

LIB BOARD OF TRUSTEES
MTG 8/17/21
SUPPLEMENTAL MATERIAL
AGENDA ITEM #5a

Agenda Item #5a

% of Fiscal Year
8.3%

*** These are pass-through accounts. During the year money will be transferred from Services & Supplies lines or money will be augmented by grant payments. Any single item costing \$50,000 or more will pass through this account. Augmentations are done as needed per fiscal year, and so these accounts can show a negative balance.*



JOB DESCRIPTION

JOB TITLE:	Library Director	FLSA:	Exempt
DEPARTMENT:	Library Services	JOB CODE:	2520
REPORTS TO:	Library Board of Trustees	DATE:	7/27/2021
		PAY GRADE:	D1

POSITION SUMMARY:

Under the direction of the Library Board of Trustees, responsible for planning, organizing and managing the functions, activities and staff of the County's Library services.

ESSENTIAL FUNCTIONS:

- Carries out policies and direction of the Library Board of Trustees.
- Manages assigned staff and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Determines library funding needs, costs of services, and revenue projections; prepares an annual budget to be submitted by the Library Board of Trustees as required in NRS 379.025 (1) (d), monitors the annual budget, prepares financial statements, and approves all purchases and expenditures.
- Locates sources of outside funding, such as grants and donations; manages and writes grants and submits evaluations to grantor; manages disbursements from the Trustees' Gift Fund as directed by the Library Board of Trustees and subject to NRS 379.026 (2), directs collection and accounting of all receipts; allocates and monitors the collection budget; participates in and serves as resident agent for the Friends of the Douglas County Library, a 501(c)3 public charity.
- Directs the general day-to-day operation of the library and program planning, including circulation, reference, technical services, technology services, adult, children, and teen services, homebound services, and branch library operations.
- Oversees building management, including need for space, plans to meet those needs, project funding, and the coordination of building projects; submits recommendations on library plans, policies, services, budget, and building to the Library Board, and implements decisions; manages day-to-day facility operations such as repairs, janitorial maintenance, security issues.
- Selects library materials using a variety of sources; evaluates collection for such factors as accuracy, currency, wide coverage, usage, and balance; examines and selects materials to be discarded, repaired, or replaced; examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials.
- Stays abreast of trends and innovations in the fields of technology management and administration.



JOB DESCRIPTION

LIBRARY DIRECTOR

ESSENTIAL FUNCTIONS: (continued)

- Directs the development and implementation of technology in the library, including such factors as choosing an automated system, determining types and level of technology services, and securing funding for technology development.
- Develops, reviews, and manages departmental goals and objectives; assesses community needs; assures departmental activities are in compliance with all applicable laws, policies, regulations, timelines, and goals; prepares and analyzes corresponding statistical reports; presents research and proposes policies to Library Board of Trustees; monitors 501(c)3 for compliance in record keeping.
- Acts as advocate for library services to the community, as well as governing bodies such as the Board of Commissioners, community groups, schools, businesses, and State and Federal legislators; responsible for publicizing library services in the media, directing outreach efforts to groups such as day care and homebound, and overseeing in-house communication such as displays, handouts, flyers, and brochures; represents the library to various community and professional groups such as Friends of the Library, the Nevada Library Association, and the Chamber of Commerce; promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate.
- Ensures compliance with all pertinent Federal, State, and Local laws and Minimum Standards for Public Libraries in the State of Nevada; prepares and files Annual Reports to the Board of County Commissioners, Technology Plan, and the annual update of the DCPL Long Range Plan with the Nevada State Library and Archives.
- Works to strengthen regional communication and cooperation, coordinates use of resources for mutual benefit; supports regional and state-wide initiatives relating to literacy; coordinates use of facilities for most effective and cost-efficient use of public resources.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Master's Degree in Library Sciences, or a closely related field; AND seven (7) years of managerial experience in a library environment; OR an equivalent combination of education, training and experience.



JOB DESCRIPTION

LIBRARY DIRECTOR

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of public library operations.
- County, state, and federal laws, statutes, ordinances related to library services.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of finance and accounting, including public bond financing methods, public and private funding sources and complex budget development, administration, and control.
- Computer systems related to library operations.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a comprehensive library services program.
- Administering programs and staff through subordinate supervision.
- Providing customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials.
- Making effective oral presentations to large and small groups.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.



JOB DESCRIPTION

LIBRARY DIRECTOR

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Employment is contingent upon successful completion of background/screening.
3. Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

GENERAL INFORMATION

1. Please select your current age group: (Please check only one answer)
☐ 19 Years of Age or Younger
☐ 20 to 24 Years of Age
☐ 25 to 29 Years of Age
☐ 30 to 34 Years of Age
☐ 35 to 39 Years of Age
☐ 40 to 44 Years of Age
☐ 45 to 49 Years of Age
☐ 50 to 54 Years of Age
☐ 55 to 59 Years of Age
☐ 60 to 64 Years of Age
☐ 65 to 69 Years of Age
☐ 70 to 74 Years of Age
☐ 75 to 79 Years of Age
☐ 80 to 84 years of Age
☐ 85 Years of Age or Older
2. Please write in your primary county of residence (the county in which you live, i.e. Carson City):

3. Please write in your primary county of employment (the county in which you work, i.e. Carson City):

4. Are you a current user of the Carson City Library? (i.e. have you used a library service within the last year)
☐ No ☐ Yes
5. If you are not a current user of the Carson City Library, please tell us why you are not a current user:

6. If you are a current user of the Carson City Library, how often do you visit the library? (Please check only one answer)
☐ At least once a week
☐ Once every two weeks
☐ Once every three weeks
☐ Once a month
☐ Once every six months
☐ Once a year
☐ Less than once a year
7. If you have not recently visited and used the Carson City Library, which of the following reasons describes why? (Please check as many reasons as apply, additional options in next column)
☐ I do not have time
☐ The library's hours were not convenient
☐ I buy books and read them at home
☐ I get all the information that I need elsewhere
☐ The library is too far away
☐ The library is only for children
☐ In the past, I was unable to find what I needed
☐ The library does not have what I need

- ☐ I do not know where the library is
- ☐ I do not need a library
- ☐ It is too difficult for me to get to the library
- ☐ I do not feel welcome at the library
- ☐ The service at the library is not very good
- ☐ The library is not handicap accessible
- ☐ I use other resources (online, etc.) to access information
- ☐ Other, Please Specify:

8. What are your main reasons for using the Carson City Library? (Please check as many reasons as apply)

- ☐ To borrow best sellers
- ☐ To borrow other fiction
- ☐ To borrow non-fiction books
- ☐ For reference/research
- ☐ To use the children's area
- ☐ To use the young adult area
- ☐ To borrow videos, CD's, and other electronic media
- ☐ To use the scanner/printer
- ☐ To read magazines, newspapers and other periodicals
- ☐ To use the Internet/Wi-Fi
- ☐ To get information for a school project
- ☐ To use government publications
- ☐ To participate in the children's activities
- ☐ To use the computer (non-Internet)
- ☐ To study/work
- ☐ Other, Please Specify:

9. Over the last year, which specific services offered by the Carson City Library have you used? (Please check as many services as apply)

- ☐ @Two Digital Learning Center (Public Computers, Computer Training Classes, Collaboration Rooms)
- ☐ Downloadables (Carson City Library OverDrive, RBDigital Magazines)
- ☐ Employment Resources (Databases, Lynda.com, Print & DVD Resources)
- ☐ Research Resources (Databases, eBooks, Websites, Gale Virtual Reference Library, Magazines)
- ☐ Resources on the Web (Basic, Business and Finance, Genealogy, Government, Law, Language, Stock Exchange)
- ☐ Youth Programs (Homework Help, Just for Kids Databases, Storytime, Pokemon Club, Teen programs)
- ☐ Adult Programs (Book Club, Capital City Reads)
- ☐ All Ages (Summer Learning Program, Family Storytime, Family movie night)
- ☐ Capital Makers Makerspace
- ☐ Other Services (Homebound Delivery, Test Proctoring, Citizenship classes, Mobile Printing)

10. How do you usually find out about what is happening at the Carson City Library? (Please check all that apply)

- ☐ Friends
- ☐ Teacher
- ☐ Family Member
- ☐ Library Publications
- ☐ Local Publications
- ☐ Library Website
- ☐ Social Media
- ☐ Email Notifications from the Carson City Library
- ☐ Local Media Publications/Newspapers (i.e. Carson Now, Nevada Appeal, etc.)

11. Please select the way in which you would prefer to receive updates about Carson City Library activities, programs, and events: (Please check all that apply)

☐ Library Website (Calendar of Events)
☐ Social Media
☐ Email Notifications from the Carson City Library
☐ Local Media Publications/Newspapers (i.e. Carson Now, Nevada Appeal, etc.)
☐ Other, Please Specify: _____

12. If you do not currently use the Carson City Library as a primary source of information and of other resources, how do you currently get information and other resources that you want? (Please check all that apply)

☐ Local Media Publications/Newspapers (i.e. Carson Now, Nevada Appeal, etc.)
☐ Online Websites (from a Mobile Device such as a Smartphone)
☐ Online Websites (from a Desktop or Laptop)
☐ Television
☐ Radio
☐ Streaming Service (i.e. Netflix, Disney+, etc.)
☐ Other, Please Specify: _____

13. On your last visit to the Carson City Library, did you find what you were looking for?

☐ No ☐ Yes ☐ Partly

14. When you visit the Carson City Library, do you usually find the material or the services that you are looking for?

☐ No ☐ Yes ☐ Partly

LEVEL OF SATISFACTION WITH LIBRARY SERVICES AND FACILITIES

15. How would you rank your level of satisfaction with the staff of the Carson City Library? (Please check only one answer)

☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

16. Overall, how satisfied are you with the overall quality of the Carson City Library's physical facilities? (Please check only one answer)

☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

17. Overall, how satisfied are you with the current services offered by the Carson City Library? (Please check only one answer)

☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

18. How would you rank your overall level of satisfaction for each of Carson City Library's current services? (Please answer for each service individually but only if you have used that service in the past)

@Two Digital Learning Center (Please check only one answer, additional options in next column)

☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

Downloadables (Carson City Library OverDrive – books, audiobooks, movies, etc.) (Please check only one answer)

☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

Employment Resources (Databases, Print & DVD Resources) (Please check only one answer)

☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

Research Resources (Databases, eBooks, Websites, Gale Virtual Reference Library, Magazines) (Please check only one answer)

☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

Resources on the Web (Basic, Business and Finance, Genealogy, Government, Law, Language, Stock Exchange) (Please check only one answer)

☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

Youth Programs (Homework Help, Just for Kids Databases, Storytime, Pokemon Club, Teen programs)

(Please check only one answer)

☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

Adult Services (Book Club, Capital City Reads, Let's Talk/Vamos a Platicar) (Please check only one answer)

- ☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

Capital Makers Makerspace

- ☐ Very Dissatisfied
☐ Dissatisfied
☐ Slightly Dissatisfied
☐ Slightly Satisfied
☐ Satisfied
☐ Very Satisfied

For all other services not listed above, please list and rank (on a scale of 1 to 5 with 1 being very dissatisfied and 5 being very satisfied), other services that you have recently used at the Carson City Library (for example, Homebound Delivery, Test Proctoring, Citizenship classes, Mobile Printing, etc.)

Service 1: _____
Service 2: _____
Service 3: _____
Service 4: _____
Service 5: _____

SPECIFIC EVALUATION OF LIBRARY STAFF AND FACILITY

19. Please indicate your level of satisfaction concerning CUSTOMER SERVICE by indicating whether you disagree or agree with the following statements: (Please check only one answer per statement)

Library staff treats me fairly without discrimination.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

Library staff are professional in their dealings with me.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

Library staff are friendly.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

Library staff are interested in me and my needs.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

Library staff are knowledgeable.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

Library staff provides quality service.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

Library staff responds in a timely manner.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

Library staff are difficult to approach.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

20. Please indicate your level of satisfaction concerning the Carson City Library's FACILITIES by indicating whether you disagree or agree with the following statements:

Computers and electronic equipment are accessible in the library.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

The library's meeting spaces and public gathering spaces meet my expectations.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

The library is clean, well lit and inviting.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

The library feels outdated and the physical amenities are old and worn-out.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

The library's bathrooms are clean, well maintained, convenient to use and are accessible.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

The library's physical space and layout are adequate.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

The library's hours of operation are adequate.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

There is sufficient parking available in the library's parking lot.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

IDENTIFICATION OF FUTURE NEEDS

21. I would like to see the Carson City Library expand with a new branch library(ies).

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

22. I would like to see the current Carson City Library main library renovated.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

23. What types of new physical amenities would you like the Carson City Library to include in any future renovation? (i.e. more study space, more maker room space, more reading space, group meeting facilities, etc.)

24. I would like to see the Carson City Library expand its STEM (Science, Technology, Engineering, and Math) services, resources, and programs.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

25. What additional STEM (Science, Technology, Engineering, and Math) services, resources, and programs would you like to see the Carson City Library provide?

26. I would like to see the Carson City Library expand its vocational training services, resources, and programs.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

27. What types of additional vocational training services, resources, and programs would you like to see the Carson City Library provide?

28. I would like to see the Carson City Library provide additional professional certification opportunities, services, resources, and programs.

- ☐ Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree

29. What types of additional professional certification opportunities, services, resources, and programs would you like to see the Carson City Library provide?

Thank you for completing this survey! Please return your completed survey to the Reference Desk at the Carson City Library or return by mail to:

Frederick Steinmann
University Center for Economic Development
University of Nevada, Reno Mail Stop 0024
Reno, NV 89577