

July 2021

June '21							August '21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12		8	9	10	11	12	13
13	14	15	16	17	18	19		15	16	17	18	19	20
20	21	22	23	24	25	26		22	23	24	25	26	27
27	28	29	30					29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
				9-10 Minden Park Storytime	9-10:15 The Chateau 11-1 DC Senior Lunch & Community Ctr	
4	5	6	7	8	9	10
		11:45-1:15 TRE Sr Lunch 4-6pm Minden Farmer's Market	8:30-10:30 Gardnerville Farmer's Market 12-1 Indian Hills Sr Lunch	9-10 Minden Park Storytime	9:30-10:45 Boys & Girls Club 11-1 DC Senior Lunch & Community Ctr 3-4 Tween Reading Grp	
11	12	13	14	15	16	17
		11:45-1:15 TRE Sr Lunch 4-6pm Minden Farmer's Market	8:30-10:30 Gardnerville Farmer's Market 12-1 Indian Hills Sr Lunch 3-4 Teen Reading Grp	9-10 Minden Park Storytime	9-10:15 The Chateau 11-1 DC Senior Lunch & Community Ctr	
18	19	20	21	22	23	24
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25	26	27	28	29	30	31
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1	2	Notes				

August 2021

July '21							September '21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10	5	6	7	8	9	10	11
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 8:30-10:30 Gardnerville Farmer's Market 12-1 Indian Hills Sr Lunch	5 9-10 Minden Park Storytime	6 9:30-10:45 Boys & Girls Club 11-1 DC Senior Lunch & Community Ctr	7
8	9	10 11:45-1:15 TRE Sr Lunch 4-6pm Minden Farmer's Market	11 8:30-10:30 Gardnerville Farmer's Market 12-1 Indian Hills Sr Lunch 3-4 Teen Reading Grp	12 9-10 Minden Park Storytime	13 9-10:15 The Chateau 11-1 DC Senior Lunch & Community Ctr 3-4 Tween Reading Grp	14
15	16	17 11:45-1:15 TRE Sr Lunch 4-6pm Minden Farmer's Market	18 8:30-10:30 Gardnerville Farmer's Market 12-1 Indian Hills Sr Lunch	19 9-10 Minden Park Storytime	20 11-1 DC Senior Lunch & Community Ctr	21
22	23	24 11:45-1:15 TRE Sr Lunch 4-6pm Minden Farmer's Market	25 8:30-10:30 Gardnerville Farmer's Market 12-1 Indian Hills Sr Lunch	26 9-10 Minden Park Storytime (end)	27 9-10:15 The Chateau 11-1 DC Senior Lunch & Community Ctr	28
29	30	31 11:45-1:15 TRE Sr Lunch 4-6pm Minden Farmer's Market	1	2	3	4
5	6	Notes				

Julia Brown

Library Supervisor

775-581-3113

jbrown@douglas.lib.nv.us

Monday – 10-7

Tuesday – 8-5

Wednesday – 8-5

Thursday – 8-5

Friday – 8-5

Laura Treinen

Library Supervisor

775-581-3116

laura.treinen@douglas.lib.nv.us

Tuesday – 8-5

Wednesday – 8-5

Thursday – 8-5

Friday – 8-5

Saturday – 8-5

Veronica Hallam

Administrative Services Manager

775-783-6406

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Monday – 9-6

Tuesday – 9-6

Wednesday – 9-6

Thursday – 9-6

Friday – 9-6



MOSSADAMS

MEMORANDUM

July 15, 2021

To: Douglas County Library Board of Trustees
From: Moss Adams, LLP
Subject: Organizational Assessment Update

Moss Adams is currently in the fieldwork stage of its organizational assessment for the Douglas County Library. To date, the following activities have been completed:

- Scheduled and conducted interviews with Library employees, all Board of Trustee members, and relevant stakeholders within County Administration
- Developed and submitted a document request list

The Library is in the process of compiling and submitting the documents requested for the assessment; these items are due on Wednesday, July 21.

Moss Adams' next steps for the assessment include:

- Receive and review requested documents
- Develop preliminary observations and potential recommendations for discussion with County and Library management
- Draft the Organizational Assessment report for review by County and Library management
- Finalize the Organizational Assessment report
- Present the Organizational Assessment report to the Library Board of Trustees and Douglas County Audit Committee in Fall 2021

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.11
EFFECTIVE DATE: 02/05/98
REVISED: 12/19/02, 06/05/03,
08/05/04, 09/07/06, 10/19/06, 01/07/16,
10/05/17, 11/15/18
AUTHORITY: BOC
COUNTY MANAGER: _____
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SUBJECT: COMPENSATION

- I. PURPOSE:** To establish policy and procedures for compensating employees.
- II. POLICY:** The County shall utilize a standard compensation structure for all employees, which will be maintained to meet all criteria associated with the concepts of internal and external equity. The structure will be monitored to ensure the maintenance of a fair and equitable pay system that will assist the County in recruiting and retaining a highly competent work force.
- A. CLASSIFICATION/COMPENSATION PLAN:**
Jobs with similar duties and responsibilities are assigned to the same salary grade. Each salary grade will consist of a minimum, midpoint, and maximum pay rate. Employees may progress in pay via pay for performance merit increases and salary adjustments between the minimum and maximum salary rates. Employee pay rates will not exceed the maximum pay rate. The only positions authorized to exceed the maximum pay rates within ranges are those which are redlined or frozen due to a change in the County's compensation plan and approved by the Board of County Commissioners.
- B. ESTABLISHMENT OF NEW CLASSIFICATIONS AND RESTRUCTURING OF A POSITION'S RESPONSIBILITIES:**
1. Data necessary to analyze positions and determine accurate placement of classifications within the compensation structure will be gathered through job analysis and/or 'desk audits', which will be administered through Human Resources.
2. When there is an indication that an employee is working above or below the established responsibilities for a position, a study may be initiated at the request of a Department Head/Elected Official, which will be conducted in accordance with the Reclassification policy.
- C. HIRING NEW EMPLOYEES:**
1. New employees will normally be hired at the entry level (minimum pay rate)

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of the appropriate pay grade.

2. Management will have the authority to hire employees up to ten percent above the minimum of the salary range, if needed. In specific hiring situations, the Department Head/Elected Official may submit for the County Manager's authorization a hiring rate up to the mid-point of the applicable salary range, with supporting documentation demonstrating the specific need for the higher starting salary.
3. The Board of County Commissioners may authorize a hiring rate above the mid-point of the applicable salary range. The Board will be provided with supporting documentation demonstrating specific recruitment needs and/or skills and knowledge possessed by the applicant when such a request is initiated.

D. PROMOTIONS, DEMOTIONS AND TRANSFERS:

Promotions, demotions and transfers will be administered in accordance with established policies.

E. WORKING ABOVE CLASSIFICATION:

1. Where an employee is assigned in writing on a temporary basis to perform the full range of duties of a higher classification for eighty (80) or more working hours, the employee will receive 5% above normal base pay for non-supervisory duties.
2. When an employee is assigned in writing on a temporary basis to perform the full range of supervisory duties of a higher classification for forty (40) or more working hours, the employee will receive 10% above base pay for supervisory duties.
3. When an employee is assigned in writing on a temporary basis to perform the full range of supervisory or management duties of a higher classification for forty-five (45) or more calendar days, and the employee's supervisor determines the employee is acting in the role of the higher classification, the employee may receive either the minimum of the pay range of the higher classification or 10% above the employee's base pay, whichever is greater.
4. Working Above Classification pay will be paid retroactive to the first day such duties were fully assumed.

F. CALL BACK:

1. Call Back Defined

Call-back is defined as compensation earned for returning to duty after an employee has completed a regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice. An employee called to return to work while on Standby Status, described in Subsection H, has notice that he/she may be requested to return to duty and therefore does

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not qualify for call back pay.

2. Call Back Pay

Call back is paid at one and one-half (1.5) times the employees hourly rate and is paid for a minimum of two (2) hours or time actually worked, whichever is greater. There will be no overlapping of premiums in that if an employee works less than two (2) hours on the initial call-back and is then called back on duty a second time during the initial two hour period. The employee will not be entitled to additional overtime pay unless the total time worked for both call-backs exceeds two (2) hours. In such cases, the employee will be paid for the total hours worked.

3. Call Back and PERS

The State of Nevada Public Employees' Retirement System (PERS) has set forth the following policies for when call-back compensation is eligible for PERS:

For employees with an effective date of membership on or before June 30, 2008: Call-back is defined as compensation earned for returning to duty after a member has completed his regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice.

For employees with an effective date of membership on or after July 1, 2008: Except as it may conflict with NAC 284.214, call-back is defined as compensation earned for returning to duty after a member has completed a regular shift and is requested to return to duty with less than 12 hours notice to respond to an emergency, except for any member who is: (1) called into work while on standby status, (2) not required to leave the premises where he or she is residing or located at the time of notification in order to respond, or (3) called back to work if the work begins 1 hour or less before or after his or her scheduled work shift.

For employees with an effective date of membership on or after January 1, 2010: Call-back is defined as compensation earned for returning to duty within 12 hours after one's regular working hours to respond to an emergency. "Emergency" means a sudden, unexpected occurrence that is declared by the governing body or chief administrative officer of the public employer to involve clear and imminent danger and require immediate action to prevent and mitigate the endangerment of lives, health, or property.

G. SHIFT DIFFERENTIAL:

1. For actually working any assigned shift in a department having a 24-hour operation at least half of which includes the hours between 11:00 p.m. and 7:00 a.m., an eligible employee will receive an additional \$1.45 per hour for each hour actually worked between the hours of 11:00 p.m. and 7:00 a.m. as shift differential

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pay. To qualify, the employee must work at least one-half of the qualifying shift or the employee must work the shift immediately preceding or following the qualifying shift. The Department Head/Elected Official shall have full discretion to assign an employee to work qualifying shifts.

- a. Exempt employees are eligible for shift differential when assigned to a qualifying shift for a minimum of 5 consecutive work days.

H. STANDBY STATUS:

1. Standby Status means a non-exempt employee who is off duty, but is assigned to be available to perform occasional work, if necessary. The employee is not required to remain on the employer's premise(s) and may leave his/her residence, but must:
 - a. Remain available for notification to work during specified hours;
 - b. Be ready to respond in a reasonable time to calls for their services;
 - c. Be readily available at all hours by telephone or other communication devices;
 - d. Refrain from activities which might impair the employee's ability to respond to a location, answer a call or otherwise perform their duty; and
 - e. Allowed to use the time during which he/she is waiting for notification to work for his/her personal pursuits.
2. Standby Status shall be assigned in writing and shall be compensated at a rate of \$3.00 per hour.
 - a. Beginning the first full pay period in July 2018 this amount will increase to \$3.50 per hour.
 - b. Beginning the first full pay period in July 2020 this amount will increase to \$4.00 per hour.
 - c. Beginning the first full pay period in July 2021 this amount will increase to \$4.50 per hour.
3. Any non-exempt employee who is on Standby Status and begins the performance of his/her regular duties after being contacted to work ceases to be on Standby Status and qualifies for regular or overtime pay at a rate of one and one-half (1.5) times his/her normal base hourly wage for actual time worked, whichever is applicable, consistent with Title 20 of the Nevada Revised Statutes. Upon completion of the work, he/she returns to Standby Status for the remainder of the time he/she has been directed to be available to work.
4. An employee shall continue to receive the Standby Status pay provided in subsection 2 for any hour where regular or overtime pay is received for actual time worked and the actual time worked is less than an hour. If an employee receives regular or overtime pay for the entire hour, the employee will not receive Standby Status compensation for that hour.
5. Exempt employees are not entitled to Standby Status pay.

I. PEACE OFFICER STANDARD TRAINING INCENTIVE (P.O.S.T.):

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1. The following positions are eligible for P.O.S.T. incentive payment, to recognize achievement of a P.O.S.T. certificate beyond the certification required for the respective positions. Incentive payment will be paid semi-annually in the first full pay period of December and June for each preceding six-month period on a prorated basis for each month of full-time employment of the employee.
 - a. Sheriff's Office Captain - \$1,750 annually
 - b. Undersheriff - \$2,000 annually
 - c. DA Investigator and Senior Investigator - \$1,500 annually

III. PROCEDURE:

A. WAGE AND SALARY SURVEYS:

1. At the direction of the County Manager, an annual wage and salary survey may be conducted to secure updated labor market wage data.
2. When movement is warranted, the competitive pay rate for each County position may be adjusted for internal equity-and/or to reflect the competitive labor market. The adjustment is subject to budgetary and other considerations and is subject to approval by the Board of County Commissioners.

B. MAINTENANCE OF THE COMPENSATION/CLASSIFICATION PLAN:

Human Resources will be responsible for the continuous maintenance and administration of the Compensation/Classification Plan for the County. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets by the wage and salary surveys, and will account for budgetary considerations and other related factors. On the basis of this information, the Human Resources Director will recommend to the County Manager changes to keep the Plan current, uniform and equitable. Such recommendations will be reviewed and approved or modified by the County Manager and submitted to the Board of County Commissioners for approval.

IV. RESPONSIBILITY FOR REVIEW: The County Manager will review this policy as needed or at least once every 3 years.



Barb Wilson <barbntot@gmail.com>

BOOKMOBILE SERVICE

1 message

Dianne Deadrich <mango_sorbet775@rocketmail.com>
To: "karen.myers@douglas.lib.nv.us" <karen.myers@douglas.lib.nv.us>
Cc: Barbara Wilson <barbntot@gmail.com>

Fri, Jul 16, 2021 at 4:55 PM

Hello Karen,

I was so pleased to hear that you are the new bookmobile librarian. You are absolutely the perfect person for the job. I hope that all is going well.

I was delighted to see that the bookmobile has resumed a full schedule. However, I was shocked to see that weekly stops were being offered in Minden and that no services were being offered in the Gardnerville Ranchos or at the Dresslerville Community Center. When the bookmobile was in the planning stages, I attended numerous meetings discussing the vision for bookmobile service. Repeatedly, it was stated that the bookmobile's purpose was to provide library services to the underserved and that it would be redundant to provide service to Minden.

My plan was to write a letter to Amy this week about the bookmobile schedule until I learned that her final day as library director was last Friday. It is incredulous to me as to why Amy set up the schedule to include Minden and not the underserved areas of the Gardnerville Ranchos and Dresslerville. What brought about this change?

Would you please let me know where I could get a copy of the Bookmobile's Operating Policy? Also, can you tell me who is serving as the interim library director?

Please understand that I am not trying to create any problems for you but many people are feeling overlooked. I do feel very strongly that the residents of the Gardnerville Ranchos and Dresslerville deserve to receive library services from the bookmobile. For many residents in these communities, the bookmobile could provide the only library service available to them. They are definitely underserved.

Thank you for your assistance. I hope to hear from you soon.

Sincerely,

Dianne Deadrich
P. O. Box 2757
Minden, NV 89423

Lulse Davis

July 19, 2021

To the Douglas County Library Board of Trustees:

I am asking to be considered for the position of Interim Director of Douglas County Public Library.

I have been employed at DCPL since November 1998. During my entire tenure, I have managed the library's volunteer program including handling the required paperwork, proper record keeping, assigning, scheduling, training and supervising the volunteers as appropriate. The library had around thirty or so volunteers when I started; it has grown to over one hundred volunteers who come from a wide variety of backgrounds and skills. For the past several years I have planned the volunteer reception including creating and sending invitations; planned, purchased, and set up refreshments, all within the allotted budget and time frame.

Previously I was the supervisor for the Library Pages. My responsibilities included assisting with recruitment and selection of staff, training, conducting performance evaluations, coaching, and addressing disciplinary issues if needed.

I have had the privilege of attending some major leadership conferences including Mountain Plains Library Association Leadership Institute, the Public Library Association Boot Camp, and the Nevada Library Leadership Institute that allowed me the opportunity to take the Gallup Strength Finder assessment. I am currently serving as the Nevada Library Association Delegate to the Mountain Plains Library Association where I serve on the Executive Board.

As a member of the Nevada Library Association, I have been this library's representative on Library Legislative Day to our local state representatives for the past three sessions.

Other areas where I have gained leadership experience include serving as the President of the Douglas County Employees' Association, being a delegate for the County Benefits committee, and working as the stage manager for over twenty successful live theater productions.

During my time here I have worked in collection development including maintaining the assigned budget, programming, circulation services, reference services, proctoring services, interlibrary loan, and outreach to the community. I value what this library has to offer this community and expect it to offer more in the future.

As a long-term employee with Douglas County I have seen a lot of change. I appreciate working for an employer that values integrity, accountability, customer service, leadership, communication, and teamwork. All of these values apply to library service, particularly the position of Interim Director, one that sets an example for other staff.

Thank you for your consideration,

Lulse Davis, MLS

Luise Davis
1349 El Dorado Drive, Apt. F
Gardnerville, NV 89410

Professional Summary

Detail-oriented library professional specializing in volunteer management, customer service, and collection development. Always looking for ways to improve processes and assist patrons. Dedicated to keeping materials current and accessible.

Skills

Volunteer Management and supervision	Circulation procedures
Collection Development	Skilled researcher
Attention to detail	Collaborative

Work History

Librarian I, 11/1998 to Current
Douglas County Public Library – Minden, NV

- Provided collection development for adult services including selection, reviewing, and de-selecting library materials
- Managed program for 100+ volunteers including handling required paperwork, record maintenance, assigning, scheduling, training, and supervising volunteers as appropriate
- Coordinated annual volunteer recognition event
- Supervised Library Pages including assisting with recruitment and selection of staff, training, conducting performance evaluations, and administering disciplinary actions as required
- Checked in, checked out and renewed library materials using Polaris
- Coordinated special projects that required research, budgeting, and meeting deadlines
- Answered patrons' reference questions covering a broad variety of research topics
- Provided library programs including author events, creative opportunities, and book groups
- Served as library representative to Nevada Legislature
- Elected as Nevada Library Association Delegate to Mountain Plains Library Association
- Assisted in scheduling offsite book drop service
- Provided proctoring services
- Provided interlibrary loan services
- Kept abreast of current trends and strategies in field by attending conferences and reviewing trade publications
- Served as delegate to County Benefits Committee
- Served as President of Douglas County Employees Association