programs. We are hoping to begin utilizing this feature in mid-February.

➤ **Library Staff**

- The next staff meeting will be held on February 11th.
- Library staff participated in Readers Advisory Training on January 19th. This training was led by Readers Advisory Expert, Becky Spratford. Staff are very excited to take the tips and tricks learned from this training to assist patrons find their next great read.
- One of our vacant Library Technician positions has been filled by Ashli Milligan. Ashli is a transfer from another County department and has been working at the Library since late October. We are very excited to have her join the Library staff permanently.
- Offers to fill the other Library Technician position as well as the Library Page position have been accepted. All paperwork has been completed and we are waiting to receive background checks on both new hires for official start dates.
- The Lake Tahoe Library Supervisor position posting has closed. Interviews will take place in the next two weeks.