

11/26/19 Lib. Board  
of Trustees Mtg  
Agenda item  
12  
"Supplemental"

BOARD OF TRUSTEES  
BYLAWS  
OF THE  
DOUGLAS COUNTY PUBLIC LIBRARY

I. NAME

The name of the organization shall be the Douglas County Public Library Board of Trustees. The term "Library Board" or "Board" will be used in these Bylaws interchangeably with the official name. As a governing board under NRS 379.025, the Library Board establishes bylaws for the management of the Library and the Library Board.

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II. PURPOSE

The purpose of the Douglas County Public Library Board of Trustees shall be to carry out the powers and duties set forth for library trustees under Nevada law (NRS Chapter 379).

III. APPOINTMENT/TERM/VACANCIES/REMOVAL/COMPENSATION

1. The Library Board shall consist of five members who are residents of Douglas County and are appointed by the Board of County Commissioners in accordance with Nevada law ("Trustees"). Applications are available from the County Manager's office.
2. Trustees are appointed for a four-year term expiring December 31 of the fourth year. Trustees shall hold office until their successors are appointed ~~and qualified~~.
3. Vacancies in the office of library trustee must be filled by appointment by the Board of County Commissioners. ~~A Trustee~~ Trustees appointed to fulfill an unexpired term shall serve the remainder of ~~the~~ term.
4. Trustees may not be appointed to hold office for more than two consecutive four-year terms.
5. The Board of County Commissioners may remove any trustee who fails, without a valid ~~reason~~ cause, to attend three successive meetings of the ~~Library Board~~ trustees. A recommendation for such removal ~~and~~ will be acted upon by the Library Board ~~of Trustees~~ at a regularly scheduled meeting and shall be forwarded to the Board of County Commissioners for appropriate action immediately after the public meeting where such recommendation was approved by the Library Board.
- 5-6. Pursuant to Douglas County policy on Boards, Committees and Commissions, former employees of Douglas County, including former Douglas County Public Library employees, are not eligible for appointment to the Library Board until one (1) year after their separation of employment.
- 6-7. The Library Board shall serve without compensation unless such compensation is set by the Board of County Commissioners pursuant to NRS 379.020.

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#### IV. ABSENCES

Regular attendance at meetings is expected of all ~~Trustees~~ members. ~~If possible~~ If possible, ~~any~~ ~~Trustee~~ members unable to attend ~~an~~ regularly scheduled meeting of the Library Board should notify the Board Chair or the Library Director in advance of the meeting. The Library Board may recommend to the Board of County Commissioners the removal of a trustee who fails ~~to~~ to meet attendance requirements set forth in Article III, Part ~~5~~ 5 of these ~~Bylaws~~ Bylaws. ~~is document~~

#### V. PARLIAMENTARY AUTHORITY

1. Business shall be conducted in accordance with Nevada law, these ~~b~~Bylaws, the Nevada Open Meeting Law (NRS 241.020) and Sturgis Standard Code of Parliamentary Procedure.

2. A quorum of ~~at least~~ three Trustees ~~members must be present~~ be present for business to be conducted at a meeting.

3. A majority vote of the quorum present ~~shall~~ shall be necessary for any act of the Library Board. A tie vote shall result in a failed motion without any action being taken by the Library Board.

4. When necessary, it is permissible for a Trustees to participate remotely via communication technologies. Any Trustee appearing via technology remotely shall be counted in the quorum count.

## VI. OFFICERS

1. Annually, in January, the Library Board shall elect a Chairperson to preside over all meetings.

2. The Library Board shall elect any other officers deemed necessary by the Board of Trustees group, ~~sub~~generally a Vice Chairperson to substitute for the Chairperson, as necessary.

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3. No Board member shall be eligible to serve more than one term in the same office. A vacancy in an office shall be filled by a vote of the Trustees at the next regularly scheduled meeting of the Library Board after the vacancy occurs. An officer shall serve a term of one year from the date of the annual meeting at which they are elected and until a successor is elected.

~~2.~~

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4. The Library Board may appoint committees as the need arises. Each committee shall be chaired by a member of the Library Board and shall report all findings and recommendations to the Library Board.

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5. Ad Hoc committees for the study of special problems may be appointed by the Chairperson, with the approval of the Library Board, to serve until the final report of the work for which the committee was created has been filed. These committees may also include staff and public representatives, as well as outside experts.

~~3.~~

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4.6. A nonvoting secretary, usually the Library department secretary, shall be appointed by the Library Director to take minutes of Library Board meetings.

## VII. MEETINGS AND RECORDS

1. All Library Board meetings shall be conducted in accordance with the Nevada Open Meeting Law (NRS 241.020).

2. Regular meetings of the Library Board shall be held monthly, excluding the month of December.

A calendar of meeting times, dates, and locations shall be adopted at the January meeting of each year.

~~3. Special meetings may be called by the Chairperson or, upon the written request of at least two Trustees, must be called by the Chairperson to conduct the business for which the special meeting was specifically called, a quorum of the Board, or by the Library Director. Except in cases of emergency, at least 48-hours advance notice must be given by the Chairperson to the Trustees. In no case may a meeting of the Library Board be called with less than two hours' advance notice to the Trustees.~~

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~~3.4. Any Trustee may cause any relevant topic to be placed on the agenda of an upcoming meeting of the Library Board if the agenda material is provided to the Library Director before the deadline required under the Nevada Open Meeting Law for the next meeting of the Library Board.~~

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~~4. Notices of meetings of meetings and agendas shall be posted in three public places, the Library's website, and at the location of the scheduled meeting, and each library branch observing the time frames outlined in the Nevada Open Meeting Law (NRS 241.020).~~

~~5. Meetings are nonnally held at the main library in Minden, the branch library at Lake Tahoe, or alternate locations as necessary. The location of each meeting of the Library Board shall be indicated on the agenda for each meeting.~~

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6. The Library Director shall be responsible for maintaining an official record of all meetings and Board actions. Records will be retained as specified by the Nevada Open Meeting Law (NRS 241.020) and Nevada Records Retention Schedule (NRS 239.121-125).

#### VIII. POWERS AND DUTIES OF TRUSTEES

~~Legal responsibility for the operation of the Douglas County Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services. Asset forth in NRS 379.025, the Library Board shall:~~

- (a) Establish, supervise, and maintain a County library.
- (b) Appoint; evaluate the performance of and, if necessary, dismiss a Librarian.
- (c) Hold and ~~possess~~ possess the property and effects of the Library in trust for the public.
- (d) Submit annual budgets to the Board of County Commissioners containing detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding fiscal year.
- (h) Establish bylaws and regulations for the management of the Library ~~and~~ and the conduct of the Trustees their own management.
- (i) Manage all the ~~real and personal~~ real and personal, of held by the Library in trust for the public.
- (j) Acquire and hold real and personal property; by gift, purchase, or bequest, for the Library,
- ~~(j)(k)~~ (k) Administer any trust declared or created for the Library.
- ~~(l) Maintain or defend~~ defend any action in reference ~~to the~~ the property ~~or affairs~~ affairs of the Library,
- ~~(m) Cooperate with other public officials and boards and maintain vital public relations.~~
- ~~(n) Each Trustee must complete the training offered by the Nevada Council on Libraries and Literary Board within two months of attending the Trustee's first Library Board meeting.~~
- ~~(o) Regularly review the physical and building needs of the Library to ensure that they meet the requirements of the programs offered by the Library.~~
- ~~(p) Approve and submit any required report to the State Library or other state agency.~~

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The Library Board may:

- (a) Make purchases and secure rooms.
- (b) Authorize the merger or, ~~subject to the limitations in NRS 3700221,~~ the consolidation of a ~~city~~ library with a county library district in accordance with NRS Chapter 355.
- (c) Invest the money in the appropriate library fund in accordance with the provisions of ~~Chapter~~ NRS Chapter 355 of NRS.
- (d) Do all acts necessary for the orderly and efficient management and control of the Library.

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IX. COMPLIANCE WITH DOUGLAS COUNTY FINANCE DEPARTMENT POLICIES AND PROCEDURES

- a. The Library Board, with the assistance of the Library Director, will prepare, develop and submit annual budgets to the Board of County Commissioners containing detailed estimates of the amount of money necessary for the operation and management of the library for the next fiscal year.
- b. The Library Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures, as well as approve all grant submissions by the Library.
- c. Budget transfer requests of more than \$10,000 must be submitted to the Library Board for review and approval prior to, or contemporaneously with, the request's submission to the Douglas County Finance Department.
- d. Any budget transfer request must be accompanied by supporting documentation. Budget transfers include: transfers within functions, between functions, funds or contingency accounts that do not increase the total appropriation for any fiscal year, transfers from

reserves, and transfers between capital projects.

e. All budget augmentations must be submitted to the Board of Trustees for review and approval prior to any change. Budget transfers and augmentation requests must be processed consistent with the Douglas County Finance Department's policies and procedures.

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#### IX. RELATIONSHIP WITH THE LIBRARY DIRECTOR

The Library Director shall be appointed by the Library Board and shall report to the Library Board. The Library Director shall be the Executive Director of the Library and subject to the policies and goals adopted by the Library Board. The duties and responsibilities of the Director shall act as the technical advisor to the Library Board. The Director shall be invited to all Library Board meetings but may be excluded from closed sessions at the request of any Trustee and shall have not vote on the business of the Library Board.

The Library Director shall study and support legislation that will bring about the greatest good to the greatest number of library users. The Board of Trustees shall be updated by the Library Director, at a minimum, semi-annually (January and July) during years the Nevada State Legislature is not in session and, at a minimum, quarterly during years the Nevada State Legislature is in session regarding legislation or pending legislative issues, including interim committees and bill draft requests, which may impact the Douglas County Library and as may deemed appropriate by the Library Board, include such duties as the direction and supervision of all staff, the selection of library materials, the administration of library services and management of facilities, the submission to the Library Board of regular reports on the library's status, reports on policy, and budgeting recommendations.

#### X. WEBSITE

Website emails: Communication with and availability to the public is an essential element to the role of each Trustee. Therefore, the Library website shall have an email address or other electronic avenue which directs public comments and messages directly to the Chairperson of the Board of Library Trustees, which emails shall be discussed at every Library Board meeting. As of 2019, the email address was [www.libraryboardoftrustees@douglas.lib.nv.us](mailto:www.libraryboardoftrustees@douglas.lib.nv.us).

#### XI. CALENDAR

1. Every January new Trustees shall be selected by the Board of County Commissioners.
2. Every August the Library Board will start the process of establishing objectives for the achievement of the long range goals.
3. Every September the Library Board will start the development of the upcoming fiscal year's budget in consultation with the Library Director.
4. The Library Board shall, by October of each year, discuss, update, review, and approve:
  - a. A 10-year long range plan;
  - b. Set goals and milestones for the upcoming calendar year;
  - c. Set specific expectations and objectives for the Library Director for the upcoming

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calendar year; and  
5. Complete the annual evaluation of the Library Director prior to the annual anniversary of the Director's date of employment.

**XII. CONFLICT OF INTEREST**

1. Trustees may not in their private capacity, negotiate, bid for, or enter into a contract with Douglas County or the Douglas County Public Library in which they have a direct or indirect financial interest.
2. A Trustee shall withdraw from any Board discussion, deliberation, and must not vote on any matter in which the Trustee is associated or has a substantial financial interest.
3. A Trustee may not receive anything of value that could reasonably be expected to influence his or her vote or other official action as a Trustee.

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**XIII. AMENDMENT**

**X. AMENDMENT**

These Bylaws may be amended at any regular meeting of the Library Board by a majority vote of all members of the Library Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken. These bylaws may be amended by a majority vote of the Library Board provided written notice of the proposed amendment is submitted to each Trustee at least three days prior to the meeting and placed on the Library Board agenda.

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EFFECTIVE THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019.

By: \_\_\_\_\_

Chairperson

LIBRARY BOARD OF TRUSTEES

APPROVED 1997, 2001, FEBRUARY 26, 2008

**DOUGLAS COUNTY PUBLIC LIBRARY**

**Statistical Report**

**FY 2019-2020**

Circulation	Year-to-Date				September 2019				October 2019			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
	Items Checked Out/Renewed	51,909	2,911	239	55,059	11,881	636	90	12,607	12,807	647	62
eCheckouts				8,176				1,924				1,979
New Cards Issued	516	64	46	626	109	22	19	150	112	13	11	136
Patrons	27,067	3,091		30,158	24,520	3,060	34	27,614	24,633	3,074	44	27,751
Library Visits	30,640	5,380	721	36,741	7,202	1,285	286	8,773	7,511	1,034	129	8,674
Bookmobile Stops				13				2				8
Inventory	109,264	28,332	1,019	138,615	109,697	28,435	1,665	139,797	110,821	28,711	1,657	141,189
Interlibrary Loans Requested	222	6	-	228	53	-	-	53	58	1	-	59
Interlibrary Loans Loaned	52	5	-	57	9	2	-	11	42	3	-	45
Homebound Patrons	19	-	-	19	16	-	-	16	14	-	-	14
Homebound Checkouts	614	-	-	614	134	-	-	134	165	-	-	165
Database Sessions				16,987				3,920				3,969
<b>Services</b>	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	136	18	-	154	37	4	-	41	33	3	-	36
Meeting Room Attendance	1,632	213	-	1,845	444	42	-	486	396	36	-	432
Kids' Programs	99	32	-	131	23	9	-	32	31	9	-	40
Kids' Program Attendance	1,563	238	-	1,801	318	78	-	396	521	88	-	609
Teen Programs	14	-	-	14	1	-	-	1	5	-	-	5
Teen Program Attendance	38	-	-	38	8	-	-	8	13	-	-	13
Adult Programs	11	4	-	15	2	-	-	2	2	-	-	2
Adult Program Attendance	308	6	-	314	169	-	-	169	20	-	-	20
Total Programs	124	36	-	160	26	9	-	35	38	9	-	47
Total Program Attendance	1,909	244	-	2,153	495	78	-	573	554	88	-	642
Outreach	12	-	-	12	2	-	-	2	7	-	-	7
Mobile Device Assistance	57	15	-	72	11	3	-	14	9	3	-	12
Public Computer Use	3,059	336	-	3,395	723	89	-	812	742	40	-	782
ADA-pc Use	10	-	-	10	2	-	-	2	1	-	-	1
Wireless Use	14,282	723	-	15,005	3,709	123	-	3,832	3,289	187	-	3,476
Volunteers	93	-	-	93	61	-	-	61	65	-	-	65
Volunteer Hours	506	-	-	506	209	-	-	209	265	-	-	265

11/26/19 Lib Board of Trustees Mtg Agenda item 17d "Supplemental"



**DOUGLAS COUNTY PUBLIC LIBRARY**

**Statistical Report**

**FY 2018-2019**

	Year-to-Date			September 2018			October 2018		
	Minden	Tahoe	Total	Minden	Tahoe	Total	Minden	Tahoe	Total
<b>Circulation</b>									
Items Checked Out/Renewed	154,429	9,106	163,535	12,188	846	13,034	13,234	711	13,945
eCheckouts			21,270			1,727			1,669
New Cards Issued	1,256	128	1,384	104	8	112	108	20	128
Patrons	26,923	3,076	29,999	26,040	2,995	29,035	26,146	3,014	29,160
Library Visits	90,444	26,046	116,490	6,947	1,326	8,273	8,038	11,164	19,202
Inventory	109,283	28,209	137,492	110,597	27,579	138,176	110,375	27,768	138,143
Interlibrary Loans Requested	519	21	540	37	2	39	41	3	44
Interlibrary Loans Loaned	501	32	533	36	7	43	36	1	37
Homebound Patrons	15	-	15	22	-	22	21	-	21
Homebound Checkouts	1,671	-	1,671	140	-	140	122	-	122
Database Sessions			34,688			675			1,025
<b>Services</b>									
Meeting Room Use	483	85	568	43	8	51	42	8	50
Meeting Room Attendance	5,796	1,231	7,027	516	126	642	504	127	631
Pine Nut Room Use	127	-	127	25	-	25	24	-	24
Pine Nut Room Attendance	635	-	635	125	-	125	120	-	120
Kids' Programs	329	138	467	30	13	43	33	13	46
Kids' Program Attendance	5,566	1,551	7,117	384	104	488	519	138	657
Teen Programs	49	3	52	4	-	4	4	-	4
Teen Program Attendance	250	1	251	23	-	23	13	-	13
Adult Programs	47	9	56	3	-	3	5	-	5
Adult Program Attendance	1,045	45	1,090	36	-	36	88	-	88
Total Programs	425	150	575	37	13	50	42	13	55
Total Program Attendance	6,861	1,597	8,458	443	104	547	620	138	758
Outreach	18	-	18	2	-	2	1	-	1
Public Computer Use	9,207	934	10,141	785	87	872	815	86	901
ADA-pc Use	35	5	40	4	-	4	6	-	6
Wireless Use	26,078	1,476	27,554	3,505	199	3,704	2,125	92	2,217
Volunteers	130	1	131	59	1	60	57	1	58
Volunteer Hours	3,243	35	3,278	226	9	235	253	7	260



# HUMAN RESOURCES

P. O. Box 218  
Minden, NV 89423  
(775) 782-9860 \* Fax 782-9083

11/26/19 Lib. Board  
of Trustees Mtg  
Agenda item  
18  
"Supplemental"

November 15, 2019

Amy Dodson  
Library Director  
1625 Library Lane  
Minden, NV 89423

## RE: NOTICE OF OPEN MEETING

Dear Amy:

NRS 241.031(1) requires the Library Board to conduct an open meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of the Library Director. Written notice must be given to the person who is the subject of the open meeting in accordance with NRS 241.033(1).

You are hereby notified that on **November 26, 2019**, the Library Board will conduct an open meeting to consider your character, professional competence, or physical or mental health in accordance with NRS 241.031(1).

The item listed on the agenda is:

For possible action. Discussion on the annual performance evaluation of Library Director, Amy Dodson, including performance, job description, achievements, job duties and matters properly related thereto. Pursuant to NRS 241.031(1)(b) the Board may consider and discuss the character, competence, alleged misconduct or physical or mental health of Mrs. Dodson.

This open meeting will take place at 10:00 a.m. at the location listed below:

**Minden Library  
1625 Library Lane  
Minden, NV 89423**

You may request a copy of the record of the meeting in accordance with NRS 241.035(2), (4) and (5). NRS 241.033(2)(a)(1) requires that written notice be provided to you at least five business days in advance of the open meeting. By your signature below, please indicate receipt of this notification.

Sincerely,

  
Christine Vido  
Sr. HR Analyst, Human Resources

I, Amy Dodson, acknowledge that I am entitled to receive written notice at least five working days in advance of an open meeting where my character, alleged misconduct, professional competence, or physical or mental health may be considered and have been notified of such a meeting scheduled to occur on November 26, 2019 as identified in this letter.

  
Amy Dodson

11/18/19  
Date

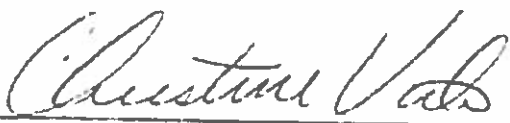
## PROOF OF SERVICE

I, Christine Vido, state the following to be true and accurate:

I am an employee of Douglas County and more than 18 years of age.

On the 18th day of November, 2019, I personally served the original Notice of Open Meeting to Amy Dodson at 1625 Library Lane in Minden, Nevada.

Dated this 18th day of November, 2019.

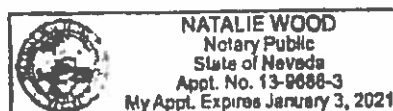
  
Christine Vido

11-18-19  
Date

SUBSCRIBED AND SWORN TO BEFORE ME

This 18th day of November, 2019

  
NOTARY PUBLIC



State of Nevada  
County of Douglas

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

*11/26/19 Lib. Board  
of Trustees Mtg  
Agenda item*

Employee: **AMY DODSON**  
Review Date: **11/26/2019**

Rating Period: **12/01/18-12/01/19**

Evaluating Supervisor: **Library Board of Trustees**

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

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

*"Supplemental"*

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

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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>1</b>	<b>7</b>	<b>4</b>	<b>-</b>
<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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<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 checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" 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>	5	5	8	2
<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 checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
<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 type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" 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>	1	4	3	-
<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 type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
<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 checked="" type="checkbox"/> <input checked="" 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>	1	6	1	-
<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 checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
<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 checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" 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>	3	1	4	-
<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 checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>	6	1	1	—

<b>Totals</b>		Transfer ratings totals from each Performance area to the appropriate space below			
Leadership	3	1	7	4	0
Administration	5	5	5	8	2
Communication	2	1	4	3	0
Teamwork	2	1	6	1	0
Integrity	2	3	1	4	0
Customer Service		6	1	1	0
<b>Total</b> Enter the total of the ratings from each Standard on this line and in the Overall Performance matrix, below.		17	24	21	2

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

Rating	Total Numbers	Suggested Merit
Exceeds Expectations	17	3%
Meets Expectations	24	2%
Opportunity for Improvement	21	1%
Requires Substantial Improvement	2	0%

63

1.6  
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 23

# Performance Goals and Progress Reporting

Goal	Reporting
1. Development of Ten-year Long Range plan, <del>press</del> consultation and collaboration on its	monthly reporting and meeting <sup>final</sup> deadline
2. <del>development</del> meeting 12/31/20 deadline	
<del>state</del> Revise inadequate policies and procedures, introduce new P&P, and present to LBOT for approval.	All finalized at or before September LBOT meeting
4. <sup>Focus</sup> <del>work</del> on effective communication with to include timeliness and active exchange of ideas and information.	None
6. Continue and enhance staff morale programs, <sup>and</sup> feedback opportunities and training opportunities	Quarterly Reports
7. Develop proposal for building expansion of Minden library	12/31/20

## Employee Comments:

### Signatures

Employee: Amy Rodden Date 11/26/19

### Trustees:

Mah Jun Date 11/26/19

Kati Haberman Date 11/26/19

Bonnie L. Rogers Date 11-26-19

Lisa Jley Date 11-26-19

Trustee CHARLES WOLLE absent. CD Date \_\_\_\_\_