



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, April 15, 2015
4:00 P.M.**

**Northwest Reno Library
2325 Robb Drive
Reno, NV 89523**

PURSUANT TO NRS 241.020, THE AGENDA FOR THE TRUSTEES MEETING HAS BEEN POSTED AT THE FOLLOWING LOCATIONS: WASHOE COUNTY COURTHOUSE, WASHOE COUNTY ADMINISTRATION BUILDING, DOWNTOWN RENO LIBRARY, INCLINE VILLAGE LIBRARY, NORTH VALLEYS LIBRARY, NORTHWEST RENO LIBRARY, SIERRA VIEW LIBRARY, SOUTH VALLEYS LIBRARY, SPANISH SPRINGS LIBRARY AND SPARKS LIBRARY. FURTHER, IN COMPLIANCE WITH NRS 241.010, THIS NOTICE HAS BEEN POSTED ON THE OFFICIAL WEB SITE FOR THE WASHOE COUNTY LIBRARY SYSTEM AT www.washoecountylibrary.us; and <https://notice.nv.gov>.

SUPPORT DOCUMENTATION FOR ITEMS ON THE AGENDA PROVIDED TO THE LIBRARY BOARD OF TRUSTEES IS AVAILABLE TO MEMBERS OF THE PUBLIC AT THE DOWNTOWN RENO LIBRARY ADMINISTRATION OFFICE, 301 SOUTH CENTER STREET, RENO, NEVADA AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR tgaston@washoecounty.us. WE ARE PLEASED TO MAKE REASONABLE ACCOMMODATIONS FOR MEMBERS OF THE PUBLIC WHO ARE DISABLED AND WISH TO ATTEND MEETINGS. IF YOU SHOULD REQUIRE SPECIAL ARRANGEMENTS FOR ANY TRUSTEE MEETING, PLEASE CONTACT OUR OFFICE AT 327-8341 24 HOURS PRIOR TO THE DATE OF THE MEETING.

THE LIBRARY BOARD CAN DELIBERATE OR TAKE ACTION ONLY IF A MATTER HAS BEEN LISTED ON AN AGENDA PROPERLY POSTED PRIOR TO THE MEETING. DURING THE PUBLIC COMMENT PERIOD, SPEAKERS MAY ADDRESS MATTERS LISTED OR NOT LISTED ON THE PUBLISHED AGENDA. THE OPEN MEETING LAW DOES NOT EXPRESSLY PROHIBIT RESPONSES TO PUBLIC COMMENTS BY THE BOARD. HOWEVER, RESPONSES FROM TRUSTEES TO UNLISTED PUBLIC COMMENT TOPICS COULD BECOME DELIBERATION ON A MATTER WITHOUT NOTICE TO THE PUBLIC. ON THE ADVICE OF LEGAL COUNSEL AND TO ENSURE THE PUBLIC HAS NOTICE OF ALL MATTERS THE TRUSTEES WILL CONSIDER, TRUSTEES MAY CHOOSE NOT TO RESPOND TO PUBLIC COMMENTS, EXCEPT TO CORRECT FACTUAL INACCURACIES, ASK FOR LIBRARY STAFF ACTION OR TO ASK THAT A MATTER BE LISTED ON A FUTURE AGENDA. THE BOARD MAY DO THIS EITHER DURING THE PUBLIC COMMENT ITEM OR DURING THE FOLLOWING ITEM: "BOARD COMMENT – LIMITED TO ANNOUNCEMENTS, STRATEGIC PLAN ACTIVITY UPDATES OR ISSUES PROPOSED FOR FUTURE AGENDAS AND/OR WORKSHOPS."

THE BOARD OF LIBRARY TRUSTEES CONDUCTS THE BUSINESS OF THE WASHOE COUNTY LIBRARY SYSTEM DURING ITS MEETINGS. THE PRESIDING OFFICER MAY ORDER THE REMOVAL OF ANY PERSON WHOSE STATEMENT OR OTHER CONDUCT DISRUPTS THE ORDERLY, EFFICIENT OR SAFE CONDUCT OF THE MEETING. WARNINGS AGAINST DISRUPTIVE COMMENTS OR BEHAVIOR MAY OR MAY NOT BE GIVEN PRIOR TO REMOVAL. THE VIEWPOINT OF A SPEAKER WILL NOT BE RESTRICTED, BUT REASONABLE RESTRICTIONS MAY BE IMPOSED UPON THE TIME, PLACE AND MANNER OF SPEECH. IRRELEVANT AND UNDULY REPETITIOUS STATEMENTS AND PERSONAL ATTACKS WHICH ANTAGONIZE OR INCITE OTHERS ARE EXAMPLES OF SPEECH THAT MAY BE REASONABLY LIMITED.

THE LIBRARY BOARD OF TRUSTEES MAY TAKE AGENDA ITEMS OUT OF ORDER, CONSIDER TWO OR MORE ITEMS IN COMBINATION, REMOVE ONE OR MORE ITEMS FROM THE AGENDA OR DELAY DISCUSSION ON AN ITEM.

The Board of Trustees may take action only on the items below that are preceded by the words "For Possible Action." The Board will not take action on any other items.

- 1) Roll Call
- 2) [[Convene in Art Gallery area](#)] Recognition of Library Volunteers Receiving a 2014 President's Volunteer Service Award
- 3) [[Reconvene in Meeting Room](#)] Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 4) *For Possible Action:* Approval of Minutes from the Library Board Meeting of March 18, 2015
- 5) Old Business
 - a. *For Possible Action:* Approval of Revised Scholarship Policy
- 6) New Business
 - a. *For Possible Action:* Acknowledgement of Donations Received Between January 1 and March 31, 2015
 - b. *No Action Required:* Revision to Library Director Annual Review Process
 - c. *For Possible Action:* Discussion of Library Director Self Evaluation Form and Direction to Trustees and Designated Staff to Complete the Performance Evaluation Form
 - d. *For Possible Action:* Consideration and Possible Approval of (1) Using the Library Expansion Fund to Pay for 15 New Positions to Support Additional Open Days at Northwest Reno, Sparks and South Valleys Library, or (2) An Alternative Plan that Results in Fewer New Expansion Fund Positions, and in a Different Combination of Additional Hours
- 7) Reports
 - a. Library Director's Report to Include Administration and Collaborations, Programs and Activities
 - b. Northwest Reno Library Programs, Activities and Operation
 - c. Friends Activities
 - d. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
 - e. Monthly Library Usage Statistics
 - f. Internet Branch Usage Statistics
- 8) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 9) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 10) Adjournment

LIBRARY BOARD OF TRUSTEES MEETING MINUTES
March 18, 2015

The Board met in regular session at the Downtown Reno Library, 301 S. Center Street, Reno, Nevada. Chair Sara Sattler called the meeting to order at 4:00 p.m.

ROLL CALL

Board Members Present: John Kupersmith, Fred Lokken, Sara Sattler, Al Stoess, Derek Wilson
County Staff Present: Assistant District Attorney Dania Reid
Friends of the Library: Mary Jones
Public Present: None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

On motion by Trustee Stoess, seconded by Trustee Lokken, which motion duly carried, the Board approved the minutes from February 18, 2015. All in favor, none opposed.

OLD BUSINESS

APPROVAL OF WASHOE COUNTY LIBRARY SYSTEM'S FY 2015/16 BUDGET REQUESTS

The Library Board reviewed the information submitted in the packet.

Director Maurins noted the staff report provided is a condensed version of the budget report provided at the joint meeting last month with the Board of County Commissioners. He addressed the items added after the joint meeting:

- \$10,000 was set aside for RFID tags, which is not a system we currently have in place. He requested the Board approve re-directing this request to technological improvements for general needs.

Board Discussion included:

- Trustee Lokken noted that this could be used toward increased expenditures for projects like the 1st Grade Outreach.
- Trustee Wilson stated he has been using more library technology resources and agrees that the library collection needs to be enhanced.
- The \$20,000 Library Above-Base request for copier contracts was added after the joint meeting to cover increases in public copy volume and to pay for additional printers at Downtown Reno, Sparks, and Sierra View Libraries.
- The \$13,000 Facility/Parks Above-Base comes from Washoe County Facility Management figures for operational costs for opening three Branches an additional day during the week.

On motion by Trustee Lokken, seconded by Trustee Kupersmith, which motion duly carried, the Board approved the Washoe County Library System's FY2015/16 Budget Request as stated empowering the Director to make appropriate changes as he sees fit to the \$10,000 RFID item. All in favor, none opposed.

NEW BUSINESS

COURSE OF ACTION REGARDING A "360 REVIEW" SURVEY IN THE DIRECTOR'S UPCOMING PERFORMANCE EVALUATION

The Library Board reviewed the information submitted in the packet.

The Director handed out 360 Review copies with mark-ups as written by Trustee Lokken and former Trustee Brant. The process was approved in August 2014 with the intention to use the 360 Review every three years. This year would have been the first opportunity to use it, however, with implementation of the new County website, it is not feasible to do as intended. At this time, the County website is unable to host this type of survey. There are other options, like Survey Monkey or mailing out hard copies. The County site, however, is a more secure and confidential method.

Discussion by the Board, included:

- The Director has not been informed how current County Manager evaluations using the 360 are currently being done.
- The original intent of completing a 360 Review for the Library Director as done by County Management was to bring the process in-line with the County process of evaluating appointed department heads.
- Website rollouts often take more time than planned due to complexity of the components.
- Library staff that would be involved with the creation of alternative 360 Review methods is currently extremely busy with the Library website update.

Director Maurins clarified the process in the next couple of meetings as:

- He will complete a Self-Evaluation Form for discussion at the April Board meeting.
- At the April Board meeting, Chair Sattler will instruct select members as outlined in the Library Director Annual Review Process to complete the Performance Evaluation Form.
- The returned Performance Evaluation Forms will be sent to Chair Sattler to compile a synopsis of received ratings and comments
- The synopsis will be presented at the May Board meeting, which this year happens to fall on Director Maurins' anniversary date.

Trustee Stoess requested the Performance Review Process to be agendaized for review in the next meeting.

On motion by Trustee Lokken, seconded by Trustee Stoess, which motion duly carried, the Board approved to defer the 360 Review of the Library Director to 2015-16. All in favor, none opposed.

APPROVAL OF REVISED SCHOLARSHIP POLICY

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the following changes:

- Raise the requested maximum amount from \$1,200 to \$2,000 annually.
- Adding requirement for applicant seeking an MLS or MLIS to be enrolled in an American Library Association-accredited graduate school.
- Updated verbiage for pro-rated payback expectations should a recipient choose to terminate employment with the Washoe County Library System.

Board members raised concern about removing verbiage regarding repayment expectations of a scholarship recipient who resigns or is terminated with cause. Corinne Dickman, Sparks Managing Librarian, advised the Board that this sentence was not intended to be removed from the policy.

Upon questioning by the Board, Dania Reid noted that although she was not asked for counsel on this policy, that an individual requesting scholarship funds would be doing so with the understanding that they would be expected to repay funds should they not meet the requirements of employment as outlined. This following a question on the expectation of payment for funds provided in good faith.

On motion by Trustee Stoess, seconded by Trustee Lokken, which motion duly carried, the Board requested staff to bring back a revised version of the Scholarship Policy to the next meeting for review and possible action. All in favor, none opposed.

APPROVAL OF REVISED PUBLIC HOURS AT NORTHWEST RENO, SOUTH VALLEYS, SPANISH SPRINGS AND SPARKS LIBRARIES

The Library Board reviewed the information submitted in the packet.

Director Maurins briefly reviewed proposed changes to hours in four library branches resulting in an additional six open hours weekly to the public. For the Northwest Reno Library, the drive-up window would lose one open hour three days a week for the branch itself to be open two hours more.

On motion by Trustee Lokken, seconded by Trustee Stoess, which motion duly carried, the Board approved the changes in branch hours at Northwest Reno, South Valleys, Spanish Springs and Sparks Libraries effective May 4, 2015.

REPORTS

LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION AND COLLABORATIONS, PROGRAMS AND ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the following:

- Nevada Legislature Library Day will be on Monday, April 13, 2015. This is usually an all-day affair and Trustees are welcome to attend.
- William Carlin, Department Systems Specialist, will be retiring at end of March after 11 years of service to the Library.
- Shawn Polka, Department Systems Specialist, has been hired to fill William's position and is currently working with him.
- Washoe County Library System will take part in Library Snapshot Day on Tuesday, April, 14, 2015.
- Vaughn Middle School will be a pilot for the on-line library card application process.

Director Maurins noted he will be meeting next week with EDawn Executive Director, Mike Kazmierski regarding putting together an Innovation District to encourage creative people to get together in the downtown area. He would like the Library to be the anchor at the south end of the proposed district.

FRIENDS ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Trustee Wilson informed the Board that he recently met with Dave Solaro of Washoe County Facilities regarding the contracts for SV/Friends' space. Mr. Solaro advised him that he has been working on clarifying the lease and sub-lease terms for FY2015/16.

Director Maurins informed the Board that he is meeting with Friends' Board members tomorrow to discuss the sub-lease expectations as relayed by the negotiator, Wendy Pitts.

Trustee Stoess noted the death of long time Friends' member Len Crockett. He noted attendance of Director Maurins and himself at the memorial.

FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Maurins assured the Board that the budget for services and supplies will see the Library through the end of the fiscal year.

MONTHLY LIBRARY USAGE STATISTICS

The Library Board reviewed the information submitted in the packet.

Director Maurins explained the decrease in patron computer use due to Downtown Reno's garden area computers being inaccessible for a week when a window was broken.

PUBLIC COMMENT

Scottie Wallace, Downtown Reno Managing Librarian, updated the board on the timeline for asbestos removal. Washoe County Facilities is currently testing lighting for the Downtown Reno Library. Asbestos removal cannot begin until lighting has been received for replacement.

Nancy Keener, Systems Librarian, confirmed that the library website is moving along and that go-live is set for May 2015 at this time.

BOARD COMMENT

Director Maurins confirmed that the Board of County Commissioners request for some library branches to be open six days a week was included in the budget request for Trustee Sattler.

Upon questioning, Director Maurins advised Trustee Sattler that the May agenda may include a proposal regarding Verdi and Duncan-Traner Partnership Libraries.

ADJOURNMENT

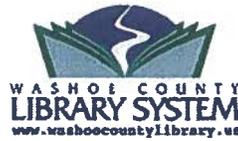
Chair Sattler adjourned the meeting at 4:53 p.m.

TO: Library Board of Trustees
FROM: Arnie Maurins, Library Director
RE: Approval of Revised Scholarship Policy
DATE: April 15, 2015

Background: The Library Board discussed proposed revisions to the Scholarship Policy presented at its March 2015 meeting. Board members raised concern about removal of verbiage regarding repayment expectations should a scholarship recipient resign or be terminated with cause.

This verbiage was placed back into the drafts for approval by the Library Board of Trustees.

Recommendation: Approve the revised Scholarship Policy effective April 16, 2015.



SCHOLARSHIP POLICY

The Washoe County Library Board of Trustees has established a scholarship program to help Washoe County Library System staff members further their development by encouraging learning in Library Science. The Library Board of Trustees offers to staff enrolled in a formal MLS Degree program or in the Librarian Certification Program a scholarship up to \$1,200 \$2,000 per year, contingent on funds available.

Eligibility

- Successful completion of a year (2,080 hours) of employment and performance appraisal ratings of "meets expectations" or above
- Acceptance in a an American Library Association-accredited graduate school of library and information sciences Library and Information Sciences;
OR
 Acceptance in a Librarian Certification Program
- Completion of an application form submitted to the Board of Trustees

~~Recipients attending library school are expected to must work for WCLS for at least two years after graduation. Resignation or termination for cause from WCLS before two full years of employment will require repayment of the scholarship in full.~~

~~Recipients working on a Library Certificate are expected to work for WCLS for at least one year after completion. Resignation or termination for cause from WCLS before a full year of employment will require repayment of the scholarship in full. who resign or are terminated for cause before working the equivalent of six months full-time (1,040 hours) after graduation or certification will be required to repay their scholarship(s) in full. Recipients who resign or are terminated for cause before working the equivalent of two years full-time (4,160 hours) after graduation or certification will be required to pay back a prorated portion of awarded funds.~~

Recipients not receiving a graduate degree or certificate within the time frame outlined by their educational institution will repay their scholarship(s) in full.

A recipient may appeal the requirement to repay a scholarship to the Library Board of Trustees.

APPROVED: *April 20, 2005*

REVISED: *February 16, 2011 April 15, 2015*



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A recipient may appeal the requirement to repay a scholarship to the Library Board of Trustees.

APPROVED: *April 20, 2005*

REVISED: *April 15, 2015*

TO: Library Board of Trustees
FROM: Jennifer Oliver, Development and Public Information
RE: Acknowledgment of Donations Received Between January 1 and
March 31, 2015
DATE: April 15, 2015

Background: Washoe County Library System receives monetary and in-kind donations throughout the year that assist in providing services and materials. These donations are greatly appreciated by Library staff and the public and are normally brought to the Board on a quarterly basis.

In this acknowledgment, the list includes the names of donors from January 1 – March 31, 2015. The attached document identifies all cash donations and grants totaling \$272,410 and in-kind support.

Recommendation: Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the third quarter of Fiscal Year 2014-2015.

We receive monetary and in-kind donations throughout the year that assist in providing services and materials.

These donations are greatly appreciated by the Library Board of Trustees, staff and the public.

The list includes the names of donors from January 1, 2015 through March 31, 2015

CASH DONATIONS - \$ 120,240

Anonymous FWCL Thomas P. and Molly A. Erwin Heidemarie Rochlin
Joseph and Linda Kantor Roter Investment of Nevada Barbara Whyman

GRANTS RECEIVED \$152,170

Dermody Properties Foundation Friends of Washoe County Library Hidden Valley Mfg/Clorox Company
Kinder Morgan Foundation Raley's

NON-CASH DONATIONS

Athletics Dept. UNR Mary Gazay Lara Taylor

NON-CASH DONATIONS - FREE PROGRAMS

Dr. Alicia Barber Kathleen Berry Rob Borges Carol Brown
Katherine Case Community Foundation of Western NV Food Bank of Northern Nevada - SNAP
Historic Reno Preservation Society Judy Mugrauer - Paws 4 Love NV Energy
Reno Freethinkers - Chris Webster Jamie Roice-Gomes Sharon Tetly

AMAZON WISH LIST.COM

Anonymous Donors	Yvonne L. Blinde	M. Blanco-Hernandez	Bart Cantua
Melinda Cassol	Bobee-Kay Clark	Torrey Eldridge	Judith C. Epstein
Timothy Flowers	Genine Franklin-Clark	Eden Gomez	Iris Jimenez
Natalie Laster Jones	Trina Kleinhenz	David Kruth	Sarah Ledon
Ruey Lin	M. Brook Marlowe	Christine M. Matsukas	Melissa McCoy
Ronda McNeill	Gloria M. Melms	Vera Mert	Elyse Niemann
Kaley Perry	Louis Philippe	Chandler Primak	Teresa Quint
Stephane Rector	Dion Richardson	Erin M. Rix	Kathleen Salo
Freida Schoech	Cara A. Schuessler	Arden P. Scott	Eugene Russell Spears
Douglas Szymanski	Lisa Kathleen Thomas	Jeffrey Thompson	Adam and Diana Weimerink

We strive to ensure that our donors and supporters are recognized accurately. If we have inadvertently not listed you, or if a mistake has been made, please set us know so we can correct it. Thank you!

TO: Library Board of Trustees
FROM: Arnie Maurins, Library Director
RE: Approval of Revised Library Director Annual Review Process
DATE: April 15, 2015

Background: The Library Board discussed the processes by which to evaluate the Library Director's job performance in several Board meetings last year.

At the May 2014 Board meeting, legal counsel advised the Board of open-meeting law requirements in relation to evaluating the Library Director. At that time, the Trustees requested a future agenda item to develop a process for future evaluations.

In June, a committee consisting of Trustee Lokken and Trustee Stoess was created to lay out an annual evaluation procedure and to confirm the categories for evaluation that would be included on the 360 Review form. (In November 2013, Trustees Lokken and Brant had revised the 360 form then in use for the County Manager's performance evaluation, to make it more appropriate for the Library Director's position. The Board approved the revised 360 form in February 2014.)

A process was created at the July 2014 Board meeting and unanimously approved. The outlined process was written in a procedural format which was presented to the Board for review in August.

The appended document contains the approved process, with portions re-ordered and certain text modified in order to clarify the steps to be taken.

Recommendation: That the Board approves the revised Library Director Annual Review Process.

LIBRARY DIRECTOR ANNUAL REVIEW PROCESS

The Washoe County Library Director's performance will be evaluated on an annual basis during the month of his/her anniversary date as provided by the Department of Human Resources. The evaluation will be held in accordance with applicable provisions of the Open Meeting Law.

Library Director Self Evaluation Form

At least six (6) weeks prior to the Library Director's anniversary date, the Library Director will submit a completed Self Evaluation Form (*attachment A*) to the Chair of the Library Board of Trustees (LBOT) in writing. The Director will agendize the Self Evaluation Form for Board discussion at the meeting preceding the month in which the Director's anniversary date falls.

LBOT agenda item "Discussion of Library Director Self Evaluation Form and Direction to Trustees for completion of Performance Evaluation Form" (Possible Action).

- 1) Self Evaluation Form will be provided to the Library Board of Trustees for review and questions in accordance with Open Meeting Laws
- 2) The Chair will open the agenda item for discussion for ~~evaluators~~ Trustees.
- 3) Following discussion of Self Evaluation Form, the Chair will instruct LBOT members and selected staff to complete the Performance Evaluation Form (*attachment B*) and provide ratings and comments in those sections about which they feel qualified to provide input. The Chair will provide a deadline for submission.
- 4) ~~Staff who complete the Performance Evaluation form include:~~
 - ~~Northwest Managing Librarian~~
 - ~~Reno Managing Librarian~~
 - ~~Sierra View Managing Librarian~~
 - ~~Sparks Managing Librarian~~
 - ~~South Valleys Managing Librarian~~
 - ~~Spanish Springs Managing Librarian~~
 - ~~Incline Village Managing Librarian~~
 - ~~North Valleys Managing Librarian~~
 - ~~Senior Public Services Librarian~~
 - ~~Development Officer~~
 - ~~Systems and Access Services Librarian~~
 - ~~Any others whom the LBOT deem appropriate.~~
- 5) ~~Evaluation forms received will be compiled separately and grouped by Trustees, WCLS Staff and, if applicable, 360 Forms.~~

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Performance Evaluation Forms

Staff who complete the Performance Evaluation form, anonymously, include:

- Northwest Managing Librarian
- Reno Managing Librarian
- Sierra View Managing Librarian
- Sparks Managing Librarian
- South Valleys Managing Librarian
- Spanish Springs Managing Librarian
- Incline Village Managing Librarian
- North Valleys Managing Librarian
- Senior Public Services Librarian
- Development Officer

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ITEM 6b

- Systems and Access Services Librarian
- Any others whom the LBOT deem appropriate.

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At least three (3) weeks prior to the Board meeting at which the Director's Evaluation is being addressed, the Chair will prepare a confidential synopsis of the ratings and comments provided on the "Evaluation of Performance" form of ratings and comments for the meeting packet.

LBOT agenda item "Presentation of Summary from Evaluation Forms for Library Director's Annual Review with Possible Direction to Staff (Action)."

- 1) The Board will review the summary during its deliberations on the Director's performance in conformance with Nevada's Open Meeting Law.
- 2) The Trustees will identify desired modifications (if any) to the Chair's summary and, as they see fit, discuss appropriate issues and future goals with the Director.
- 3) Following the meeting, the Chair will prepare a letter summarizing the Board's overall evaluation and deliver it to the Director; a copy of the letter will also be placed in the Director's personnel file.

Retention of Library Performance Evaluation Summary and documents

Evaluation summaries will be retained, separately, by Library Administration

Created: August 2014
Updated: September 2014

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- North Valleys Managing Librarian
- Senior Public Services Librarian
- Development Officer
- Systems and Access Services Librarian
- Any others whom the LBOT deem appropriate.

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Created: August 2014

Updated: April 2015

EVALUATION OF PERFORMANCE: LIBRARY DIRECTOR

DATE OF EVALUATION: _____

DIRECTOR'S NAME: Arnold Maurins

(To be completed by the Library Board of Trustees)

Purpose of Evaluation

This is an implementation tool to identify an employee's strengths and area(s) of improvement directly relating to job performance, development and progress.

AREAS OF IMPROVEMENT/GROWTH OVER THE PAST YEAR

Rating Definitions

The following rating system should be applied as objectively as possible within each area:

E-Excellent = Individual performs all tasks in an exceptional manner. Requires little or no supervision. Exceeds all standards all the time.

G-Good = Individual performs many tasks well and all other tasks adequately. Requires little or no supervision. Meets all standards and frequently exceeds standards – goes above and beyond the call of duty at times.

S-Satisfactory = Performs all task satisfactorily. Requires normal supervision. Meets the standards of the position – does what is expected the way it is expected to be done. Occasionally may fall below the standard, but lapses are offset by occasionally exceeding the standards.

F-Fair = Performs most tasks satisfactorily, although not all. Requires more than normal supervision. Meets the standards much of the time, but there are occasional lapses where performance falls below standard. Lacks consistency in meeting standards.

U-Unsatisfactory = Fails to perform many tasks well. Requires close and constant supervision. Fails to meet the standards much of the time. Frequent coaching and supervision required.

NR-No Rating = Rater has no knowledge.

Form Instructions

1. Each Board member should individually respond to this form.
2. In responding to the form, Board members could refer to the Strategic Plan, Board minutes, usage statistics, program results or other information sources from the year.
3. Submit this form to the Board Chair for inclusion in the Summation Form that will be used during the face-to-face appointment with the Director.

Area of Organizational Health

Rating

Customer Service & Community Relations

- | | | | | | | |
|--|---|---|---|---|---|----|
| • Level of patron satisfaction | E | G | S | F | U | NR |
| • Customer service received by patrons | E | G | S | F | U | NR |
| • Consistent application of policies that affect the public | E | G | S | F | U | NR |
| • Services are communicated to the public effectively | E | G | S | F | U | NR |
| • Working relationships and cooperative arrangements with government officials, community groups and organizations | E | G | S | F | U | NR |
| • Awareness of community needs | E | G | S | F | U | NR |
| • Mechanisms are in place to hear from patrons and the community-at-large | E | G | S | F | U | NR |
| • Library is being marketed to the community | E | G | S | F | U | NR |

Comments: _____

CS & CR TOTALS: E__G__S__F__U__NR__

Organizational Growth

- | | | | | | | |
|--|---|---|---|---|---|----|
| • The Library is making progress on its Strategic Plan | E | G | S | F | U | NR |
| • Services to meet the goals and objectives of the Strategic Plan are carried out with staff and Trustee involvement | E | G | S | F | U | NR |
| • Goals and objectives are evaluated regularly | E | G | S | F | U | NR |
| • Creativity and initiative are demonstrated in creating new services/programs | E | G | S | F | U | NR |
| • Collection is responsive to community needs | E | G | S | F | U | NR |
| • The Library is responsive to changes in the community | E | G | S | F | U | NR |
| • Staff are aware of Library's Strategic Plan, policies and activities | E | G | S | F | U | NR |
| • There is a working knowledge of significant developments and trends in the field | E | G | S | F | U | NR |
| • Building and grounds are kept up and needed repairs and maintenance are done on a timely basis | E | G | S | F | U | NR |

Comments: _____

OG TOTALS: E__G__S__F__U__NR__

Administration & Human Resource Management

- Work is effectively assigned, appropriate levels of freedom and authority are delegated E G S F U NR
- Job descriptions are developed, regular performance evaluations are held and documented E G S F U NR
- Personnel policies and state and federal regulations on workplaces and employment are effectively implemented E G S F U NR
- Policies and procedures are in place to maximize volunteer involvement E G S F U NR
- Staff development and education is encouraged E G S F U NR
- Staff understands how its role at the Library relates to the mission E G S F U NR
- Library climate attracts, keeps and motivates a diverse staff of top-quality people E G S F U NR
- Attends professional development opportunities to broaden knowledge and skills

Comments: _____

A & HRM TOTALS: E__G__S__F__U__NR__

Financial Management, Legal Compliance & Fundraising

- Adequate control and accounting of all funds takes place, Library uses sound financial practices E G S F U NR
- Budget is prepared with input from staff and Trustees, the Library operates within budget guidelines E G S F U NR
- Official documents and records are maintained, Library is in compliance with federal, state and local regulations and reporting requirements E G S F U NR
- Positive relationships with government, foundation and corporate funders are in place E G S F U NR
- Positive relationships with individual donors is established E G S F U NR
- Funds are disbursed in accordance with budget, contract/grant Requirements and donor designations E G S F U NR

Comments: _____

FM, LC & F TOTALS: E__G__S__F__U__NR__

Board of Trustee Relationship

- Appropriate, adequate and timely information is provided to the Board E G S F U NR
- Support is provided to Board committees E G S F U NR
- The Board is informed on the condition of the organization and all important factors influencing it E G S F U NR
- The Director works effectively with the Board E G S F U NR

Comments: _____

BTR TOTALS: E _ G _ S _ F _ U _ NR _

Additional Comments:

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Discussion of Library Director Self Evaluation Form and Direction to Trustees for completion of Performance Evaluation Form
DATE: April 15, 2015

Background: Appended to this staff report is my self-evaluation form, which I am submitting as part of the Board-approved process for my performance evaluation.

Please use this opportunity to ask questions about what I have written, and to discuss revisions I might make to my future goals or to other parts of the document. In addition, as part of this agenda item the Board Chair should request that all of the Trustees plus designated staff members fill out the Evaluation of Performance form (also appended to this report) and submit it by April 30th to Tami Gaston, who in turn will forward the completed forms to the Chair. In preparation for the May 20th Board meeting, the Chair will prepare a summary of the ratings and comments for use during the agenda item regarding the Board's evaluation of my job performance.

Recommendation: That (1) That the Board discusses my self-evaluation; and (2) the Board Chair requests that Trustees and designated staff complete the Evaluation of Performance form and send it to Tami Gaston by April 30th.

(Submit this form to the Board Chair for inclusion in the Summation Form that will be used during the face-to-face appointment with the Director.)

SELF EVALUATION OF PERFORMANCE: LIBRARY DIRECTOR

DATE OF EVALUATION: May 20, 2015 (Self-Evaluation Reviewed at Apr. 15th meeting)

DIRECTOR'S NAME: Arnold Maurins

(To be completed by Director)

1. Summarize your major accomplishments – goal-related and other – over the past year. If certain goals were not achieved, please explain why.

Goals from last year's review

Organizational

- A. Develop a clearer vision of where the Library System is heading: will we continue operating all existing branches, or instead consolidate and/or remix services at certain branches; might we change our role(s) in the community and consequently make significant shifts in our primary services?
IN PROGRESS—Proposal regarding future WCLS presence at Verdi and Duncan/Traner will be made at a Board meeting by summer 2015; management discussions about future directions and service priorities are underway and should be completed by June 2015.
- B. Obtain an updated Master Facility Plan (results should feed into the 1st bullet item)
COMPLETED
- C. Develop a plan to reduce expenditures within the Expansion Fund
COMPLETED—I developed a spending-reduction model as part of my budget requests for FY 2015/16.
- D. Complete a management reorganization, factoring in the impending retirement of two senior-level positions and the possibility of reducing Expansion Fund spending
IN PROGRESS—Some preliminary discussions among management staff have taken place. I will address this goal more fully once we as a system know what our priorities will be (see Item #1 above), and how those priorities need to be supported at a management level.
- E. Implement content-creation (a.k.a. “MakerSpace”) plans
IN PROGRESS—An internal Makerspace Committee is developing objectives and potential services.
- F. Expand outreach activities across the system (establish a baseline number of contacts)
COMPLETED and CONTINUING—During Spring 2015, branches have committed to visiting or making contact with all 1st-graders in their respective service areas, in order to give them library cards.
- G. Conduct an all-staff meeting in August 2014, including opportunities for staff to: receive job-related training, offer ideas for future directions, and reconnect with colleagues
COMPLETED—An All-Staff Day was held on August 21, 2014, geared around the topic of using market-segment data in the provision of library services
- H. Obtain a budget increase in FY 15/16 to absorb expenditures currently coming out of the Expansion Fund and possibly gain additional staff
IN PROGRESS—County’s adopted budget will be approved in May 2015; I have submitted requests to increase General Fund budget authority by \$1,038,500 (including \$727,000 for

- new positions enabling an additional open day at four libraries), and reduce Expansion Fund spending by approximately \$196,800
- I. Begin using market-segment and patron data (via the CommunityConnect project) for strategic planning
IN PROGRESS—Some branches have applied service-area data to modify their services.
 - J. Deploy at least one survey addressing: why people use or don't use the library; what do they want the library to offer that isn't available
COMPLETED— (1) As part of input-gathering for the Facility Master Plan, the Library System asked members of the public to fill out an online survey which asked, "Do you use one or more branch libraries?"; "Do you use the Library's website?"; and "What is the most important reason you want or need a library in your community?" 131 individuals completed the survey. (2) In May 2014, users of library computers were invited to fill out a survey which asked how they use and benefit from the library's computer services; 445 individuals completed the survey.

Professional

- A. Attend the 2014 American Library Association Conference in Las Vegas
COMPLETED
- B. Speak to three outside groups about the value of library services and the importance of adequately funding them
DID NOT COMPLETE—While I did not speak to any outside groups, I was interviewed on the Chip Evans radio show in June 2014 about Snapshot Day, our computer classes and the upcoming Adopt-a-Periodical drive. In addition, in early April 2015 I was interviewed by the Reno Gazette-Journal on the future of Washoe County Library System. Lastly, on April 13, 2015, I will attend Library Day at the Nevada legislature and advocate for continued state funding for collection development.
- C. Start a Director's Blog to highlight library resources, events and programs, and engage with the community regarding desired services and related issues
IN PROGRESS – I have attended a couple of presentations on effective blogging.
- D. Consider an internal blog or similar vehicle to engage with library staff
IN PROGRESS – see Item C above
- E. Continue meeting with branch and division staff on a regular basis; allocate more time for employees to submit questions, comments, and ideas.
PARTIALLY COMPLETED—I met with a couple of branch staffs to share thoughts about the Library System's current situation and future directions.

Other Accomplishments

- I obtained an upgrade of South Valleys Librarian II position to a Librarian III, enabling the Senior Public Services Librarian to devote 100% of her time to administrative duties while also recognizing the managing-librarian responsibilities that had been performed by the Librarian II.
 - I was invited to serve on the County's Economic Impact Analysis Team, which is addressing pending impacts from the Tesla project and other potential ventures.
2. How have your job duties changed during the past year?
- The County Manager is encouraging a higher level of participation by senior department staff in the in the County's strategic planning process

- There is a greater County emphasis on employee and building safety, and on planning for and responding to emergencies.

3. What are your expectations for this job during the next year? Are there any areas in which you see a need for improvement? Are there any ways you would like your job to be restructured to better suit your needs or goals?

As financial resources stabilize and perhaps even marginally increase, the next 12 months will provide a great opportunity for me to help shape the future direction of the Library System. I'm looking forward to identifying our future focus in terms of services and identifying new opportunities to meet evolving needs. In addition, while it is a challenge to handle many responsibilities normally assigned to an Associate Director in addition to performing the Director's duties, I will continue to look for opportunities to publicize library services, emphasize their value and advocate for the need to increase funding.

4. Do you have any comments or suggestions on how the organization can be run more effectively?

The Library System's current management structure is mainly a reactive response to the loss of senior positions resulting from mandated budget reductions. Going forward, it is vital that management positions (both administrative and branch-level) be proactively aligned to the Library System's vision, service priorities and branch structure. (See Goals below.)

As part of this management reorganization, I will repeat my comment from last year's Self-Evaluation that my own contribution to the Library System's effectiveness would improve if there were an additional senior-management position responsible for planning, budgeting and infrastructure (including safety programs). Having those areas overseen by someone else would free up more of my time to get out in the community to make contacts for future collaborations and advocate for the Library System's interests. Whether it is feasible to get such a position in the near future remains to be seen.

5. Is there any aspect of your job situation that could be changed to improve your job satisfaction or performance?

The additional senior-management position mentioned in #4 would enhance my job performance and also improve my job satisfaction.

6. Comment on the Board's effectiveness in providing guidance, feedback and support, and give suggestions for improvement.

The current Board continues to show interest in WCLS services and operations, as reflected in the types of discussions in which Trustees have engaged, and the questions they ask of me and other staff members. I would like to see individual Trustees attend more Library-sponsored events, more community events in which the Library is participating, and County Commission meetings where Library items are being addressed, thereby more visibly demonstrating their involvement in, and support for, the Library System.

As I stated last year, I would also like Board members to continue actively contributing to the Library's annual strategic planning effort, when they are given an opportunity to do so. It is very helpful to get Trustees' considered input in the process, so that their ideas can be incorporated into the planning process.

It would be helpful for the standing Board subcommittees and liaisons to meet with me on a periodic—though not necessarily frequent—basis, to review issues that fall under their respective areas of responsibility. In addition, it would also be useful for the Board Chair to meet with me prior to each Board meeting (even if only by telephone), to review the agenda, go over questions about individual items, and address any concerns the Chair might have. These preview meetings would help the Chair run the full Board meeting more effectively.

7. What are your organizational and professional goals for the next twelve months? Wherever possible, explain how your achievement of each goal will be measured.

Organizational

- A. Complete development of future directions, service priorities and a revised branch structure (Organizational Goal A from the last evaluation period). Measure of achievement will be documentation of future priorities and Board approval of a new branch structure.
- B. Complete a reorganization of management positions that effectively supports service priorities (Organizational Goal D from the last evaluation period). Plan for and, as budget allows, procure new positions and/or position upgrades as needed to implement the reorganization. Achievement measure will be the successful implementation of the new management structure.
- C. Obtain ongoing access to WCLS market-segment data from CommunityConnect (Civic Technologies). Ensure that branches and administration are incorporating the data in their planning, service provision and operations. Achievement measure: Access to data is secured, and library staff is making regular use of it.
- D. Obtain a space plan for two of the five libraries for which such a project is recommended by the Facility Master Plan.
- E. Working with an outside firm and appropriate Library and County staff, develop building plans for a new North Valleys Library (contingent on continued availability of Capital Improvement Program funding).

Professional

- A. Attend the Nevada Library Association Conference in October 2015 (to be held in Fallon).
- B. Improve communication with all levels of staff. Achievement measure could be a survey of staff asking how well I am doing in keeping them informed about issues of concern to them.
- C. Implement a method to create ongoing dialogue with library users and the general public.

8. Other comments.

Webinars viewed during the last 12 months:

- 8/26/14 – Working Effectively with Your Library Trustees
- 9/17/14 – Strategic Decision-Making: Shifting Your Culture from Reactive to Proactive
- 10/16/14 – Strategic Branding and Identity Development
- 12/17/14 – Designing Our Future: Introducing Appreciative Strategic Planning
- 3/30/15 – Learn from the Past, Prepare for the Future [discussion of future trends and change-management tactics] (originally presented 3/10/15)
- 4/3/15 – The Future of Libraries (originally presented 3/12/15)

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Consideration and Possible Approval (1) Using the Library Expansion Fund to Pay for 15 New Positions Needed to Provide Additional Days of Service at Northwest Reno, Sparks and South Valleys Libraries; OR (2) An Alternative Plan that Results in Fewer New Expansion Fund Positions and a Different Combination of Additional Hours
DATE: April 15, 2015

Background: After submitting the Board-approved FY 2015/16 budget requests to the County's budget team, I was advised by the team that none of the Library's requests would be funded from the County's General Fund revenues. Those requests included 15 new staff positions to support a sixth day of operation at Northwest Reno, Sparks and South Valleys libraries. The team proposed instead that the 15 positions be added to the Library's Expansion Fund.

For the reasons listed below, I strongly believe that this proposal would not be a prudent course of action for the Library.

- First and foremost, it would leave future Library management staff, Library Boards and County Commissions with extremely difficult decisions in the event that payroll obligations remain when the Expansion Fund revenue stream ends in 2025 and if no alternative funding mechanism has been put in place. In that case, any positions remaining in the Fund would have to be eliminated, and library services or hours would likely have to be cut.
- Adding 15 positions to the Expansion Fund is neither fiscally prudent nor sustainable.
 - While it would pay for increased access to three libraries, it would do so by creating new long-term obligations in a Fund that has a relatively short remaining revenue stream.
 - It would severely reduce the ability to use Expansion Fund dollars to pay for one-time facility- or technology-related projects that could provide new/improved services without incurring significant long-term liabilities.
 - It would make it that much more difficult to move non-personnel expenditures (materials, technology, professional services) out of the Expansion Fund. Many of those expenditures were moved from the General Fund to the Expansion Fund as part of the Library's budget-reduction efforts.
 - The proposal relies on decisions by future County Commissions to add large new amounts of budget authority to the Library's General Fund, and/or on passage of a new Library funding mechanism, neither of which can be guaranteed.
 - Projections of future revenues carry an appreciable degree of uncertainty. Revenues that come in lower than projections will reduce the Library's future budget authority in the Expansion Fund as well as in its General Fund budget.

- As stated above, absent any new funding source, positions and other Expansion Fund obligations remaining in June 2025 would be covered for only a short time after that date, after which they would have to be eliminated.
- Over the last 12 years, the Library has been able to either transfer into the General Fund, or eliminate, 17 positions from the Expansion Fund, decreasing the number of Expansion positions from 29 to 12. If the new proposal were fully implemented, the Library would be faced with having to transfer or eliminate 27 positions (12 existing plus 15 new)—potentially \$2 million in payroll costs—along with \$1 million in service-and-supply expenditures, from the Expansion Fund over the next 10 years.
- Challenges in rebuilding the County's Capital Improvement Program require that the Library look at alternative funding sources for capital projects. The Expansion Fund is the most secure of these sources, as it does not require additional voter approval, nor does it depend on the generosity of foundations, corporations or individuals.
- It could become more difficult to fill vacant Expansion Fund positions, especially as 2025 draws closer. In the interest of full disclosure, applicants would need to be told that the positions for which they are applying could be eliminated soon after June 2025.

While I feel that the 15-position proposal is neither viable nor in the best interests of the Library System or the County, I am willing to consider alternatives that involve a smaller number of new positions being added to the Expansion Fund (resulting in a different combination of additional public hours), and to other options as well. The Library Board's Finance Committee, consisting of Trustees Lokken and Wilson, will meet with Senior Public Services Librarian Tammy Cirrincione and me before the Board meeting to review the proposal and consider alternative approaches and ideas. The Finance Committee will bring a recommendation to the Board meeting for your consideration.

In this situation, your choices include:

- Approving the budget team's 15-position proposal as is
- Approving an alternative plan as recommended by the Finance Committee
- Taking no action. In that case, the Library will have no additional monies in FY 2015/16 other than \$40,000 added to the Expansion Fund (via savings from an eliminated position) to pay for space-planning projects and a marketing plan. (Please note that the Finance Committee may recommend taking no action.)

Recommendation: Do not approve the County budget team's proposal, and instead approve an alternative plan as recommended by the Finance Committee.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Library Director's Report to Include Administration and Collaborations,
Programs, and Activities
DATE: April 15, 2015

There is no written material on this item.
An oral report will be made at the meeting

Northwest Reno Library Annual Board Report April 2015

In the last year we...

Improved work flow processes by stopping the duplication of our efforts like checking locked AV cases and fanning books at checkout.

Eliminated some redundant opening and closing procedures.

Went from 95% staff checkout to 90% self-check out.

Redeployed staff to the Information and Children's desks from the Circulation desk in order to better assist with computer issues, locating items, holds placement and reader's advisory.

Moved to 90 minute desk assignments which means less disruptive transitions during the day, less time at the various desks, and a little more time to do projects.

Removed shelving in both the Reference and Children's areas opening up lines of sight and expanding floor space.

Expanded Holocaust shelving to ease overcrowding of materials.

Moved our holds pick up to a more central and user friendly location.

Had our water fountain replaced with a hydration station.

Became the first library to be transitioned from an old phone system to a newer VOIP system, we are still in the adjustment phase, but it appears to work pretty well.

Added two AWE learning stations and a Qimo computer for young users.

Hosted a very successful Teen Tech Week program that brought teens, food, STEM learning and technology together in one room.

Expanded our gallery space to include a wall between staff offices and public internet terminals to either display more materials from the main gallery or from a different collection.

Helped support the Verdi and Senior Center libraries by providing staff two days per week.

Had one staff member accept a promotion at another branch and one resign due to a promotion at another job.

Hired two "new to the system" employees, and are working on training them.

Saw the birth of two staff babies: one son and one granddaughter!

We are in the process of...

Moving our entire CD collection into available permanent shelving, opening up more floor space.

Converting our story cottage into a full time play cottage filled with various STEM learning toys and space to play.

Developing a successful Family game night program twice monthly where families can come in and use various board games purchased with STEM grant funds.

Increasing our volunteer pool for more help with holds, collection projects and programs.

Seeing our study rooms get increasingly popular, to the point that we are thinking of how to expand that service with empty offices or carving out more quiet spaces.

Figuring out ways to handle books less by eliminating steps in our check in process.

Developing a regular “do it yourself” craft table at holidays, finding that we don’t need to do more than put out various materials to ignite creativity.

Thanking our patrons in small ways like putting out treats for occasions like Library Week, Halloween and Christmas.

Upcoming challenges and opportunities:

An aging and constantly leaking irrigation system that generates lots of complaints to the County and TMWA.

Crumbling emergency exit stairs.

Fragile older chairs the public use daily that are falling apart.

Counters and rugs showing 16 years of hard use.

A new staff schedule to accommodate the new open hours.

Continued assessment of duties and procedures.

A goal of eliminating materials that haven’t circulated in 2-3 years, allowing for further opening up of floor space.

TO: Library Board of Trustees
FROM: Derek Wilson
RE: Friends of Washoe County Library Liaison report
DATE: April 15, 2015

DATE OF MEETING: April 1, 2015

Despite the recent scare about paying rent at their Sierra View site, the Friends of Washoe County Library continue their hard work and fund raising without interruption. Based on feedback from the County, it seems like the rent issue is moving in the right direction and that the Board of County Commissioners will find a way to waive this cost. It is anticipated that this issue will be addressed at an upcoming Commission hearing however no firm date has been secured. Friends' representatives are planning to attend the hearing and speak on behalf of waiving the rent. [Director's update: the BCC will consider the rent waiver at its April 28th meeting.]

March book sales were very successful and achieved the second highest monthly sales total ever, at \$18,140. The Friends also initiated a new fund raising effort by getting involved in Nevada's Big Give, an annual event designed to provide coordinated donations to any participating non-profits. The event is described by the operators as:

"One big day. One big state. On March 12th, Nevadans united for 24 hours of online giving to support the charities that support our communities! Donors across our great state gave to their favorite causes, and discovered and gave to new ones with secure, online donations of \$10 or more."

The event was successful overall but was not a large revenue generator for the Friends. Non-profits that raised the most money probably had strong promotional/marketing efforts leading up to the event. The Friends are planning to have such an effort in place for next year. I'm sure the Friends would welcome any input on how to make the most of this event.

The Reno Aces are supporting the Friends through a ticket sales program. The Friends are selling tickets to the August 25th baseball game and will keep a cut of the proceeds. For everyone who doesn't care about baseball and has never been to the stadium, let me say: I understand. I used to feel the same way. But here's what I discovered – the tickets are cheap, the beer is good, and my family loves it. So go.

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

F/Y 2014 / 2015

8-Apr-15

TITLE	CURRENT YEAR			PRIOR YEAR		
	BUDGET	EXPENDITURE	BALANCE	BUDGET	EXPENDITURE	BALANCE
						%
SALARIES/WAGES	\$ 5,324,211	\$ 3,919,871	\$ 1,404,340	\$ 5,154,326	\$ 3,803,156	74%
EMPLOYEE BENEFITS	\$ 2,176,225	\$ 1,558,012	\$ 618,213	\$ 2,117,911	\$ 1,554,071	72%
SERVICES & SUPPLIES	\$ 705,568	\$ 473,766	\$ 231,802	\$ 705,825	\$ 456,934	67%
CAPITAL OUTLAY						
TOTAL:	\$ 8,206,004	\$ 5,951,649	\$ 2,254,355	\$ 7,978,062	\$ 5,814,161	73%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

F/Y 2014 / 2015

8-Apr-15

	<u>CURRENT YEAR</u>			<u>PRIOR YEAR</u>				
<u>TITLE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 679,995	\$ 472,866	\$ 207,129	70%	\$ 718,326	\$ 523,172	\$ 195,154	73%
EMPLOYEE BENEFITS	\$ 301,577	\$ 209,971	\$ 91,606	70%	\$ 312,303	\$ 226,643	\$ 85,660	73%
SERVICES & SUPPLIES	\$ 915,661	\$ 681,940	\$ 233,721	74%	\$ 1,095,374	\$ 729,630	\$ 365,744	67%
CAPITAL OUTLAY		\$ -						
TOTAL:	\$ 1,897,233	\$ 1,364,777	\$ 532,456	72%	\$ 2,126,003	\$ 1,479,445	\$ 646,558	70%

GIFT FUND BALANCE AS OF MARCH 31, 2015

Item 7d

<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>
CHILDREN'S COORDINATOR	\$ 10,509.55	\$ 10,509.55	\$ -
DOWNTOWN RENO	\$ 17,238.16	\$ 7,764.46	\$ 9,473.70
DUNCAN / TRANER	\$ 848.25	\$ -	\$ 848.25
INCLINE	\$ 9,240.44	\$ 1,100.00	\$ 8,140.44
INTERNET	\$ 1,485.81	\$ -	\$ 1,485.81
NORTHWEST	\$ 13,053.20	\$ 295.63	\$ 12,757.57
NORTH VALLEYS	\$ 16,514.72	\$ -	\$ 16,514.72
SENIOR CENTER	\$ 2,470.27	\$ -	\$ 2,470.27
SIERRA VIEW	\$ 13,475.33	\$ -	\$ 13,475.33
SOUTH VALLEYS	\$ 17,036.59	\$ 1,121.00	\$ 15,915.59
SPANISH SPRINGS	\$ 23,466.89	\$ 1,531.34	\$ 21,935.55
SPARKS	\$ 21,340.77	\$ -	\$ 21,340.77
SYSTEMS OFFICE	\$ 58,618.44	\$ 58,482.00	\$ 136.44
SYSTEMWIDE	\$ 177,937.01	\$ 177,818.99	\$ 118.02
SYSTEMWIDE INTEREST	\$ 124,492.96	\$ -	\$ 124,492.96
TECHNICAL SERVICES	\$ 70,735.36	\$ 70,549.25	\$ 186.11
VERDI	\$ 3,100.85	\$ -	\$ 3,100.85
TOTALS:	\$ 581,564.60	\$ 329,172.22	\$ 252,392.38

Washoe County Library System

Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2013-2014/2014-2015

	Accumulative														
	Checkouts			Library Visits			Patron Computer Use			Program Attendance			Internet Library		
	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change
July	178,295	166,953	-6.36%	103,078	96,714	-4.23%	23,937	25,347	5.89%	4,679	6,956	48.66%	84,141	62,611	-25.59%
August	181,910	157,069	-13.66%	107,015	94,781	-11.43%	24,468	22,807	-6.79%	4,741	6,113	28.94%	83,571	60,398	-27.73%
September	166,011	155,234	-6.49%	97,489	91,907	-5.73%	22,083	23,022	4.25%	4,533	5,339	17.78%	80,565	60,831	-24.49%
October	169,560	163,330	-3.67%	102,301	111,021	8.52%	23,632	23,360	-1.15%	7,656	21,216	177.12%	79,775	60,523	-24.13%
November	160,387	142,699	-11.03%	91,071	79,964	-12.20%	20,665	20,666	0.00%	5,339	6,469	21.17%	73,202	55,779	-23.80%
December	149,581	140,348	-6.17%	83,180	81,286	-2.28%	20,741	21,187	2.15%	4,295	5,407	25.89%	71,369	55,189	-22.67%
January	172,531	161,353	-6.48%	98,883	92,700	-6.25%	23,837	22,790	-4.39%	5,546	5,486	-1.08%	83,077	62,482	-24.79%
February	158,261	142,907	-9.70%	95,937	87,713	-8.57%	21,267	20,447	-3.86%	7,025	7,445	5.98%	72,501	57,413	-20.81%
March	169,443	151,184	-10.78%	102,032	95,841	-6.07%	23,090	22,988	-0.44%	8,798	9,900	12.53%	75,445	74,544	-1.19%
April	165,242	0	0	103,162	0	0	20,957	0	0	6,099	0	0	67,390	0	0
May	157,794	0	0	92,531	0	0	23,049	0	0	8,963	0	0	65,409	0	0
June	157,949	0	0	96,040	0	0	23,198	0	0	10,670	0	0	59,813	0	0
Totals	1,986,964	1,381,077	-8.29%	1,172,719	833,927	-5.34%	270,924	202,614	-0.54%	78,344	74,331	41.28%	896,258	549,770	-21.87%
Totals to Date	1,505,979			880,986			203,720			52,612			703,646		

Note 1: FY 14/15 Checkout totals including all partnership/Collection Development: 1,382,991

Note 2: FY 14/15 GRAND TOTAL (includes Library, Partnership, Coll. Dev., Downloadable Books and Ebooks, and Read & Share Checkouts): 1,556,077

ITEM 7e

****PLEASE NOTE:**

CHECKOUT TOTALS

- a. Reflect only public hours for Partnership Libraries
- b. Do not reflect Gerlach or Collection Development

Washoe County Library System									
Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total -- Thru March									
System Total Comparison For Fiscal Years 2013-2014 / 2014-2015									
Meeting Room Use									
	2013-2014	2014-2015	% Change	2013-2014	2014-2015	% Change	2013-2014	2014-2015	% Change
	# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance
Administration Outreach									
Duncan/Traner	0	0	0	0	0	0	0	0	0
Incline	67	44	-34.33%	1,001	528	-47.25%			
North Valleys	7	10	42.86%	29	225	675.86%			
Northwest	84	48	-42.86%	1,014	572	-43.59%			
Reno	159	95	-40.25%	2,016	1,545	-23.36%			
Senior Center	0	0	0	0	0	0			
Sierra View	19	8	-57.89%	266	16	-93.98%			
South Valleys	185	196	5.95%	3,577	3,901	9.06%			
Spanish Springs	101	121	19.80%	2,153	2,733	26.94%			
Sparks	14	12	-14.29%	271	213	-21.40%			
Verdi	1	0	0	0	0	0			
Totals	637	534	-16.17%	10,327	9,733	-5.75%			

****PLEASE NOTE:**
CHECKOUT TOTALS
a. Reflect only public hours for Partnership Libraries
b. Do not reflect Gerlach or Collection Development

TO: Board of Trustees of Washoe County Library System
 FROM: John Andrews, Internet Services Librarian
 RE: Internet Branch Statistics

The only Internet usage statistic reported to the board is the number of hits recorded at the library's website at www.washoecountylibrary.us – essentially the “gate count” for the website. This number does not take into account any visits to the library's online services (catalog, e-books, etc.) that do not take the user first through the library's website.

MARCH 2015

The following numbers represent total visits to these online library services. “Unique” visits are those that did not begin at the library website. The total number of visits in March 2015 is 87.25% greater than the number of visits to the library website as reported in monthly statistics reports. As our online presence expands, it is becoming necessary to reevaluate how these statistics are reported. In the short term, we will be providing the board with additional statistics to provide a fuller picture of the library's online reach each month.

	WEBSITE	CATALOG	OVERDRIVE	SOCIAL	TOTAL
TOTAL	74,544	60,001	45,052	---	139,583
UNIQUE		22,175	42,864		

GOING FORWARD

- Patrons who reach the catalog, OverDrive, or other online services directly from browser bookmarks and search results are not counted; these numbers will be provided monthly.
- A method for adding the reach of the library's social media presence is under development for future reports.

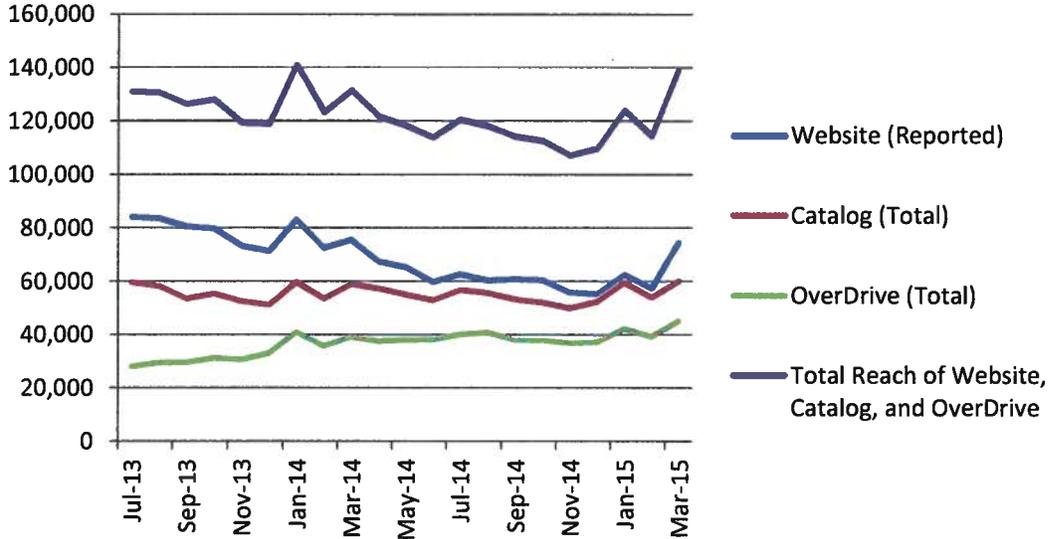
LOOKING BACK

As a point of reference, the table and charts on the following pages offer an overview of this activity for FY2014 and FY2015 through March 2015.

MONTHLY CATALOG & OVERDRIVE STATISTICS

MONTH	WEBSITE (REPORTED)	CATALOG (UNIQUE)	OVERDRIVE (UNIQUE)	TOTAL REACH OF WEBSITE, CATALOG, & OVERDRIVE	DIFFERENCE BETWEEN WEBSITE & TOTAL REACH	PERCENTAGE OF TOTAL REPRESENTED BY WEBSITE
JUL-13	84,141	20,889	25,785	130,815	55.47%	64.32%
AUG-13	83,571	19,691	27,258	130,520	56.18%	64.03%
SEP-13	80,565	17,804	27,766	126,135	56.56%	63.87%
OCT-13	79,775	18,675	29,367	127,817	60.22%	62.41%
NOV-13	73,202	17,337	28,736	119,275	62.94%	61.37%
DEC-13	71,369	16,910	30,668	118,947	66.66%	60.00%
JAN-14	83,077	19,902	37,974	140,953	69.67%	58.94%
FEB-14	72,501	17,350	33,233	123,084	69.77%	58.90%
MAR-14	75,445	19,414	36,475	131,334	74.08%	57.45%
APR-14	67,390	19,341	34,883	121,614	80.46%	55.41%
MAY-14	65,409	17,589	35,218	118,216	80.73%	55.33%
JUN-14	59,813	18,375	35,606	113,794	90.25%	52.56%
JUL-14	62,611	20,281	37,621	120,513	92.48%	51.95%
FY14	958,869	243,558	420,590	1,623,017	69.26%	59.08%
AUG-14	60,398	19,570	38,059	118,027	95.42%	51.17%
SEP-14	60,831	17,793	35,579	114,203	87.74%	53.27%
OCT-14	60,523	16,487	35,582	112,592	86.03%	53.75%
NOV-14	55,779	16,563	34,735	107,077	91.97%	52.09%
DEC-14	55,189	19,255	35,184	109,628	98.64%	50.34%
JAN-15	62,482	21,556	39,838	123,876	98.26%	50.44%
FEB-15	57,413	19,741	37,222	114,376	99.22%	50.20%
MAR-15	74,544	22,175	42,864	139,583	87.25%	53.40%

Total Website, Catalog, and OverDrive visits July 2013 – March 2015



Percentage of total Internet Branch reach represented by website

