

Minden Branch:  
1625 Library Lane  
Minden, NV 89423  
P: 775.782.9841  
F: 775.782.5754



Lake Tahoe Branch:  
233 Warrior Way  
Zephyr Cove, NV 89448  
P: 775.588.6411  
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P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

## Douglas County Public Library Board of Trustees SPECIAL MEETING Notice and Agenda

December 8, 2021

The Douglas County Public Library Board of Trustees will hold a special meeting at **9:00 a.m.** on **Tuesday, December 14, 2021** in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration. All items **For Possible Action** will include a Public Comment period.

### Agenda

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

#### 1. Public comments. [No Action]

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

#### 2. For possible action. Approval of proposed agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

3. For possible action. Discussion on the annual performance evaluation of Interim Library Director, Julia Brown, including but not limited to: performance, job description(s), competencies, achievements, job duties and setting future goals. Pursuant to NRS 241.031(1) and NRS 241.033, the Board may consider and discuss the professional competence, character, alleged misconduct or physical or mental health of Ms. Brown.
4. For possible action. Discussion of Budget priorities, in preparation for fiscal year 2022-2023 budget planning process including Adjusted Opening Fund Balance, providing direction to the Interim Library Director on distribution of funds.
5. For possible action. Discussion and possible action to adopt a schedule establishing the days the Library will be closed for holiday observance in 2022, consistent with the Library's Work Week and Holidays Policy.
6. For possible action. Discussion and possible action to adopt a schedule of Board meeting dates, times and locations in 2022.
7. Closing public comments.  
At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.
8. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted at or before 9:00 a.m. on the third working day before the meeting at the following locations:

Douglas County Library, 1625 Library Lane, Minden NV, <https://library.douglascountynv.gov/>  
Douglas County website, <http://douglascountynv.iqm2.com/>  
State of Nevada website, <https://notice.nv.gov>

An electronic copy of the supporting materials is posted on the Douglas County website: <http://douglascountynv.iqm2.com/> and is available for viewing or downloading. Supporting materials are also available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager  
Douglas County Public Library  
1625 Library Lane, Minden, NV 89423  
775-782-9841  
[vhallam@douglas.lib.nv.us](mailto:vhallam@douglas.lib.nv.us)

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before December 14, 2021 for arrangements.



**To:** Library Board of Trustees

**From:** Julia Brown, Interim Library Director

**Date:** December 6, 2021

**Re:** Annual Performance Review for 2021

I have worked at the Douglas County Public Library for the last 5 years, joining the staff in October 2016 as the Library Branch Supervisor at the Lake Tahoe Branch. In November 2019, I was promoted to Library Supervisor at the Minden Library. Each year has brought new challenges and opportunities as I have taken on more responsibilities at the Library. On July 27, 2021, I was appointed to serve as the Interim Library Director by the Library Board of Trustees. Taking on this role has been very challenging but rewarding. Despite the challenging year, the library continues to positively build its collection, programs, and services. Listed here is a list of my goals as Library Supervisor, set by the previous Library Director, as well as a summary of accomplishments for the past year.

**Library Supervisor Goals:**

- **Goal #1 - DCPL Long Range Plan:** Work with Director and coworkers to fulfill the library's Long Range Plan, meeting the annual objectives that pertain to her branch/department. For example, continue trying new programs to best serve the public. Participate in the development of the new Long Range Plan in 2021.
- **Goal #2 - Professional development:** Attend at least one class, workshop, webinar or other training during this evaluation period.
- **Goal #3 – Professional development:** Commitment to continuous learning and staying abreast in our field

**Accomplishments:**

- In July, the staff and I began bringing back in-person library programs. To date all library programs are taking place in-person at the library. Large events for the Summer Reading Program took place at other County facilities to allow for higher participation.
- The Bookmobile returned to the road in June. We currently have six weekly stops throughout the County, as well as three schools we visit regularly. The Bookmobile position is currently open, so I have jumped in and began driving the Bookmobile as needed.
- Mango Languages was added to the downloadable collection. This platform offers online language learning courses in 70 languages.

- As a way to ease access for patrons and save money, the Libraries digital magazine subscription was changed from Flipster to Overdrive/Libby. The budget savings is approx. \$5,000 and the title offerings increased from 40 titles to over 3,600.
  - Grants:
    - Completed the CARES Grant purchasing mobile hotspots and laptops to the collection for checkout
    - Awarded the ARP Grant for \$25,000. Purchased updated AWE Learning Computers with bilingual programs and increased our children's ebook and eaudiobook offerings on Overdrive/Libby.
    - Awarded the 2022 Collection Development Grant from the State Library for \$9,449.
  - In August, I took over coordination of the Strategic Planning process. I have worked very closely with Dr. Fred Steinmann from The College of Business at the University of Nevada, Reno to ensure the process is moving forward smoothly. The community survey was distributed and completed, stakeholder meetings were scheduled and took place, demographic information was distributed, and the first internal workshop took place.
  - Staff:
    - This past year three staff members have been promoted:
      - Rachel Soleta was promoted to Senior Library Technician
      - Kitty Weber was promoted to Senior Library Technician
      - Kaleigh Williams was promoted to Library Technician
    - This past year four new staff members have come onboard:
      - Ryan Barca, Library Page
      - Corona McAfee, Library Page
      - Irene Gonzalez, Library Technician
      - Louise Whewell, Library Technician
  - I attended two conferences this year. They were:
    - 2021 ALA Annual Virtual Conference – June 2021
    - Association of Rural and Small Libraries, 2021 Conference in Sparks, NV – October 2021
  - I was nominated and selected to participate in the Douglas County Supervisory Management Program facilitated in partnership with the University of Nevada Reno, Extended Studies, attending three of the sessions so far in the first year of the program including:
    - Effective Communication
    - Effective Discipline and Documentation
    - Legal Aspects and Liability Issues
- I was unable to attend one of the sessions, but will make it up at the next offering.

Annual Evaluation Form - All Employees (due )  
Due Date:

## General Information

Position	Division	Evaluation Type
Department	Class Spec	Periodic

Rating Summary By: \_\_\_\_\_

## Content

### COMPETENCY SECTION | 4 POINT SCALE

SECTION WEIGHT 100 %

#### 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

ITEM WEIGHT 16.66 %

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

SCORE	NAME	COMMENT
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0	Requires Substantial Improvement	
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1	Opportunity for Improvement	
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2	Meets Expectation	
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3	Exceeds Expectation	
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#### Accountability

ITEM WEIGHT 16.66 %

The employee accepts responsibility for their actions.

SCORE	NAME	COMMENT
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0	Requires Substantial Improvement	
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1	Opportunity for Improvement	
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2	Meets Expectation	
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3	Exceeds Expectation	
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**Customer Service**

ITEM WEIGHT 16.67 %

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

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

**Leadership**

ITEM WEIGHT 16.67 %

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

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

**Communication**

ITEM WEIGHT 16.67 %

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

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

## Teamwork

ITEM WEIGHT 16.67 %

The employee works together with others to achieve shared goals.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

### GOAL SECTION I 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).

### GOAL SECTION I TEXT ONLY

#### Previous Evaluation Goals

Use this section to document progress on goals from previous evaluations.

#### COMMENT

**COMMENT****Evaluation Overall Section I Text Only**  
**Overall Comment****COMMENT****Rating Scales****4 Point Scale**

SCORE	NAME	DESCRIPTION
0	Requires Substantial Improvement	Employee requires substantial improvement in this area. Failure to improve performance could result in disciplinary action, up to and including termination of employment.
1	Opportunity for Improvement	Provide details to the employee regarding opportunities for improvement.
2	Meets Expectation	Meet requirements of the position.
3	Exceeds Expectation	Provide specifics to the employee regarding ways they exceed expectations.





Douglas County Public Library  
Proposed Holidays for 2022

HOLIDAY	DOUGLAS COUNTY CLOSED	LIBRARY CLOSED
New Year's Day	Friday, December 31, 2021	<b>Friday, December 31, 2021 and Saturday, January 1, 2022</b>
Martin Luther King Day	Monday, January 17, 2022	Monday, January 17, 2022
President's Day	Monday, February 21, 2022	Monday, February 21, 2022
Memorial Day	Monday, May 30, 2022	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022	Monday, September 5, 2022
Nevada Day	Friday, October 28, 2022	<b>Friday, October 28 and Saturday, October 29, 2022</b>
Veteran's Day	Friday, November 11, 2022	Friday, November 11, 2022
<i>Day before Thanksgiving</i>		<i>Close libraries at 2:00 PM</i>
Thanksgiving Day	Thursday, November 24, 2022	Thursday, November 24, 2022
Family Day	Friday, November 25, 2022	Friday, November 25, 2022
<i>Christmas Eve</i>		<i>Close libraries at 2:00 PM</i>
Christmas Holiday	Monday, December 26, 2022	Monday, December 26, 2022
<i>New Year's Eve</i>		<i>Close libraries at 2:00 PM</i>
New Year's Day	Monday, January 2, 2023	Monday, January 2, 2023

***Proposed to Library Board of Trustees at December 14, 2021 Special Meeting***

**LIBRARY BOARD OF TRUSTEES**  
**PROPOSED MEETING TIMES, DATES, LOCATIONS FOR 2022**

★ *Meetings are held 4<sup>th</sup> Tuesday of the month* ★  
★ *All meetings held at Minden Library, unless otherwise noted* ★

January	Tuesday, January 11	10:00 am <i>Special Meeting</i>
January	Tuesday, January 25	10:00 am
February	Tuesday, February 22	10:00 am
March	Wednesday, March 22	10:00 am
April	Tuesday, April 26	10:00 am
May	Tuesday, May 24	10:00 am
June	Tuesday, June 21	10:00 am
July	Tuesday, July 26	10:00 am
August	Tuesday, August 23	10:00 am
September	Tuesday, September 27	10:00 am
<i>LOCATION: Lake Tahoe Branch Library, 233 Warrior Way, Zephyr Cove</i>		
October	Tuesday, October 25	10:00 am
November	Tuesday, November 22	10:00 am
December	NO MEETING	