

May 21, 2023

TO: LIBRARY BOARD OF TRUSTEES  
DOUGLAS COUNTY, NEVADA

Dear Board Members,

I would like to provide you with feedback regarding my observations and encounters with Library Director, Timothy DeGhelder. I have extensive experience working in libraries including an academic library, a county library and a school library. I served on the Douglas County Friends of the Library Board for over 20 years. I have been a library volunteer at the Minden Library since 2016. I am currently a member of the FOL Book Sale Committee. I have been using the Douglas County Library since 1979. With that being said, I have witnessed how the Douglas County Library has evolved.

Over the past year, Mr. DeGhelder has done a remarkable job of pulling the library back together and leading the way to its current state of thriving. He is enthusiastic, positive and motivated. His influence and direction has had the result of motivating the staff as well. He seems to be able to bring out the best in the library employees by utilizing their unique talents. Mr. DeGhelder is actively engaged in learning more about the community and in networking with other community organizations and agencies.

The library seems to be busier than ever with more programs than I have ever seen. I applaud his efforts at installing Little Free Libraries and in expanding the bookmobile schedule to reach underserved areas.

I was most impressed with how he orchestrated the monumental task of moving the entire library this year for the flooring project. This was an enormous accomplishment that required careful planning and execution.

His efforts working at the FOL Book Sales were greatly appreciated. He seems willing to do whatever needs to be done.

I feel that Mr. DeGhelder has exceeded expectations in all areas and that he demonstrates the qualities of a successful library director in Douglas County as spelled out in Appendix A of the Moss Adams Report 9/22/21 which include being a Unifier, Community Oriented, Collaborative and Data Driven.

Douglas County is fortunate to have Mr. DeGhelder as our Library Director. His vast experience and work ethic has served us well. It is a pleasure to work with Mr. DeGhelder.

I apologize for not being able to attend your May 23, 2023 meeting. I am hoping that my comments can be read into the minutes.

Thank you.

Sincerely,

Dianne Deadrich

P. O. Box 2757

Minden, NV 89423

Public Comment for Douglas County Library Board of Trustees Meeting

Tuesday, May 23, 2023

Agenda Item 10: Annual Performance Evaluation of Library Director, Timothy DeGhelder

I would like to commend Tim DeGhelder for the outstanding work he has done during his first year as Director of the Douglas County Public Library. Since his first day on the job, - June 13, 2022 - Tim has worked diligently to promote the library in the community and get the library back on track after the many challenges of 2020, 2021, and 2022. He is an active member of the Minden Rotary, a participant in the 2023 Leadership Douglas County class, and has been the invited guest speaker for a number of local organizations. Significant accomplishments include bringing volunteers back to the library, restoring a positive, working relationship with the Friends of the Douglas County Library, refurbishing the library with new carpeting and flooring, and creating the teen room at the Minden Library.

Submitted by Barb Wilson, Genoa resident

2431 Genoa Meadows Circle, Genoa

[barbntot@gmail.com](mailto:barbntot@gmail.com); 775-830-6153

## Timothy DeGhelder- 2022 to 2023 (Evaluation)

Please note: Each item on this list is very important and could take a full page summary for each item. I have simply created a shorter list of things that needed to be accomplished.

I was asked by the library board to create goals for the first 90 days.

What follows the 90 day list are some of the things that I thought were meaningful to a successful public library.

Library Director- Start date June 13, 2022.

### Library Board Relationships

Board responsibilities- support and develop long term goals and acknowledge status reports and give feedback. Done through normal monthly board meetings. (Director and staff work day to day responsibilities) There will be times when we present to the board ideas and new services that might require board approval or simply giving the board knowledge.

### Library Director and Board- Develop relationship (executive team)

Normal Communication- email is a good standard- (I would like a short update every two weeks) Just an email to give a snapshot of any fun events or happenings. Library newsletters and Social Media- see what our customers are getting. (Of course if any situation arises that need attention- the board will be immediately informed by email and a text to board members phone)

Other needs-

### First 90 Days-

- Become familiar with Library Handbook and Trustee Manual- (read cover to cover)
- Become familiar with budgeting software, New World Systems- (visited finance office and had some instruction)

- Become familiar with timesheet software, Esuite- (use on a weekly basis)
- Become familiar with NeoGov software- (used for job posting, training, evaluations and volunteers)
- Create posting for Youth Supervisor- try for hiring in August- (we did our final interview on September 21)
- Start weekly supervisor staff meetings- (started in July)
- Start monthly staff meetings- (started in July)
- Meet with each staff member (discuss job details)- I have been doing this when working on projects with staff.
- Become familiar with webpage layout- (complete and we are making a few changes)
- Become familiar with digital products- (complete we are currently keeping our products and will review them in 2023)
- Leadership Program- 2023 (open in January 2023)
- Become familiar with layout of Lake Location- (I have visited and talked with Vanna on many occasions.)
- Go to Chamber events- (I normally go to coffee, lunch and one special event per month. I am also an ambassador- so I attend special meetings.)
- Attend Kiwanis- (I am doing more in Rotary at this time.)
- Learn layout of branch location- where things are (Minden)
- Become familiar with Book Mobile- (I have ridden the book mobile twice and helped with the new scheduling.)
- Look at current social media sites for the library- (We have added Tik Tok and YouTube. We are currently adding at least two new videos per week. We are also getting organized so we have enough time to promote all of our programming on-line different platforms.)
- Attend Rotary twice a month. (I have been attending every week. I also volunteered for the golf tournament. I am learning more about how the Rotary makes a difference in the community with our first round of grant funding.)
- Become a county-wide volunteer so I can help out at events. (I have done this and I will work the Candy Dance. I also worked four days at the Friends book sale. I also worked the Rotary Golf tournament. I will also work the job fair in October.)

- Develop a positive relationship with the Friends of the Library (FOL). (I have attended all the meetings and brought the FOL back to the Minden location.)
- Help support fund raising activities with FOL- (I go to the meetings and work events. I drove the U-Haul truck and stacked books. We worked side by side and the FOL witnessed me talking to all of the customers. I role modeled how important the library is to our community.)
- Look at marketing efforts and who is being reached- (this is work in progress. We added our first email blast, when promoting the Tiny Art Show and the Friends Book Sale.)
- Look at Minden Branch location- get input on building needs (needs a good remodeling, with more space)
- Attend Department Head biweekly meetings (I currently go to the county meetings)
- Look for ways to coach and encourage staff- (On the spot) Some fun games. (helps keep a relaxed environment) Morale ideas
- Create a grant portal for the state and see what is available for Douglas County (currently complete and will be applying for three grants)
- Develop with staff- norms for evaluation of staff members (working with HR, there will be a quick seminar with supervisors)
- Plan new library director open house event (ready to go Nov. 4<sup>th</sup>)
- Learn county staff and departments and how to share information (work in progress)
- Flood damage replacement materials (books from insurance)(The check has cleared and it will be added to the budget in October)
- Money for carpet and shelves (layout) two budget cycles (we have three bids and we are looking at carpet)
- Understand the County Strategic Plan (evaluations involved learning how to evaluate using county goals)

Building-

Cameras- security (Lake and Minden)

Carpet & Flooring Project- complete

Teen Room Project

Nevada Collection

Law Library

Painting Project- set for Fall of 2023

General Maintenance with facilities

Tile cleaning project

Bathroom project

Partnerships-

Backpack Buddies

Douglas County School District

Washoe Tribe

Spanish Culture

Tiny Free Library Program

Sheriff's Department

Carson Valley Chamber

Minden Rotary Club

Carson Valley Quilting Club

Friends of Douglas County Public Library

Food Closet- Food Drive

Sertoma Coat Drive

Pollination Month

Candy Dance

County Wide Volunteer

Attended County Wide Volunteer Expo

Attended County Wide Business Expo

Friends of the Library (FOL)

Meetings back at the library

Attend every FOL meeting

Work with funding requests

Helped with Annual FOL meeting

Created FOL merchandise store- (Redbubble)

Created PayPal account for FOL

Helped with September 4 day book sale

Helped with May 2023- 4 day book sale

Working on first FOL Gala

Working on creating a quarterly book sale event at the library

Helped maintain front lobby daily book sales at both branch locations

Creating new digital services for FOL gala- sales and donations (Zeffy)

Staff and volunteers

Attends- bi-weekly Department Head Meeting

Finds weekly and daily time for supervisors

Monthly staff meetings

Hired new Youth Supervisor- working on new programming

New committee areas of support



Working on Asst. Library Director

Presented Annual Report to BOCC

Active Volunteers- 24 (had only 2 volunteers when I started)

Volunteer hours total- 850 (hours were at zero when I started)

Created new social media accounts- YouTube and (Tik Tok- now deleted)

Training

Anti-Harassment

Violence in the Workplace

Ethics in Government Training

Drug and Alcohol free in the Workplace

Active Shooter- Surviving an Attack Training

Whistleblower Protection Training

Strength Finders

Neogov software training

Esuite software training

Polaris software training

American Library Association Membership

Public Library Association Membership

MPLA Membership

Leadership Douglas County (1/2023 to 12/2023)

Bank of America- Credit Card Finance Software

Programming

Teen Council

Adult Craft

Japanese Club

Tea Party

Nature Walk- Book Club

Stay and Play

Friends of the Library- Book Sale

1,000 Books Before Kindergarten-23

Every Child Ready to Read-23

Bookmobile

Gaming Club

Summer Reading-6/19

Library Gala

Teen Zine- writing

Libby

Mango Language

On-line Store

Cha Thai- 2<sup>nd</sup> grade club

Kid's Craft

Science Club

Knitting Club

Act Your Stage

Lapsit Storytime

Tiny Art Puzzle

Teen Room

Tiny Free Library

Homebound

Anime Club

Reading Paws

Ghost Scouts

VR Club

Saturday Movies

Hoopla

Ebsco Magazines

School Outreach

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

Employee: **TIMOTHY DEGHELDER**  
 Review Date: **5/23/2023**

Rating Period: 06/13/22-06/13/23

Evaluating Supervisor: Library Board of Trustees

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

**INSTRUCTIONS:** Use the following scale to rate the employee's performance.

- 3 = Exceeds Expectations
- 2 = Meets Expectations
- 1 = Opportunity for Improvement
- 0 = Requires Substantial Improvement

<b>Performance Standards</b>	<b>Rating</b>			
	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Leadership</b>				
<b>Manages Staff</b> The Director manages, develops and directs personnel effectively, according to approved policies and procedures, ensuring staff are trained, equipped, and contribute to achieving the Library's mission; addresses performance issues fairly and consistently, completes performance reviews in a professional manner; develops plans and follows standards for performance improvement and skills development; and helps employees understand standards, policies, procedures and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sets Expectations</b> The Director establishes the tone and direction for the Library's success, motivating others to accomplish a shared vision by establishing goals for the growth and development of the Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Development</b> The Director leads by example, seeking out and participating in training and other professional development opportunities to improve their skills and stay informed about developments in information science and practice, including technological tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>				
<b>Accountability and Administration</b>				
<b>Policy</b> The Director understands and complies with the policies and laws of the Library, Douglas County and Nevada, including reporting obligations at all levels of government.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Budget and Finances</b> The Director develops an appropriate budget in a timely manner for submission to the Board of Trustees; manages internal and external resources effectively; identifies cost-effective ways to achieve goals; manages disbursements from the Gift Fund; acts as resident agent for the Library Foundation and the Friends of the Library; and upholds financial standards, policies, procedures and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Library Board of Trustees</b> The Director responds positively to guidance from the Board and provides the Board with the information needed to make decisions; understands and complies with the statutory requirements for Library governance; and provides guidance to the Board on open meeting laws and other procedural matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning</b> The Director translates policies and objectives into effective programs, independently recognizes problems, researches relative facts, formulates alternate solutions and decides on appropriate recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Facilities and Collection</b> The Director ensures that the Library's buildings and equipment are safe and well-maintained, and that the various materials comprising the Library's circulating, reference and other collections are cared for according to professional standards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Total</i> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
<b>Communication</b>				
<p><b>Communication</b> The Director ensures open dialogue through proactive listening and sharing of information throughout the organization and the community; respects differences of opinion; and is clear and concise with oral and written presentations and other communications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Community Relations</b> The Director represents the Library in a professional and non-partisan manner; advocates for the Library in the community and before governing bodies; and directs publicity that effectively promotes Library materials, services and programs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Total</i> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
<b>Teamwork</b>				
<p><b>Intergovernmental</b> The Director interacts with government representatives in a manner that reflects well on the Library; facilitates cooperative efforts between various agencies and the Library; and works effectively with other Douglas County personnel.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Library Staff</b> The Director works cooperatively with staff to improve the performance of the organization; leads meetings and cross-functional teams; and fosters collaborative relationships with and between others.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Total</i> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
<b>Integrity</b>				
<p><b>Conduct</b> The Director demonstrates honest and ethical conduct; speaks positively about the County, the Library, peers, and co-workers; is cooperative and adaptable; maintains confidentiality; fulfills commitments; demonstrates an understanding and respect for cultural, religious and gender differences; maintains a professional image with the public; and fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Judgment and Decisiveness</b> The Director is self-assured of abilities, is self-directed and motivated, handles criticism constructively, takes responsibility for mistakes, and confidently makes decisions and takes action without undue supervision from the Board of Trustees.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Total</i> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
<b>Customer Service</b>				
<p><b>Materials and Programs</b> The Director oversees the management and maintenance of library materials in all formats, as well as programming, that informs and entertains library users; and ensures that programs, services and materials meet the needs and request of all library users.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Service Points and Facilities</b> The Director ensures public access to properly equipped facilities and trained personnel, enabling access to Library materials, equipment, facilities and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i><b>Total</b> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>				

<b>Totals</b>	Transfer ratings totals from each Performance area to the appropriate space below.			
<b>Leadership</b>				
<b>Administration</b>				
<b>Communication</b>				
<b>Teamwork</b>				
<b>Integrity</b>				
<b>Customer Service</b>				
<b>Total</b> Enter the total of the ratings from each Standard on this line and in the Overall Performance matrix, below.				

**Overall Performance** (rating with the high number)

Rating	Total Numbers	Suggested Merit
Exceeds Expectations		3%
Meets Expectations		2%
Opportunity for Improvement		1%
Requires Substantial Improvement		0%

# Performance Goals and Progress Reporting

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

**Employee Comments:**

## Signatures

**Employee:**

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

**Trustees:**

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

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

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

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

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

**Dollar General Grant \$3,000**

**Statement of Impact**

The DCPL is extending its Summer Reading Program (SRP) outreach, within the community, to reach a minimum of 2,000 individual. Special programming related to SRP will be run in conjunction with county partners. The expected outcome is to reconnect the community and to reduce the “Summer Reading Loss” in ages 5 to 18 which is estimated at 25% a month.

**Project Design**

The 2023 SRP is centered on the theme “All Together Now”. It is a celebration of reconnecting the community back together after the pandemic and getting children and families reading together both indoors and outside. In order to do so, DCPL is expanding its SRP to include a diverse number of learning activities and programs. These include hands-on and inquiry-based learning programming, reading challenges, inter-generation activities, reading groups, and exercise.

**Assessment Methods**

Summer Reading Statistics; Program Statistics and Program/Happiness Surveys.

**Grant Allocation**

- **Books - \$2,000**
  - Bilingual Summer Reading Badge books for the Washoe Tribe and Austin’s House.
  - Books that will be given to children aged 5-18 from improvised and marginalized parts of the community in conjunction with relevant county organizations.
  -

Type	Description	Cost
Beanstack Badge Book	30 Washoe Tribe – Elementary 20 Washoe Tribe – Middle/High School 20 Austin’s house 10 extra for Austin’s House and Family Shelter	\$255
Book Giveaways*	Washoe Tribe book giveaways (55)	\$385
Book Giveaways *	Austin’s house (30)	\$210
Book giveaways*	Other DCL/DLT (164 books min) – such as food close, social services, family center, etc.	\$1,150

\*Average cost estimated by Scholastic as \$6.99 (round up to \$7)

**DOUGLAS COUNTY PUBLIC LIBRARY**  
**Statistical Report**  
**FY 2022-2023**

	Fiscal Year-to-Date				March 2023				April 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
<b>Circulation</b>												
Items Checked Out/Renewed	111,359	6,415	2,293	120,067	11,047	593	252	11,892	11,098	582	340	12,020
eCheckouts				45,859				4,626				4,727
New Cards Issued	891	126	43	1,060	78	12	4	94	81	11	6	98
Patrons*	279,501	27,085	2,889	309,475	27,492	3,420	372	31,284	27,565	3,430	378	31,373
Library Visits	48,640	10,931	1,707	61,278	5,135	638	227	6,000	5,235	1,036	267	6,538
Tahoe Lobby Visits				7,140				1,032				1,356
Curbside Service Pick-ups	36	-	-	36	1	-	-	1	2	-	-	2
Bookmobile Stops				195				13				25
Inventory *	1,100,397	228,057	16,873	1,345,327	101,770	28,397	2,113	132,280	101,775	28,451	2,134	132,360
Interlibrary Loans Requested	669	48	53	770	53	13	4	70	78	5	3	86
Interlibrary Loans Loaned	286	30	5	321	29	2	1	32	16	4	-	20
Homebound Patrons *	16	-	-	15	15	-	-	15	16	-	-	16
Homebound Checkouts	762	-	-	762	71	-	-	71	68	-	-	68
Database Sessions				26,501				4,048				2,772
<b>Services</b>												
Meeting Room Use	379	37	-	416	34	1	-	35	45	2	-	47
Meeting Room Attendance	3,032	432	-	3,464	272	5	-	277	360	20	-	380
Kids' Programs	219	82	-	301	17	9	-	26	25	8	-	33
Kids' Program Attendance	3,924	418	-	4,342	252	13	-	265	372	16	-	388
Teen Programs	139	24	-	163	8	3	-	11	12	1	-	13
Teen Program Attendance	434	16	-	450	26	-	-	26	49	-	-	49
Adult Programs	92	38	-	130	8	2	-	10	9	5	-	14
Adult Program Attendance	773	153	-	926	62	9	-	71	97	25	-	122
Total Programs	450	144	-	594	33	14	-	47	46	14	-	60
Total Program Attendance	5,131	587	-	5,718	340	22	-	362	518	41	-	559
Outreach	55	10	-	65	5	-	-	5	5	-	-	5
Public Computer Use	4,132	135	-	901	322	20		342	367	54		421
ADA-pc Use	119	5	-	27	2	2		4	23	3		26
Wireless Use	21,106	2,697	-	5,038	1,651	165	-	1,816	1,834	161		1,995



## Circulation by Collection

April 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	569	23	0
Adult Biography	103	9	1
Adult CD Non-Fiction	49	0	0
Adult DVD	872	35	45
Adult Fiction	3068	146	52
Adult Launchpad	2	0	0
Adult Magazines	128	8	0
Adult Music	87	3	1
Adult Non-Fiction	1087	68	8
Adult Spanish	7	NA	0
Children's Audiobook	91	3	12
Children's Biography	35	2	0
Children's DVD	240	9	6
Children's Fiction	742	44	49
Children's Launchpad	14	1	0
Children's Magazines	5	0	0
Children's Music	38	0	0
Children's Non-Fiction	941	36	54
Children's Oversize	2	2	0
Children's Spanish	7	2	0
Easy Reader	531	10	45
Equipment	15	2	0
Exam Books	0	0	0
Large Print	734	8	17
Mobile Devices	7	2	0
Nevada	17	3	0
Picture Books	1359	145	33
Video Games	9	0	0
Young Adult	146	20	1
Graphic Novels	188	0	16
Young Adult Launchpad	1	0	0
Young Adult Magazines	0	0	0

### Hoopla

<b>eAudiobook</b>	981	<b>Movie</b>	137
Adult Non-Fiction	172	Adult Non-Fiction	22
Adult Fiction	689	Adult Fiction	76
Juv Non-Fiction	9	Juv Non-Fiction	5
Juv Fiction	111	Juv Fiction	34
<b>eBook</b>	432	<b>Television</b>	133
Adult Non-Fiction	96	Adult Non-Fiction	9
Adult Fiction	280	Adult Fiction	118
Juv Non-Fiction	14	Juv Non-Fiction	2
Juv Fiction	42	Juv Fiction	4
<b>Comics</b>	38	<b>Music</b>	33
Adult Non-Fiction	0	Adult	27
Adult Fiction	20	Juv	6
Juv Non-Fiction	0		
Juv Fiction	18	<b>Total Circulation</b>	1,754

### Overdrive/Libby

eAudiobook	716
eBook	648
Magazines	72
Adult	1,269
Juv	44
Young Adult	51
<b>Total Circulation</b>	1,436

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

Employee: **TIMOTHY DEGHELDER**

Review Date: **5/23/2023**

Rating Period: **06/13/22-06/13/23**

Evaluating Supervisor: **Library Board of Trustees**

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

**INSTRUCTIONS:** Use the following scale to rate the employee's performance.

- 3 = Exceeds Expectations
- 2 = Meets Expectations
- 1 = Opportunity for Improvement
- 0 = Requires Substantial Improvement

*B = Bob  
 T = Theresa  
 S = Stark*

Performance Standards	Rating				
	3	2	1	0	
<b>Leadership</b>					
<b>Manages Staff</b> The Director manages, develops and directs personnel effectively, according to approved policies and procedures, ensuring staff are trained, equipped, and contribute to achieving the Library's mission; addresses performance issues fairly and consistently, completes performance reviews in a professional manner; develops plans and follows standards for performance improvement and skills development; and helps employees understand standards, policies, procedures and objectives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-3
<b>Sets Expectations</b> The Director establishes the tone and direction for the Library's success, motivating others to accomplish a shared vision by establishing goals for the growth and development of the Library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-3
<b>Personal Development</b> The Director leads by example, seeking out and participating in training and other professional development opportunities to improve their skills and stay informed about developments in information science and practice, including technological tools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-3
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>					
9					
<b>Accountability and Administration</b>					
<b>Policy</b> The Director understands and complies with the policies and laws of the Library, Douglas County and Nevada, including reporting obligations at all levels of government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-3
<b>Budget and Finances</b> The Director develops an appropriate budget in a timely manner for submission to the Board of Trustees; manages internal and external resources effectively; identifies cost-effective ways to achieve goals; manages disbursements from the Gift Fund; acts as resident agent for the Library Foundation and the Friends of the Library; and upholds financial standards, policies, procedures and regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-3
<b>Library Board of Trustees</b> The Director responds positively to guidance from the Board and provides the Board with the information needed to make decisions; understands and complies with the statutory requirements for Library governance; and provides guidance to the Board on open meeting laws and other procedural matters.	<input type="checkbox"/>	<input checked="" type="checkbox"/> 2.33	<input type="checkbox"/>	<input type="checkbox"/>	T-2 B-3 S-2
<b>Planning</b> The Director translates policies and objectives into effective programs, independently recognizes problems, researches relative facts, formulates alternate solutions and decides on appropriate recommendations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-3

*Wsm*

<b>Facilities and Collection</b> The Director ensures that the Library's buildings and equipment are safe and well-maintained, and that the various materials comprising the Library's circulating, reference and other collections are cared for according to professional standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-3
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>					12 2.33
<b>Communication</b>					
<b>Communication</b> The Director ensures open dialogue through proactive listening and sharing of information throughout the organization and the community; respects differences of opinion; and is clear and concise with oral and written presentations and other communications.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-2 B-3 S-3
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>					2.66
<b>Community Relations</b> The Director represents the Library in a professional and non-partisan manner; advocates for the Library in the community and before governing bodies; and directs publicity that effectively promotes Library materials, services and programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-3
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>					3 2.66
<b>Teamwork</b>					
<b>Intergovernmental</b> The Director interacts with government representatives in a manner that reflects well on the Library; facilitates cooperative efforts between various agencies and the Library; and works effectively with other Douglas County personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-3
<b>Library Staff</b> The Director works cooperatively with staff to improve the performance of the organization; leads meetings and cross-functional teams; and fosters collaborative relationships with and between others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-3
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>					6
<b>Integrity</b>					
<b>Conduct</b> The Director demonstrates honest and ethical conduct; speaks positively about the County, the Library, peers, and co-workers; is cooperative and adaptable; maintains confidentiality; fulfills commitments; demonstrates an understanding and respect for cultural, religious and gender differences; maintains a professional image with the public; and fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-2 B-3 S-3
<b>Judgment and Decisiveness</b> The Director is self-assured of abilities, is self-directed and motivated, handles criticism constructively, takes responsibility for mistakes, and confidently makes decisions and takes action without undue supervision from the Board of Trustees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-2 B-3 S-2
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>					5
<b>Customer Service</b>					
<b>Materials and Programs</b> The Director oversees the management and maintenance of library materials in all formats, as well as programming, that informs and entertains library users; and ensures that programs, services and materials meet the needs and request of all library users.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T-3 B-3 S-2

2.67

Service Points and Facilities The Director ensures public access to properly equipped facilities and trained personnel, enabling access to Library materials, equipment, facilities and programs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.				

1.2  
B.3  
S.2

5

233

Totals	Transfer ratings totals from each Performance area to the appropriate space below			
Leadership	9			
Administration	12	2.33		
Communication	3	2.67		
Teamwork	6			
Integrity		5		
Customer Service		5		
Total Enter the total of the ratings from each Standard on this line and in the Overall Performance matrix, below.	30	15		

**Overall Performance (rating with the high number)**

Rating	Total Numbers	Suggested Merit
Exceeds Expectations	30	3%
Meets Expectations	15	2%
Opportunity for Improvement		1%
Requires Substantial Improvement		0%

= 45 points out of 48 points ( $\frac{45}{48} = .9375$ )  
 =  $.9375 \times 3 = 2.81\%$   
 = Merit = 2.8% Score  $X.XX = 2.81\%$   
 Merit  $X.X = 2.8\%$

Total Calculated by Cynthia Gregory

# Performance Goals and Progress Reporting

Goal	Reporting
1. * Will be set @ June 2023	meeting
2.	
3.	
4.	
5.	
6.	
7.	

## Employee Comments:

- Thanked Staff, Community & Trustees

## Signatures

Employee: Timothy Reynolds Date 5/23/2023

## Trustees:

Theresa A. Duffin Date 5/23/2023

Robert S. Conner Date 23 May 2023

Robert S. Conner Date 5/23/2023

Starla Daughtry by Cynthia Gregory Date 05-23-23

Date \_\_\_\_\_