

Current Form

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Douglas County Public Library Direc Performance Evaluation Form

Name Amy Dodson

Review Date 11/27/2018

Position: Library Director

Rating Period 12/01/17-12/01/18

Evaluating Supervisor: Library Board of Trustees

Evaluation Type Annual

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

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

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

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

Performance Statements

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

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

External Relationships			
Community Relations: The Director skillfully deals with the news media, properly avoids politics and partisanship, shows an interest in the community, accurately conveys the policies and programs of the Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Reputation: The Director is regarded as a person of high integrity and ability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Reputation: The Director deals effectively with other public managers, is respected by representatives of other entities, participates in professional development opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intergovernmental Relations: The Director works well with government and library representatives in a manner beneficial to the Library, facilitates cooperative efforts among various local agencies and the Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork: The Director works cooperatively with other departments/divisions to improve overall performance of the organization; participates in meetings and cross-functional teams; builds relationships with others as valuable resources; offers to help out and cooperates with others/co-workers to coordinate work and to avoid working at cross-purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total for External Relationships: Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix						
Personal Characteristics						
Imagination: The Director shows originality in approaching problems, creates effective solutions, visualizes the implications of alternatives.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objectivity: The Director is composed and unbiased, conveys a rational viewpoint based on facts and qualified opinions, separates personal feelings from Library interest.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive: The Director is energetic, enterprising, self-directed, motivated.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment and Decisiveness: The Director reaches quality decisions in a timely fashion, exercises good judgment in making decisions and in general conduct.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitudes: The Director is cooperative and adaptable with an enthusiastic attitude toward the Library, both professionally and personally.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity: The Director demonstrates honest and ethical conduct through all actions; speaks positively about the County, peers, and co-workers; dispels gossip and rumors; maintains confidentiality and is respectful; responds to and meets commitments to manager/director, peers, and subordinates; demonstrates an understanding and respect for cultural, religious, and gender differences; acts with integrity, controls anger and impatience, is polite, helpful, courteous, and maintains a professional image with the public, customers, management, and co-workers. The Director fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Assurance: The Director is self-assured of abilities, accepts constructive criticism, takes responsibility for mistakes, confidently makes decisions and takes actions without undue supervision from the Library Board of Trustees.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total for Personal Characteristics: Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix						

Overall Performance Rating

Overall Performance Rating		Superior (S)	Fully Competent (FC)	Does Not Meet (DNM)
General Administration Enter the total number for this category to the right.				
External Relationships Enter the total number for this category to the right.				
Personal Characteristics Enter the total number for this category to the right.				
Goals Enter the total number for this category to the right.				
Total Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix				

Overall Performance Rating & Merit Increase (circle one)

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

Evaluating Supervisors Comments

Strengths:

Weaknesses:

Suggestions & Specific Direction:

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

General Comments/Direction for Improvement:

Employee Comments

Employee Signature _____ Date _____

Library Trustee

Date

Library Trustee

Date

Library Trustee

Date

Library Trustee

Date

Library Trustee

Date

SAMPLE Douglas County Annual Evaluation Form - All Employees

Due Date 12/01/18
Direct Manager: Library Board of Trustees
Position: Library Director
Evaluation Type: Annual
Department: Library

Competency Section | 4 Point Scale

Values

Based on these core values, Douglas County employees are dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors. Employees are evaluated on their performance based on these core values.

Integrity ✓

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

Rating

Comment

Accountability ✓

The employee accepts responsibility for their actions.

Rating

Comment

Customer Service

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

Rating

Comment

Leadership ✓

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

Rating

Comment

Communication ✓

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

Rating

Comment

Teamwork ✓

The employee works together with others to achieve shared goals.

Rating

Comment

Goal Section | Future/List

Goals

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

Douglas County Public Library Director's Annual Performance Evaluation

Name:

Review Date:

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

Evaluating Supervisor: Library Board of Trustees

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

Superior: Demonstrates high ability in exceeding job performance standard.

Fully Competent: Consistently meets or exceeds most job performance standards.

Does Not Meet: Work does not meet some job performance standards.

Performance Standards	Superior	Fully competent	Does not meet standards
Leadership			
Staff The Director develops skilled Library employees who contribute to achieving the Library's mission; ensures staff are trained and equipped; delegates activities appropriately; fairly and consistently addresses performance issues; completes performance reviews in a professional manner; develops plans and follows standards for performance improvement and skills development; helps employees understand Library standards, policies, procedures, goals and objectives; and recognizes individual and team performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets Expectations The Director establishes the tone and direction for the Library's success, motivating and inspiring others to accomplish a shared vision; establishes strategic goals for the growth and development of the Library; sets departmental and individual goals that encourage themselves and others to reach high performance standards; and clearly and consistently communicates expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages Staff The Director manages human resources effectively; follows approved policies and procedures for scheduling, assigning work, granting pay raises, and executing discipline; seeks employee feedback and listens to, responds to, and advances employee suggestions, concerns and questions; and responds to employee pay issues and time off requests fairly and in a reasonable time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Development The Director leads by example, seeking out and participating in training and other professional development opportunities to improve their skills and correct knowledge gaps; resolves problems, tolerates conditions of uncertainty and deals with stress; and is self-directed and motivated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total for Leadership 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.			
Administration			
Policy The Director understands and complies with the policies and laws of the Library, Douglas County, and Nevada.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Goals The Director sets goals, develops specific and effective plans to achieve those goals, recognizes problems and develops solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget and Finances The Director develops an appropriate budget in a systematic manner; manages internal and external resources effectively; identifies cost-effective ways to achieve goals; and upholds financial standards, policies, procedures and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Board of Trustees The Director responds positively to guidance from the Board and provides the Board with the information needed for them to make decisions; understands the various statutory requirements for library governance; and provides guidance to the Library Board on open meetings laws and other procedural matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities Ensure that the Library's buildings and equipment are safe and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total for Administration 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.			
Communication			
Communication The Director ensures open dialogue through proactive listening and sharing of information throughout the organization and the community; respects differences of opinion; asks for opinions and ideas and allows others to complete their thoughts; is clear and concise with oral and written presentations and other communications; and uses information technology to improve communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Relations The Director skillfully deals with media representatives; represents the Library in a non-partisan manner; actively publicizes Library materials, services and programs; and accurately conveys policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total for Communication 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.			
Teamwork			
Intergovernmental The Director interacts with government representatives in a manner that reflects well on the Library; facilitates cooperative efforts between various agencies and the Library; and works effectively with other Douglas County personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Staff 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total for Teamwork 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.			

Integrity

Objectivity The Director is composed and unbiased, conveys a rational viewpoint based on facts and qualified opinions, and separates personal feelings from Library interest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct The Director demonstrates honest and ethical conduct; speaks positively about the County, the Library, peers, and co-workers; is cooperative and adaptable; dispels gossip and maintains confidentiality; responds to and meets commitments; demonstrates an understanding and respect for cultural, religious, and gender differences; maintains a professional image with the public; and fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment and Decisiveness The Director is self-assured of abilities, accepts constructive criticism, takes responsibility for mistakes, confidently makes decisions and takes actions without undue supervision from the Library Board of Trustees; reaches quality decisions in a timely fashion; and exercises good judgment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total for Integrity 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.			

Customer Service

Materials and Programs The Director makes a range of published, audio-visual and digital media available to Douglas County citizens. The Director provides programming that utilizes Library resources to inform and entertain Douglas County citizens; and ensures that programs and materials serve the needs of all ages, particularly children, and a range of interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Points and Facilities The Director ensures public access to facilities that enable citizen use of Library materials at appropriate times and locations. Citizens have access to equipment and furniture suitable for the use of Library materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing The Director ensures public access to trained human resources who assist citizens with use of Library materials, equipment and facilities, at appropriate times and locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total for Customer Service 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.			

Overall Performance Rating

Transfer ratings totals from each Performance area to the appropriate space below.

Leadership			
Administration			
Communication			
Teamwork			
Integrity			
Customer Service			
Total Total the ratings from each Performance Standard above. Enter on this line and in the Overall Performance Rating matrix, below.			

Overall Performance Rating (circle one)

Rating	Description	Total Numbers	Suggested Merit
Superior	Exceeded most Performance Standards		3%
Fully Competent	Met or exceeded most Performance Standards		2%
Does Not Meet	Failed to meet many Performance Standards		1%

Goals Established:

Comments and Direction for Improvement:

Employee Comments:

Employee Signature _____ Date _____

Library Trustee Date Library Trustee Date

Library Trustee Date

DOUGLAS COUNTY PUBLIC LIBRARY**Statistical Report****FY 2018-2019**

	Year-to-Date			January 2019		
Circulation	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	90,570	5,887	96,457	13,630	794	14,424
eCheckouts	11,718			1,788		
New Cards Issued	743	85	828	114	6	120
Patrons	26,420	3,033	29,453	26,420	3,033	29,453
Library Visits	52,662	19,366	72,028	7,886	1,137	9,023
Inventory	107,077	27,859	134,936	107,077	27,859	134,936
Interlibrary Loans Requested	321	11	332	68	3	71
Interlibrary Loans Loaned	289	22	311	49	-	49
Homebound Patrons	15	-	15	15	-	15
Homebound Checkouts	1,048	-	1,048	165	-	165
Database Sessions	16,350			4,008		
Services	Minden	Tahoe	Total	Minden	Tahoe	Total
Meeting Room Use	279	47	326	41	5	46
Meeting Room Attendance	3,348	709	4,057	492	94	586
Pine Nut Room Use	127	-	127	n/a	-	-
Pine Nut Room Attendance	635	-	635	n/a	-	-
Kids' Programs	200	75	275	30	12	42
Kids' Program Attendance	3,276	762	4,038	368	106	474
Teen Programs	25	3	28	5	-	5
Teen Program Attendance	179	1	180	9	-	9
Adult Programs	25	6	31	1	-	1
Adult Program Attendance	512	33	545	16	-	16
Total Programs	250	84	334	36	12	48
Total Program Attendance	3,967	796	4,763	393	106	499
Outreach	15	-	15	3	-	3
Public Computer Use	5,657	645	6,302	808	56	864
ADA-pc Use	21	2	23	-	2	2
Wireless Use	19,260	1,111	20,371	2,195	107	2,302
Volunteers	111	1	112	57	-	57
Volunteer Hours	2,051	35	2,086	261	-	261

Useful Use January 2019

DLT		DCL			
Internet		Internet		ADA	
Internet & Office	56	Internet & Office	682	Extended use	0
Large Print (LP)	2	Large Print (LP)	42	Restricted LP	0
		15-minute Internet & Office	69		
		Word processing	15		
Total	58	Total	808	Total	0

DOUGLAS COUNTY PUBLIC LIBRARY

Statistical Report

FY 2018-2019

	Year-to-Date			February 2019		
Circulation	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	102,410	6,365	108,775	11,840	478	12,318
eCheckouts			13,518			1,800
New Cards Issued	840	88	928	97	3	100
Patrons	26,514	3,036	29,550	26,514	3,036	29,550
Library Visits	59,017	20,250	79,267	6,355	884	7,239
Inventory	107,555	27,976	135,531	107,555	27,976	135,531
Interlibrary Loans Requested	363	12	375	42	1	43
Interlibrary Loans Loaned	338	23	361	49	1	50
Homebound Patrons	14	-	14	14	-	14
Homebound Checkouts	1,159	-	1,159	111	-	111
Database Sessions			16,350			3,643
Services	Minden	Tahoe	Total	Minden	Tahoe	Total
Meeting Room Use	314	51	365	35	4	39
Meeting Room Attendance	3,768	773	4,541	420	64	484
Pine Nut Room Use	127	-	127	-	-	-
Pine Nut Room Attendance	635	-	635	-	-	-
Kids' Programs	226	82	308	26	7	33
Kids' Program Attendance	3,618	831	4,449	342	69	411
Teen Programs	28	3	31	3	-	3
Teen Program Attendance	181	1	182	2	-	2
Adult Programs	30	6	36	5	-	5
Adult Program Attendance	635	33	668	123	-	123
Total Programs	284	91	375	34	7	41
Total Program Attendance	4,434	865	5,299	467	69	536
Outreach	15	-	15	-	-	-
Public Computer Use	6,264	686	6,950	607	41	648
ADA-pc Use	30	5	35	9	3	12
Wireless Use	20,579	1,153	21,732	1,319	42	1,361
Volunteers	113	1	114	53	-	53
Volunteer Hours	2,254	35	2,289	203	-	203

Useful Use February 2019

DLT		DCL			
Internet		Internet		ADA	
Internet & Office	41	Internet & Office	498	Extended use	0
Large Print (LP)	3	Large Print (LP)	54	Restricted LP	9
		15-minute Internet & Office	49		
		Word processing	6		
Total	44	Total	607	Total	9

Niche Academy usage report
 Douglas County Public Library
 Fiscal year 2018-2019

Tutorial	Year-to-date	Jul. 2018	Aug. 2018	Sep. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019
Rbdigital	118	39	35	4	35	5	0	0
Flipster	52	9	13	12	15	0	1	2
Hoopla	41	5	7	6	16	3	1	3
Freegal Music	15	3	6	2	2	1	1	0
Novelist Plus	24	3	3	9	8	0	0	1
Goodreads	8	7	1	0	0	0	0	0
Learning Express Library	8	0	7	0	0	0	0	1
Total views	266	66	72	33	76	9	3	7

Subscription began in 11/2018.

EBSCOHost usage report	Year-to-date	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019
Douglas County Public Library									
Fiscal year 2018-2019									
By # of sessions									
Collection used									
AHFS Consumer Medication Information	12	3	0	2	1	3	0	4	1
Academic Search Main Edition	19	2	-	7	1	3	-	5	1
American Heritage Children's Dictionary	4	-	2	-	1	1	-	-	-
Associated Press Video Collection	10	1	1	1	1	2	1	1	2
BIR Entertainment	11	1	-	2	-	3	-	4	1
Book Index with Reviews	12	1	-	2	-	4	-	4	1
Business Source Elite	15	1	-	4	1	3	1	4	1
Computer Source	12	1	-	2	1	3	-	4	1
Consumer Health Complete - EBSCOhost	23	1	1	3	3	5	3	6	1
ERIC	15	1	-	5	-	3	-	4	2
European Views of the Americas 1493-1750	11	1	-	2	-	3	-	4	1
Flipster	15,197	92	100	478	93	3,264	3,025	3,750	3,557
Funk & Wagnall's New World Ency.	16	1	2	3	1	4	-	4	1
GreenFILE	11	1	-	2	-	3	-	4	1
Health Source, Consumer Ed.	14	1	-	2	2	3	-	5	1
Health Source: Nursing/Academic Edition	16	3	-	2	1	3	-	5	2
History Reference Center	21	1	4	4	1	3	3	4	1
Image Collection	31	2	3	7	4	4	1	7	3
Library, Info. Sci. & Technology Abstracts	14	1	-	5	-	3	-	4	1
MAS Complete	12	1	-	3	-	3	-	4	1
MainFile	14	1	-	3	2	3	-	4	1
MarketLine Company Profiles Authority	14	1	-	3	1	3	1	4	1
MarketLine/Medtrack Company Profiles	1	-	-	-	1	-	-	-	-
MasterFILE Complete	17	1	-	3	1	3	-	6	3
MasterFILE Premier	4	1	-	3	-	-	-	-	-
Medical Video & Animation Collection	14	1	-	2	2	3	-	5	1
Middle Search Plus	11	1	-	2	-	3	-	4	1
Newspaper Source Plus	15	1	1	2	2	3	1	4	1
News wires	41	4	2	11	5	5	2	7	5
Notification Core Collection (formerly PLC)	12	1	-	3	-	3	-	4	1
Novelist	213	24	38	24	23	28	22	34	20
Points of View Reference Center	1	1	1	-	-	-	-	-	-
Primary Search	16	1	2	3	1	4	-	4	1
Professional Development Collection	15	1	1	4	-	4	-	4	1
Referencia Latina	1	-	-	1	-	-	-	-	-
Regional Business News	13	1	-	3	1	3	-	4	1
Science Image Collection	15	1	-	3	3	3	-	4	1
Science Reference Center	15	1	-	3	3	3	-	4	1
Science Video Collection	15	1	-	3	3	3	-	4	1
Teacher Reference Center	12	1	-	3	-	3	-	4	1
Topic Overviews K-5	4	-	2	-	1	-	-	-	-
Topic Overviews 6-12	-	-	-	-	-	-	-	-	-
TOPIC Overviews Public Libraries	-	-	-	-	-	-	-	-	-
Video Encyclopedia of the 20th Century	19	1	-	3	4	3	3	4	1
Web News	41	4	2	11	5	5	2	7	5
World History Image Collection	16	1	-	3	1	3	3	4	1
Total sessions	14,015	163	142	632	1,098	3,412	3,068	3,942	3,628

BOOK GROUP KITS

Title	First Available Date	Lifetime Checkouts
American lion :[book group in a bag] Andrew Jackson in	12/9/17	0
Amy and Isabelle :[book group kit] a novel	12/11/18	0
Animal farm :[book group in a bag] a fairy story	1/31/18	0
Astoria[book group in a bag] : Astor and Jefferson's lost Pa	2/11/17	3
The aviator's wife :[book group in a bag] / a novel	7/26/16	3
The boys in the boat :[book group in a bag] nine Americc	9/9/15	8
Brooklyn :[book group in a bag] a novel	8/23/17	2
China Dolls :[book group in a bag] a novel	7/26/16	3
Cutting for stone :[book group in a bag] a novel	7/26/16	4
Death after life :[book group in a bag] tales of Nevada	8/23/17	2
Deep down dark :[book group in a bag] the untold storie	10/30/18	1
Do no harm :[book group in a bag] stories of life, death, c	8/23/17	1
Dreamland :[book group in a bag] the true tale of Americ	1/31/19	0
E=mc ² :[book group in a bag] / a biography of the work	1/13/17	1
East of Eden :[book group in a bag]	3/24/17	2
The Emerald Mile :[book group in a bag] the epic story of	4/1/16	10
Empire falls :[book group in a bag]	12/10/18	1
Everything I never told you :[book group in a bag] / a nov	1/10/17	6
Fahrenheit 451 :[book group in a bag]	2/22/18	1
Hillbilly elegy :[book group in a bag] a memoir of a family	8/21/18	2
The house of mirth:[book group in a bag]	3/23/18	0
The husband's secret :[book group in a bag]	9/12/16	4
The immortal life of Henrietta Lacks :[book group in a bag	7/26/16	4
In the heart of the sea :[book group in a bag] : the traged	7/26/16	4
Jane Eyre :[book group in a bag]	7/26/16	3
Just mercy :[book group in a bag] : a story of justice and i	3/15/18	2
The kitchen house :[book group in a bag]	5/6/17	3
LaRose :[book group in a bag] a novel	12/10/18	1
The lemon tree :[book group in a bag] an Arab, a Jew, ar	7/26/16	4
The light between oceans :[book group in a bag] / a nov	7/26/16	5
The lowland :[book group in a bag] a novel	5/9/17	2
A man called Ove :[book group kit] a novel	12/13/18	0
Me before you :[book group in a bag]	7/26/16	2
Mudbound :[book group in a bag] a novel	8/21/18	2
My Antonia :[book group in a bag]	1/13/17	3
News of the world :[book group in a bag] a novel	1/18/18	4
Ordinary grace :[book group in a bag] / a novel	4/12/17	4
Orphan train :[book group in a bag] a novel	3/1/16	10
Our souls at night[book group in a bag]	9/20/17	3
Pride and prejudice :[book group in a bag]	7/26/16	0
Roughing it :[book group in a bag]	7/26/16	3
Striving for beauty :[book group in a bag] : a memoir of th	7/26/16	3
Under the banner of heaven :[book group in a bag] a stc	10/3/16	1
Wuthering Heights :[book group in a bag]	1/8/19	0
TOTAL		117

Checkouts using the old vs the new self-check machines 1/2017 through 12/2018

	2017 - old machine	2018 - old machine	2018 - new selfcheck2 (replaced old machine)	2018 - new selfcheck2 (combo staff/self-check)	2018 - total new DCL machines	2018 - new DLT self-check	2018 - total new DCL & DLT
January	1,694	1,683		1,825	3,058	11	3,069
February	1,439	1,646	1,233	3,217	6,280	44	6,324
March	1,869	590	3,022	3,011	6,033	39	6,072
April	1,643		3,541	3,377	6,918	50	6,968
May	1,593		4,267	2,939	7,206	68	7,274
June	2,034		3,915	3,077	6,992	69	7,061
July	1,989		6,348	4,852	11,200	75	11,275
August	1,579		8,296	5,428	13,724	108	13,832
September	1,389		7,026	4,417	11,443	80	11,523
October	1,291		6,785	4,880	11,665	128	11,793
November	1,457						
December	1,354						

Old self-check machine removed on 3/12/18.

E-Checkouts/Usage report
Douglas County Public Library
fiscal year 2018-2019

Format	Year-to-date													
	July 2018		August 2018		September 2019		October 2018		November 2018		December 2018		January 2019	
	OneClick	Flipster	OneClick	Flipster	OneClick	Flipster	OneClick	Flipster	OneClick	Flipster	OneClick	Flipster	OneClick	Flipster
Audiobooks	3,517	6,849	495	445	528	615	523	523	485	442	489	436	480	551
eBooks	1,770	3,228	247	201	245	212	245	167	258	207	280	211	280	244
Comics		214		34		27		30		33		29		27
Movies		745		84		58		123		109		99		116
Music		398		50		50		83		68		68		72
eTV programs		244		44		39		36		23		33		39
Magazine downloads		605		72		63		86		102		78		98
Magazine online views		435		76		26		58		78		58		50
Totals	5,287	9,481	1,040	849	773	842	768	932	753	873	729	873	766	1,028