



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MARCH 21, 2018
4:00 P.M.**

**Spanish Springs Library
7100A Pyramid Lake Hwy
Sparks, NV 89436**

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) Public Comment – 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.
- 3) Approval of Meeting Minutes
 - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of January 24, 2018
 - b. *For Possible Action:* Approval of Minutes from the Library Board Workshop of February 28, 2018
- 4) Old Business
None
- 5) New Business
 - a. *For Possible Action:* Approval of Application by Tyna Sloan for Board Scholarship for \$840.50 to be paid out of the Library Gift Funds
 - b. *For Possible Action:* Approval to Make Payment of \$4,345.75 to Gustin and Associates for Design Preparation for Exterior Conceptual Artwork for the Downtown Reno Library Renovation Project to be paid out of Tacchino Trust Funds
- 6) Reports
 - a. Library Director's Presentation to Include System Programs and Activities, and Friends Report
 - b. Spanish Springs Library Report on Programs, Activities and Operations
 - c. Monthly Technology Update
 - d. Tacchino Trust Expenditure Update
- 7) Staff Announcements - Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda
- 8) Public Comment – 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 - *No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda*
- 10) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, JANUARY 24, 2018**

The Board met in regular session at the Downtown Reno Library, 301 S. Center Street, Reno, NV 89501

Chair Alderman called the meeting at 4:00 pm.

1) ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh, Ted Parkhill, Jean Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid, Assistant County Manager Dave Solaro

Public Present: None noted

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF DECEMBER 20, 2017

Board Secretary, Tami Gaston, provided an updated copy of the meeting minutes that included verbiage suggestions from Legal Counsel Nathan Edwards who attended the January Meeting.

On motion by Trustee Stoess, seconded by Trustee Marsh, motion which duly carried, the Board approved the updated meeting minutes from the Library Board of Trustee meeting of December 20, 2017. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a) ACKNOWLEDGE A DONATION IN THE AMOUNT OF \$120,000 FROM FRIENDS OF WASHOE COUNTY LIBRARY, WHICH DEMONSTRATES ITS CONTINUED SUPPORT OF LIBRARIES, LITERACY, THE ARTS, AND CULTURAL ENRICHMENT THROUGHOUT THE COMMUNITY

Director Scott referred the Board to the Staff Report. There were no representatives at the meeting from Friends of Washoe County Library (FWCL).

Trustee Stoess noted that, as the Board liaison for FWCL, she attends the Friends meetings and they are a great group of people with enthusiasm for what they do.

Upon questioning by the Board, Legal Counsel Dania Reid informed the board that an item set for acknowledgement does not require a motion to move forward to the next item although the Board could choose to do so if desired.

Chair Alderman moved to the Agenda Item 5b.

b) ACKNOWLEDGEMENT OF CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN OCTOBER 1 AND DECEMBER 31, 2017 FOR A TOTAL OF \$188,680.42

Director Scott referred the Board to the Staff Report for the information on donations received in the second quarter of 2017/18.

Upon questioning by the Board, Director Scott clarified the following:

- Grants List of Donors: SGIA is a grant received from the State of Nevada Library Archives that was submitted and approved for Washoe County Library Collection Development purposes. He explained that this particular grant was significant due to the increased funds from recent years.
 - Director Scott advised that future documents of this nature will use fewer acronyms for clarity.
- Cash Donations List of Donors: The quarterly reported listing of cash donation is a report of donations received during that time frame and not relative to past years. The Library has come to expect consistent cash donation from Friends of Washoe County Library (FWCL) annually, with an amount exceeding \$100,000 each year. The Library System does not hold any expectation of cash donations or amounts consistently.
- Non-Cash List of Donors: Non-cash donors are not valued monetarily, but noted for non-cash/in-kind related services. Individuals listed in this category are people who have provided programs in Washoe County Library branches.
 - At the request of the Board, programs associated with individuals' names will be provided in future reports.
- Washoe County Library System sends thank you letters to all who donate over \$100 cash.
- Washoe County Library System mostly relies upon Friends of Washoe County Library for fundraising efforts, which include bi-monthly book sales, and efforts from Development Officer Andrea Tavener for specific fund-raising events such as Give the Gift of Reading. Washoe County Library staff is at capacity to do more than that.

Further Board discussion included agendaizing the following items for a future Board Workshop:

- Exploration of what a creating a Library Foundation would be able to do for Washoe County Library System
 - Chair Alderman asked each Trustee to do some individual research to bring to a scheduled workshop.
- How to maximize fund-raising efforts and grant approvals in the Washoe County community more effectively

Upon questioning by the Board, Legal Counsel Dania Reid provided the following guidance for future workshop and agenda items:

- Typically workshops include a single agenda item, which can be focused upon and drilled down into more detail.
- Agenda items are funneled through the Library Board Secretary, who is the central point of contact for Trustees.

c) **ACKNOWLEDGMENT OF DIRECTOR-APPROVED GIFT FUND PURCHASES BETWEEN JUNE 30 AND DECEMBER 31, 2017**

Director Scott briefly explained the intent of this agenda item.

Upon questioning by the Board, Director Scott clarified the following:

- The Library Director is required to report any Gift Fund expenditures over \$100 to the Library Board of Trustees.
- The Library Director is authorized to spend any Gift Fund expenditures without Board approval up to \$4,999.
- The Un-designated Gift Fund Expenditure report meets the required reporting of any purchases over \$100. The Board has the authority to designate how often they would like this information reported.
- The Gift Fund Balance report is reported monthly informing the Board of the available balances in each line item.
- Line Items in the monthly Gift Fund Balance report that are not branch specific are typically increased with the annual Friends of Washoe County Library (FWCL) donations allotments, and fund-raising events.
- The Library System reports all FWCL allocation expenditures back to them annually. This information has not been requested by the Board in the past.

The Board expressed the interest in the following:

- Seeing the follow up report to FWCL allocation expenditures.
- Consolidation of the Gift Fund allocations/donations and expenditures into one report. The Board agreed that a consolidated report could sufficiently be done on an annual basis.
- Further discussion on this will be agendized on a future workshop agenda

No action required, Chair Alderman moved to the next agenda item

d) **UPDATE ON WASHOE COUNTY LIBRARY STRATEGIC COMMUNICATION PLAN**

Director Scott explained that this plan was created working with Journalism students from the University of Nevada-Reno and explained how this report closes out the Strategic Communication Plan originally presented to the Board in March 2016. He stated the Library is using social media better than before with Facebook targeted ads and other social media.

Upon questioning by the Board, Director Scott clarified that for future fund raising efforts, the Library will collect donations through Friends of Washoe County Library instead of Generosity. The Library System is able to better see where the donations come from through Generosity, but using FWCL cuts out the middleman and the cut they take from total collection.

Goals outlined in the Library Strategic Communication Plan have been included in the approved Washoe County Library Strategic and Technology plans.

Upon questioning by the Board, Director Scott clarified that of the approved \$5,000 for chartered marketing, the Library only spent around \$800.

6) **REPORTS**

a) **LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT**

Director Scott provided a PowerPoint presentation updating the Board on Library System programs and activities, outreach and operations for the month of December 2017.

Upon request of Chair Alderman, Director Scott noted that he would include dollar amounts received for noted fund-raising events.

b) **MONTHLY TECHNOLOGY UPDATE**

Systems and Access Librarian, Nancy Keener, highlighted the following from the Monthly Technology Report.

Technology:

- The Library System offers increased data speed effective January 2018.
- Scheduled turn on and shut down of technical equipment has been automated.

Budget:

- 60 computer stations and 30 self-check stations are between 3-5 years old without positive prospects of replacement. The Library System will work on replacing machines as able.

c) **TACCHINO TRUST EXPENDITURE UPDATE**

Director Scott reported \$22,770.93 expended from the Tacchino Trust during the month of December. Of the total expenditures, \$21,059.39 was half of the total payment for the Downtown Reno Auditorium renovation with \$999 for library materials for the Downtown Reno Library.

d) **FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES FOR DECEMBER 2017**

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Scott clarified the percentage information available is based upon the County fiscal year starting in July. The information reported in General Fund and Expansion Fund reports do not typically have any anomalies on the line items reported.

e) **MONTHLY LIBRARY USAGE FOR DECEMBER 2017**

The Library Board reviewed the information submitted in the packet.

The Board noted that they would like to see a change in how some of the statistics are presented in the packet, to include:

- Infographics
- Break out for Program information by branch and type
- See year to date comparisons by month for trending

Based upon multiple questions by the Board, an agenda item regarding statistics and metrics has been added for discussion to a future Board Workshop meeting.

7) STAFF ANNOUNCEMENTS

Joan Dalusung, Assistant Library Director on behalf of Andy Tavener, Development Officer and PIO, offered up to 7 tickets to the live TedX viewing at UNR.

8) PUBLIC COMMENT

None

9) BOARD COMMENT

Chair Alderman stated she would like to place Strategic Plan Initiatives and how the metrics ties into them in for a workshop meeting.

Trustee Wilson added discussion for creating a foundation and finding private business partners as another agenda for a workshop meeting.

10) ADJOURNMENT

Chair Alderman adjourned the meeting at 5:27 pm.

**LIBRARY BOARD OF TRUSTEES WORKSHOP MEETING
WEDNESDAY, FEBRUARY 28, 2018**

The Board met in special session at the Spanish Springs Library, 7100A Pyramid Lake Hwy, Sparks, NV 89436

Chair Alderman called the meeting at 3:00 pm.

1) ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh via telephone, Jean Stoess, Derek Wilson

County Staff Present: Deputy District Attorney Nathan Edwards

Public Present: Keith Judson, Secretary/Treasurer of Friends of Washoe County Library (FWCL), Kyle Waxman (FWCL Board Member), Marsy Kupfersmith (FWCL Board Member), Rebecca Gaul (FCWL Board Member)

2) PUBLIC COMMENT

None

3) REVIEW OF CURRENT TRACKING METHODS FOR MONTHLY BOARD STATISTICS INCLUDING REPORTS ON LIBRARY PROGRAMMING AND ATTENDANCE, CHECK OUTS, LIBRARY VISITS, MEETING ROOM USAGE AND OTHER LIBRARY RELATED REPORTS, AND STATISTICAL INFORMATION REPORTED TO THE STATE FOR THE BIBLIOSTAT SURVEY; AND PRESENTATION OF LIBRARY STATISTICS REPORTED TO THE LIBRARY BOARD MONTHLY AND DISCUSSION OF POTENTIAL METRICS PRESENTATIONS OF METRICS REPORTED MONTHLY OR QUARTERLY AS DETERMINED BY THE TRUSTEES

This item includes Board discussion and public comment.

Director Scott explained how the information reported annually to the State for the Bibliostat Survey is used and how libraries are ranked by comparisons federally from the statistical data provided. The results published by Library Journal are generally a couple years behind. For higher ranking libraries, the Library Journal ranks them 3, 4, or 5 stars. The Washoe County Library System ranks 198 of 222 libraries and is not high enough to be ranked with a star.

Upon questioning by the Board, Director Scott confirmed that the Library System could use the statistical data provided and compare them on a quarterly basis.

Trustee Parkhill arrived at 3:08 pm

Upon questioning by the Board regarding the validity of comparison measures, Director Scott noted that although there is some validity, the main areas of comparison include the number of

the population served and the budget of the library. In this area, Washoe County Library System will always be in a deficit due to County funding and the large service area of Washoe County. He stated that the area that Washoe County Library System can increase its standing in comparison is the circulation of children's materials.

Upon questioning by Chair Alderman about how the Library is doing in regards to early literacy, Director Scott stated that he sees a variety of organizations who are offering early childhood literacy services in our community as a member of the United Way. He noted that they are not working together or communicating with one another and that one of the Library goals is to unite these agencies or help create better communication between them.

Director Scott stated that there are a couple of ways in which the Library has the ability to work towards this goal. The Library is getting core data information from the school district to work on increasing early literacy in the areas of our community that need it most. Additionally, the Library has access to Community Connect. Community Connect contains a database of our communities broken into segments that help identify needy areas. With these two detailed and specific reference sources, the Library can better target populations that are deficit and need help. In 2020, the Washoe County School District students will be tested against the nation. Any children found to not be performing will be held back and their families will be notified that summer.

Trustee Wilson commented that he remembered seeing the Community Connect report when it first came out and that he could see the inequities in the strengths around the communities. Upon review of a requested volunteer report, he was also able to relate that information to the library volunteer base in those communities. He would be interested to know if the Library System would be able to shift some of the inequities within the library volunteer base to those branches with less.

Legal Counsel Nate Edwards reminded that Board the agenda items are not styled for action in the form of any actual motions and to make sure they tie any discussions back to the item as agendized.

Chair Alderman expressed interest in more detailed information on how children's materials are used, what is available, and what tools are available to get that information. She stated she would like to see information on children's materials as was done for the adult collection in the in February 2017 presentation.

Debi Stears, Resources Librarian, stepped forward and acknowledged her love of delving into statistical data to determine what is going on. With that said, she prefers to generally provide a more narrative style report and stated she is more than willing to provide quarterly reports if the Board so desires it. She noted that the Board can see the increase in circulation as noted in the North Valleys Library children's circulation by placing children's materials front and center in conjunction with the change in service model at the branch. She also noted that she was beginning to work with branches individually. She is working closely with South Valleys Library at this time and plans to meet with Incline Village in a couple of weeks. Working individually with each branch is intended to drill down into where each branch is in terms of their collection, where they stand in comparison to the system, and what needs to become priority.

Chair Alderman commended the Library for taking these steps and advised that Library staff determine the best frequency of reporting back to the Board and how best to do that.

Trustee Parkhill commented that the statistical spreadsheets provide percentages but not enough information. He does not know what is going on or why a percentage may be significantly lower or higher and no explanation is noted. He referred to the significant percent decrease in the October reference stats and how he has no way to find out what is going on or why.

Lorna Grasso, Administrative Secretary and general statistics provider, came forward and explained that, although not reflected in the current report, a broken link was found in the reference stats and has been corrected. Both Chair Alderman and Trustee Parkhill noted that this was a great example and that this type of information should be noted on the spreadsheet.

Trustee Wilson and Chair Alderman asked if the Library could provide an explanation, if able, and highlight any statistical figures that may create a flag or stand out as to why the increase or decrease in numbers/percentages.

Debi Stears, Resources Librarian, explained that the statistics for circulation are currently reported as system-wide by branch, but are not broken down by branch for material types (physical or digital). After looking deeper into the data, which is not reflected due to the reporting as a system, CD and DVD circulation is down mostly at our urban branches, such as at Sparks Library. However, Sparks Library is also looking at an increase in the number of physical number of children's book check-outs.

Chair Alderman stated that is information she would like to see periodically. She also mentioned that highlighting positive changes by branch and determining how those increases occurred could help look at other branches that have not yet seen those changes.

Chair Alderman stated she would like to see more in-depth presentation of significant information on whatever basis Library staff deem best.

Trustee Marsh noted she was interested in how the Library is gathering and providing information at a philanthropic level and how the Trustees would be able to help the Library System.

At the reminder of Legal Counsel Nate Edwards, Trustee Marsh consented to being on record via telephone.

Chair Alderman requested that both Debi Stears and Lorna Grasso attend the next meeting where statistics are presented to provide ideas for information that may be more illustrative of what is actually happening at a branch level regarding use of children's use of the library.

Chair Alderman requested that the Library tie statistics to the Washoe County Library Strategic Plan so that there are additional measures that can be used to ensure goals and objectives are being met.

Trustee Parkhill referred to the meeting room statistical information and how the Downtown Reno Library meeting room is down by 62% with no clear indicators as to why. He noted that

he did not talk to the branch manager and there was no explanation provided in the meeting. Along that vein, the current manner in which statistics are reported do not allow for a way to spot trends.

Chair Alderman noted that Trustee Parkhill's comment was a perfect segue into tying the statistics into the Strategic Initiatives. Meeting Room statistics would fall under the first initiative of Community Hub

In reference to the low meeting room use for the Downtown Reno Library, Acting Branch Manager Brenda Owens explained that the auditorium had minimal bookings due to the expectation of closure due to renovation.

Trustee Parkhill confirmed that this is the type of information he would be interested in. He stated that although he has not taken measures to ask Library staff the story behind the stats, he is interested in hearing an editorial behind the story information at the meeting.

Director Scott stated that the Library could provide information for statistical data showing significant changes and that the Library could also provide a quarterly report for trend-spotting.

Trustee Parkhill does not believe the Library needs to add statistical information, but needs to get a better handle on the information provided. He also noted that changes over time get missed and that trends cannot be spotted in the way the metrics are provided.

Chair Alderman suggested that perhaps every six months, put the information in a different format that would allow for trend-line view.

Board Secretary Tami Gaston stated that time lapse reporting would be a more viable option on a periodical basis due to the short turnaround time from the end of the month when the branches are entering their statistics and when the statistical reports are actually run for posting with the Board packet the second week of each month. Periodical reporting will also be more accurate due to the turnaround time and for instances when branch statistics are not entered prior to the report being run for the Board.

Chair Alderman and Trustee Parkhill discussed the possibility of using the number of programs and program attendance information as well as a deeper review of the information to figure out what was done to make a particular program successful and determine if it would be successful system-wide.

As the Board began to discuss partnering opportunities, Legal Counsel Nathan Edwards suggested that this either become an agenda item or the Board could provide updates during the Board Comment section of the agenda. He also took the opportunity to inform the Board that there were not any Open Meeting Law restrictions for individual Trustees contacting Library staff with questions on statistical disparities or other information and requesting updates at the next meeting during the Staff reporting section of the agenda. Counsel cautioned, however, that issues could arise if a Trustee somehow communicated with other Trustees outside of an agenda item, potentially creating Open Meeting law violations.

In review of the Washoe County Strategic Plan, Chair Alderman asked how the Library anticipates evaluation of success for the Express Creativity and Know your Community initiatives.

Director Scott provided some examples for each of the initiatives:

- Community Hub: Improved meeting room experiences
- Growing Young Readers: Following/increasing children's circulation and more programming.
- Express Creativity: Makerspace areas, rotating idea boxes. Spanish Springs is hosting the Idea Box Faire in March. South Valleys had the robotics demonstrations
- Know Your Community: Programming, outreach, and computer usage type information.

Trustee Wilson noted STEAM/STEM programming as being fundamental to the Library's purpose. He also clarified his understanding of the access role the Library provides for the community and how that information can be translated to the community and County to maybe provide more programming and build more libraries.

Trustee Wilson and Chair Alderman agreed on the separation of programming statistics to a better evaluate which programs are normal and which are STEAM/STEM and early literacy programming statistics. Breaking these out will allow for the ability to provide information that tells everyone why Libraries are important and who they serve.

Upon questioning by Trustee Marsh regarding how many opportunities the Library System gives a program before cutting it out and how the Library determines if that program is really wanted by the community, Director Scott provided the following information:

- Library staff completes after-program surveys and talks with community groups for feedback from program attendees.
- He noted that if a program's attendance is not justifying retention of a program, Library staff will tweak that program, maybe multiple times, to determine if it really is the program that is not needed versus the presentation.

Upon further program questioning by Chair Alderman, Director Scott explained there are no immediate and clear cut responses when tweaking a program, but something that is a work in progress for Library staff when they are trying to determine specifically what is and what is not working.

When asked who is involved in this process and how it is shared, Director Scott replied to Trustee Marsh that the Library Service Teams meet about issues and share the information with their branches.

In discussing evaluation of programming and program partnerships that the Library believes would benefit the community, Chair Alderman noted she would like to see that Library staff are reviewing programs to ensure they are meeting all the requirements the Library defined when determining what we intended to do and what we were trying to accomplish.

Upon questioning by Trustee Marsh regarding how are the library branches are aware of what everyone is doing, Director Scott explained how the Library service teams fill those roles between each other and the branches.

Following up on program specific questions, Beate Weinert, Programs and Community Collaborations, stated that the Library System has a powerful and strong relationship with Historic Reno Preservation Society (HRPS) and although they have a very powerful outreach in the community, they work in tandem with Library marketing efforts. There are definitely strengths in partnerships. She also clarified that she provides the expectation for any partnership discussion she is engaged in that they include their community outreach in Library Marketing efforts

4) **REVIEW OF LIBRARY BUDGET ALLOCATIONS TO INCLUDE GENERAL FUND ALLOCATIONS, EXPANSION FUND ALLOCATIONS AND GIFT FUND TRACKING AND EXPENDITURES**

This item includes Board discussion and public comment.

Trustee Parkhill stated that the information provided in the Gift Fund Balance reports has no meaning to him and he feels that it should. The line items themselves are unclear and he would like to know how the line items are funded.

Director Scott stated that a legend could be placed on the report for reference and that funding comes from different sources including Friends of Washoe County Library (FWCL) allocations and other donations.

Chair Alderman also noted that there are two Gift Fund reports: Gift Fund Balance and Gift Fund Expenditures that do not appear to tie to each other and they do not match.

Trustee Parkhill explained his understanding of the General and Expansion Fund Expense reports which identify and update monthly expenditures for salaries/wages, benefits and services and supplies but that he is unable to provide any knowledge of where 5% of the total budget (Gift Funds) is received or spent.

Board Secretary Tami Gaston further explained that many of the Gift Fund balances are from donations many years ago that have accumulated. She explained that these funds are tracked through County software as totals but are tracked by Library financial staff. She also explained that Designated funds are donations that were donated with specific intent.

Upon questioning by Trustee Parkhill asking if two Trustees would be able to be together offline to work questions out, Legal Counsel Nate Edwards stated that the risk of any meeting in this context between two or more Trustees would be that the gathering could be viewed as a sub-committee and be subject to Open Meeting Law requirements. He recommended an easier method would be for one Trustee to volunteer to work with Library System financial staff to review library financials and determine how to present a cash flow or financial statement that is clear and comprehensive to the Board.

Trustee Parkhill volunteered to take on this project with Library financial personnel.

Chair Alderman stated the Board would like to be able track the information (Gift fund donation receipt to expenditure) through the process.

Lorna Grasso, Administrative Secretary, stated that all the detailed information is available for both Gift Funds and the Library General Fund. She noted that she maintains a database of all itemized purchases and that the information is only a matter of formatting once the Board determines what it believes to be pertinent.

Trustee Marsh explained her issue is not concern that every dime is being tracked, but if we are setting donation target amounts and why that particular target. The Trustees have the potential to have significant impact for the Library System but don't have the sense of determining where available dollars are located.

Northwest Manager Kristin Reinke briefly detailed how she, as a branch manager, increases and utilizes gift funds balance down purchasing foodstuff for programs.

Trustee Parkhill responded to Ms. Reinke question of how much detail is required by stating that he is looking for totals and does not hope to delve the deep into detail.

In response to the question from Trustee Parkhill regarding where FCWL donation are noted in the financial reports, Development Officer Andrea Tavener, explained that FWCL donations are all allocated to different Gift Funds before the check is cut. She stated that FWCL are provided a report by the Library System on how the funds will be split. FWCL vote to approve the allocation total amount and approve how the Library System plans on utilizing the funds. Additionally, the Library System provides FWCL a summary report on expenditures at the end of the year.

Chair Alderman and Trustee Parkhill stated that information would be nice to provide to the Board as well.

Chair Alderman included that the Tacchino Trust Fund included extremely detailed expectation of use that is not detailed in the report provided to the Board.

Trustee Parkhill noted that clearer definition in the financial reporting to the County, would better support the case when submitting wish lists for increases to County provided budget.

Trustee Marsh stated she would like to see the Library present a donation target at the beginning of each year and that information could be used when preparing grant submissions and helping advocate more fundraising

Trustee Wilson stated his concerns in moving through the small pockets of money in the community in favor of reaching for the bigger dollars that build libraries.

Trustee Alderman agreed with active fundraising for capital funds so that we could then ask the County to match funds. The Library may benefit as they will always be on the bottom of the County funding list.

Chair Alderman moved to agenda item 5.

5) **IDENTIFICATION OF AVAILABLE COMMUNITY RESOURCES AND AGENCIES IN A POSITION TO BEGIN CREATION OF A WASHOE COUNTY LIBRARY FOUNDATION FOR LIBRARY FUNDRAISING AND LIBRARY ADVOCACY PURPOSES**

This item includes Board discussion and public comment.

Board discussion included the following thoughts:

- What if the Board wanted to go for more donations or grant funding efforts rather than using Friends of Washoe County Library?
- Library foundations are about the future, how to do it is the question, who does it?

Trustee Wilson believes a foundation is a first step to show that the Library is serious and is doing its homework.

Trustee Parkhill stated that a foundation is not just about fundraising, but about the future. He said there are a number of libraries that have one and the creation of a foundation is fairly straight forward. He also noted there are a number of libraries that have posted their processes in creating their foundations.

Upon Board questioning, Legal Counsel Nate Edwards offered the following advice on the structure and creation of a foundation:

- Although it could be done, structure would be the key, but a structurally independent foundation could be created and a legal opinion in writing would be highly advised if the Board chooses to move ahead.
- A foundation created as an underling to the Library Board could be problematic.
- Any foundation role for the Library Board would be dependent upon an opinion from the District Attorney.
- Washoe County District Attorney's office would not be counsel for building or establishing any foundation created as they are not a client of Washoe County. Any legal opinion to a separate entity operating as a foundation would have to come from a private attorney employed by the foundation.

Keith Judson, FWCL Secretary/Treasurer, asked if the Board had any concerns about duplication of efforts. He noted that the 21st Century Endowment came from a previous Washoe County Library foundation that was turned over to FWCL to handle for unknown reasons. At this time, the 21st Century Endowment fund has \$700,000 in and Friends objective is increasing it to \$1,000,000.

Chair Alderman requested a copy of the 21 Century Endowment bylaws and Foundation information to avoid duplication of efforts. She requested that Trustee Stoess, Friends Liaison, review the bylaws and determine how best to funnel donations through 21 Century Endowment.

Mr. Judson stated he would provide bylaws and financial statements.

Upon questioning by the Board, Director Scott explained that the Tacchino Trust did not go that way as there a 5-year time frame to expend and the Trust wanted the County to match funding.

Chair Alderman asked Trustee Stoess to take the lead in working with FWCL to see about best ways to raise funds for the Library and to get a copy of the bylaws and financial statements.

Development Officer and PIO Andrea Tavener stated she received a check last week from a trust stipulating that it was not to be used for children's materials and was handed over to Resources Librarian Debi Stears for adult materials.

Chair Alderman closed agenda item 5.

Chair Alderman reopened agenda item 4 for comments.

4) REVIEW OF LIBRARY BUDGET ALLOCATIONS TO INCLUDE GENERAL FUND ALLOCATIONS, EXPANSION FUND ALLOCATIONS AND GIFT FUND TRACKING AND EXPENDITURES

Upon questioning by Trustee Stoess, Director Scott clarified that the \$96,000 funding under Capital Outlay in the General Fund Expenditure report is for the Automated Materials Handlers (AMH).

Chair Alderman closed agenda item 4.

Chair Alderman reopened agenda item 5 for comments.

5) IDENTIFICATION OF AVAILABLE COMMUNITY RESOURCES AND AGENCIES IN A POSITION TO BEGIN CREATION OF A WASHOE COUNTY LIBRARY FOUNDATION FOR LIBRARY FUNDRAISING AND LIBRARY ADVOCACY PURPOSES

No further comment.

Chair Alderman closed agenda item 5.

6) BOARD COMMENT

Trustee Wilson noted important timing issues in reference to the sunset of the Expansion Fund to put out in time for vote. He would like a presentation agendized for a future board agenda with a quick history

Trustee Parkhill noted the financial information updates already noted for future agenda item

Trustee Stoess volunteered to find out when other agencies may be planning community votes and will bring information back to the Board.

Chair Alderman requested both Trustees Parkhill and Stoess to notify Board Secretary Tami Gaston when ready to place on future agenda.

The Board confirmed placing the following issues on a future agenda as follows:

- Duplicating community efforts
- How to share system-wide what we do well
- Determine when to pull in other partner agencies
- Leverage what is going good and determine how to expand it within other branches not experiencing it.

7) **STAFF COMMENT**

Jonnica Bowen, North Valleys Managing Librarian, noted that the 20% increase in children's circulation went beyond the basics of the physical changes. She acknowledged her staff as an integral piece in embracing the physical changes while working in a new service model.

Joan Dalusung, Assistant Library Director, read an article published on February 28, 2018, in the Reno Gazette Journal. The article has been attached to the Board packet posted to the Library Website.

Julie Machado, Spanish Springs Managing Librarian, welcomed and thanked the Board for coming to the Spanish Springs Library.

8) **PUBLIC COMMENT**

Keith Judson, FWCL Secretary/Treasurer, invited the Trustees to the upcoming booksale starting March 3, 2018. He noted the booksale runs for 9 days and open hours are 10-5 pm.

9) **ADJOURNMENT**

Chair Alderman adjourned the meeting at 4:56 pm

TO: Library Board of Trustees
FROM: Tyna Sloan, Library Assistant II
RE: Library Board of Trustee Scholarship Application
DATE: March 21, 2018

Name: **Tyna Sloan** Branch: **Downtown Reno Library**
 Amount requested: **\$840.50**

- I have been accepted to a graduate school of Library and Information Science
- I have been accepted in a Librarian Certification Program

Name of graduate school or certification program: University of Nevada-Reno

I have completed a year of employment (2080 hours) with WCLS and have a "Meets Expectations" or above on my most recent performance appraisal.

I have read the Scholarship Policy and agree to abide by the conditions set forth regarding repayment of the scholarship amount(s) as they relate to completion of the program and WCLS employment following completion of the program.

Write a paragraph indicating the benefit to WCLS if you receive a scholarship:

In order to better understand the direction and the growth the library system has set into motion as stated in the Strategic Plan 2015-2019, it is paramount to continue my librarianship education. Taking classes while on the job gave me a unique perspective and initiative to seek information about our library system. Although, I have not completed the program I already have used some of the knowledge and skills on a daily basis. Skills like, the reference interview, needs assessments, understanding library policies, circulation statistics, programming and more. I have over 5 years work experience as a LA II and I hope in the future to obtain MLIS.

Recommendation:

That the Board of Trustees approve the award of a Board Scholarship in the amount of \$840.50 to Tyna Sloan.

For Administrative Use

- Approved: Amount _____
- Denied: _____

Degree/Certificate received date: _____

Employment requirement met date: _____

Payment History - Charges Paid by this Payment

08/25/2017 Moved to Installment Plan

Payment Breakdown	Term	Applied Payment Amount
TechnologyFee	2017 Fall	27.00
TechnologyFee	2017 Fall	27.00
Undergraduate Registration	2017 Fall	646.50
Undergraduate Registration	2017 Fall	646.50
Performing Arts	2017 Fall	5.00
Associated Students UN	2017 Fall	15.00
Associated Students UN	2017 Fall	15.00
Academic Success Undergrad	2017 Fall	25.00
EL Wiegand Fitness Center Fee	2017 Fall	45.00
Counseling Center	2017 Fall	50.00
Health Center	2017 Fall	93.00
Joe Crowley Student Union	2017 Fall	94.00
365 Online Course Fees	2017 Fall	102.00
Total Payment Amount		1,791.00

790.50

Payment History - Charges Paid by this Payment

08/25/2017 Cashier Office CC Payment

Payment Breakdown	Term	Applied Payment Amount
Payment Plan Admin Fee Tuition	2017 Fall	50.00
Payment Plan Installment	2017 Fall	597.00
Payment Plan Installment	2017 Fall	53.00
Total Payment Amount		700.00

50.00

840.50

[Return to Payment History](#)

Sloan, Tyna Geneva
425 E. Taylor St.
RENO, NV 89502

University of Nevada, Reno
Office of Admissions & Records
Mail Stop 0120
Reno, NV 89557-0120

Student ID: 1003075189
Birth Date: 12/19

Unofficial Transcript

Page 1 of 1
Print Date: 12/26/2017

Transfer Credits

Truckee Meadows Community College	Attempt	Earned	GPA Pt	GPA
	82.0	67.0	254.1	3.529

Beginning of Undergraduate Record

1994 Spring

HIST 100	Intro to History				1.0	D+
	Attempt	Earned	GPA	Crd	GPA Pt	GPA
Term	1.0	1.0	1.0	1.0	1.3	1.300
Career	1.0	1.0	1.0	1.0	1.3	1.300

2016 Spring

EDUC 478	Biblio - Gen Ref				3.0	A
	Attempt	Earned	GPA	Crd	GPA Pt	GPA
Term	3.0	3.0	3.0	3.0	12.0	4.000
Career	4.0	4.0	4.0	4.0	13.3	3.325

2016 Summer

MATH 96A	Int Algebra - Basic Prop				0.0	S
MATH 120E	Fund College Math Exp				3.0	B+
	Attempt	Earned	GPA	Crd	GPA Pt	GPA
Term	3.0	3.0	3.0	3.0	9.9	3.300
Career	7.0	7.0	7.0	7.0	23.2	3.314

2017 Fall

EDUC 473	Sel - Acq Libr Mat				3.0	A
SPAN 211	Second Year Spanish I				3.0	C+
	Attempt	Earned	GPA	Crd	GPA Pt	GPA
Term	6.0	6.0	6.0	6.0	18.9	3.150
Career	13.0	13.0	13.0	13.0	42.1	3.238

End of Undergraduate Record

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval of Make Payment of \$4,345.75 to Gustin and Associates for Design Preparation for Exterior Conceptual Artwork for the Downtown Reno Library Renovation Project
DATE: March 21, 2018

Background: In August 2017, the Board approved a proposal not to exceed \$8,000 to Gustin and Associates to begin conceptual exterior artwork for the Downtown Reno Library renovation project. Director Scott included that any further costs associated with this project would be brought to the Library Board for approval.

The initial proposal cost of \$7,212.89 was paid to Gustin and Associates in January 2018. The Library received another invoice in February 2018. This invoice included \$3,166.25 for billing hours, \$244.53 for printing and binding and \$935 for outstanding billing for the Children's area rendering, bringing the total invoice to \$4,345.78.

Recommendation and Suggested Motion: Recommend that Board approve payment of proposal \$4,345.78 to be paid to Gustin and Associates for continued conceptual artwork for the Downtown Reno Library renovation project.

Gustin & Associates, Inc.

February 7, 2018

Mr. Jeff Scott, Library Director
Washoe County Library System
301 S. Center Street
Reno, Nv. 89502

Re: Contract Billing: Downtown Reno Library, 301 S. Center Street Project

Dear Jeff,

The following is our billing thru January 31, 2018, for the preparation of the exterior conceptual design SHPO Presentation Package:

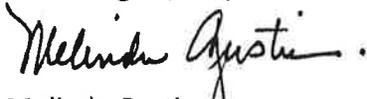
- Research: Current US Secretary of the Interior's Standards for the Treatment of Historic Properties and the National Park Service Preservation Briefs concerning Cultural Landscapes.
- Preparation of narrative including: plant materials identification research, treatment recommendations, justification for conceptual designs, revisions, assembly of exhibits and supporting photographs.
- Meeting with the Robin Reed and Kristen Brown, at the Nevada State Historic Preservation Office, to review NRS 383.121 Intergovernmental Cooperation document and review of the Downtown Reno Library Exterior Site Report Recommendations.
- Meeting with you on January 24, 2018 to review SHPO meeting notes.

Contract Billing: 37.25 hours @\$85 per hour	\$3166.25
Direct Expenses: Printing/binding	244.53
Outstanding Invoice Billing: Children's Rendering Area 12/28/17	935.00
Total Balance Due:	\$4345.78

By the way, seeing your television news story on the planned rehabilitation and bomb shelter tour made me smile. Your enthusiasm was fantastic!

I'll be in touch, as soon as I have a response from the SHPO office.

Thanks again, very much.


Melinda Gustin



7 Elm Court
Reno, Nevada 89501

m@gustincorp.com
(775) 722-2040

GUSTIN + ASSOCIATES, INC.
DOWNTOWN RENO LIBRARY

STAPLES

355 Plumb Lane
RENO, NV 89502
(775) 324-7700

Your Sales Associate was:
Zachary O

QTY SKU PRICE

* DUPLICATE COPY *

Not Valid for Refund

1	GORILLADRIVE 4 PK 845999015853	39.99
***** Customer Order 2097779486 *****		
3	Documents 1980563 49.683ea	149.05
3	Finishing Only 1967507 5.190ea	15.57
85	CD Burning Sa 1967819 0.250ea	21.25
Questions on Customer Order 2097779486 Call Customer Service at 1-800-3STAPLES *****		
SUBTOTAL		225.86
Standard Tax 8.2650%		18.67
TOTAL		\$244.53

MasterCard USD\$244.53
Card No.: XXXXXXXXXXXX2473 [C]
Chip Read
Auth No.: 01979P
AID.: A0000000041010

* DUPLICATE COPY *

Not Valid for Refund

TOTAL ITEMS 92

Staples brand products.
Below Budget. Above Expectations.

THANK YOU FOR SHOPPING AT STAPLES !

Shop online at www.staples.com

Shop Smarter. Get Rewarded.
Staples Rewards members get up to 5%
back in Rewards in store only. \$2 back in
Rewards per recycled ink cartridges. Up to
20 per month. Minimum purchase required.
Exclusions Apply. See an associate for
full program details or to enroll.



WASHOE COUNTY
LIBRARY SYSTEM

Washoe County Library System Monthly Report

January/February 2018



Connect

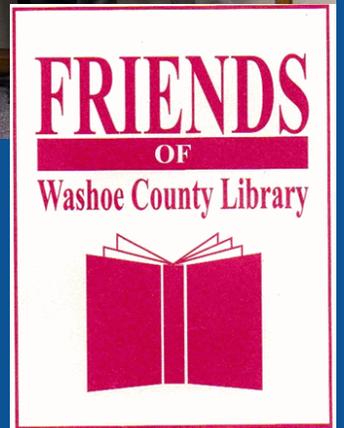
Gather

Explore



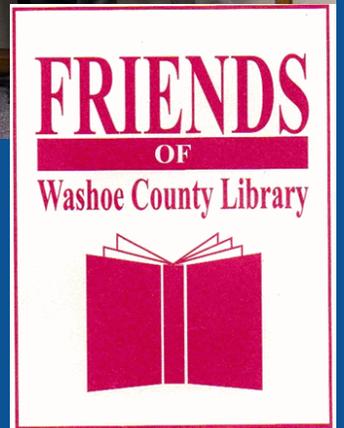
Friends of the Washoe County Library

- Attended Joint-BCC LBOT meeting and presented \$120,000 for library services.
- Allocation broken down as follows:
 - Technology (38%) \$45,600
 - Materials (32%) \$38,400
 - Programs (9%) \$10,800
 - Marketing (7%) \$ 8,400
 - Training (6%) \$ 7,200
 - SRP Books (8%) \$9,600



Friends of the Washoe County Library

- Met at Cordone Office March 14th
- Book Sale March 10-18
- Wine Walk April 21st
- Major gifts received:
 - Randall A. Aubert Trust
 - \$12,652.13
 - Strem Estate
 - \$25,285
- Give the Gift of Reading Donation of \$4,200
- Next Meeting Gerlach Library April 11th



Library Events

System-wide

- Pioneer Center
 - Petroglyphs
 - In-Tune Tales
 - Larry Wilson
- Historic Reno Preservation Society (HRPS)
 - Families of Hillside Cemetery
 - Truckee Meadows Irrigation Ditches
 - History of LGBTQ Reno
 - Preserving Places: Historic Preservation and Revitalization in Reno



Library Events

System-wide

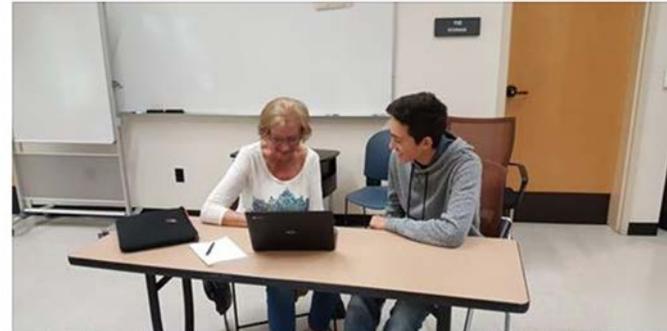
- Coding Classes
- STEAM Activities
- Radon Awareness



Amanda Moorman-Mongolo is at [Incline Village Library](#).

February 21 at 1:06pm · Incline Village

Have a technology question? Join some tech savvy high school seniors today at the Incline Village Library for Seniors to Seniors from 2 to 4 p.m.



Library Events

Branches

■ Sparks

- Computer Gaming
- Tech Café
- STEAM Programs
- Memory Makerspace

■ Spanish Springs

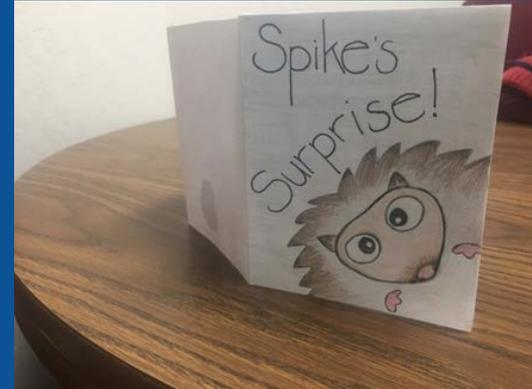
- NNLC Reading Program/Legacy Program
- Upcoming Idea Box Faire March 25



Library Events

Branches

- South Valleys
 - STEAM THURSDAY with UNR ME2
 - STEAM SATURDAY: Tinker Toys
- North Valleys
 - STEAM: Cosmic Sun Catchers/Bookmaking



Library Events

Branches

- Northwest
 - STEAM: The Power of Slime
 - Brazilian Carnival
 - Black History Month Display
 - STEAM: Making Catapults



Washoe County Library in the News

- 1/3: All Washoe County Libraries Closed on Monday, January 15: Libraries Closed In Honor Of Martin Luther King Jr. Day Holiday
- 1/9: Washoe County Library System Strategic Plan, 2018-2020: Approved and Adopted by the Library Board Of Trustees.
- 1/11: Free Radon Programs Offered At Several Local Libraries: Learn About Radon in Washoe County.
- 1/16: Historic Reno Preservation Society Presents Several Programs at Local Libraries: Learn about Reno history!
- 1/22: Enjoy TEDx FREE...@ your library®: The Downtown Reno Library Will Livestream TEDxUniversityofNevada, Saturday, January 27, 2018.
- 1/29: Washoe County Libraries Closed For Presidents' Day Holiday, February 19: North Valleys Library Branch Also Closed on Tuesday, February 20, 2018.

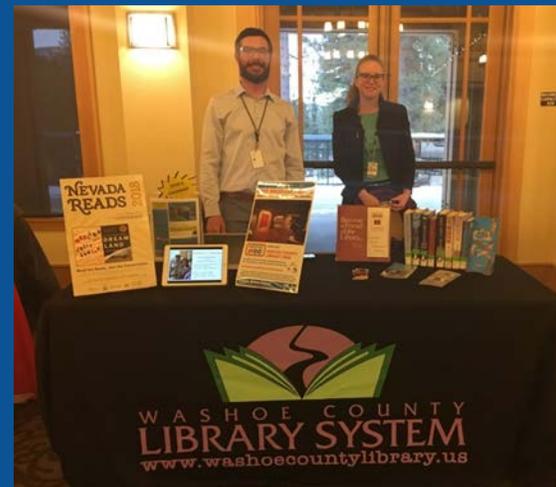


Knowing Nevada: Secrets hidden below downtown Reno
During the mid-1960s, bomb shelters were common additions to homes and buildings under construction. Several still exist throughout Reno, including...
mynews4.com

- 2/2: KSNV's Ryan Kern story: Knowing Nevada: Secrets hidden below downtown Reno
- 2/20: Spring Family Estate Planning Workshop Series Offered At Sierra View Library: Learn How to Take Charge of Your Own Money and Estate.
- 2/26: Want To Learn How To Become A DJ? Join Us Every Wednesday In March At The Duncan/Traner Community Library!
- 2/26: Come See The Dog Pound Crew! Touring Young B-Boying Dancers at This Exciting Free Program in March.

Outreach

- Sierra View
 - Smithridge Head Start outreach/3 events = ca 39 children
 - Echo Loder Head Start outreach/3 events = ca 34 children
 - APlus Learning Center /2 outreaches = 37 children
- Incline Village
 - Lynsy visiting Tahoe Incline Apartments weekly for story time outreach 10.
 - Robin at Tahoe's Connection for Families for monthly story time outreach
 - Amanda and Rick attended the Boys & Girls Club of North Lake Tahoe's Duffield Youth Program ribbon cutting event on 2/9
 - Amanda attends IVGID's senior program Conversation Café monthly. 20.
 - John and Amanda at IVGID Trustee Face-to-Face event on 2/28. Attendees were very excited about the Discover and Go program. 30 attendees.
- North Valleys
 - Pam facilitated the first of our new outreach rotations to the Desert Heights Elementary School Headstart program in February.
 - Monthly visit to the Stead COW Bus that meets at O'Brien Middle School.
 - Pam and Harriett facilitated a busy table at Hug High School.
 - Jana and Jonnica hosted our ever-popular WCLS photo booth at the Carson City Library Grand Re-Opening following their facility remodel. This was a very exciting event and it was wonderful to be able to cheer on our colleagues in Carson City and help them celebrate their hard work.



Galleries

- South Valleys
 - Rod Lambourne creates clocks out of recycled bicycle parts.
- Sierra View
 - Ken Patterson Jr. Mosaic Tile Art
- Northwest
 - Photographer Deon Reynolds



Operational

- Leaky Roofs at South Valleys, North Valleys, and Northwest
- Better Snow Removal this year
- County Risk Management Reviewing Space
- Author Willy Vlauten reminisces about Downtown Reno Library

How long have you been gone from Reno?

I think I was 26, 27 when I left. I was a failed musician and kind of bumming around Reno, and I knew I had to move to a bigger city to be in the kind of band I wanted to be in. But I went kicking and screaming. My first novel was set in Reno, because I was so homesick that I wanted to come back, but I couldn't make a go of playing music in Reno. And Portland is such a great music town. I met the guys in Richmond Fontaine within a year of living in Portland. And so, I just stuck it out here. ... In a way, Reno is like an old girlfriend you never get over. In a way it just breaks my heart, and I get all depressed and weird. I used to come back all the time, for maybe the first 10 years of living in Portland. I used to stay at the Fitzgerald's Casino for like five nights at a time. ... Writing novels takes so long that you kind of have to write them everywhere. You can't be precious about where you are. It just takes so long that you can't wait for the perfect time and the perfect place. You have to just do it. I used to write a lot at Harrah's—used to have a really cool off-track betting parlor. It's gone now, but I used to come back and write there, or in the downtown library in Reno. I used to write there for a couple weeks at a time.

If I was a really rich guy, I'd buy that place and leave it exactly the way it is. I think that's one of the coolest places that's ever existed. It makes you feel better about yourself. A good library always makes you feel better about yourself.

Strategic Initiatives

- Friction Free Library Cards
- Multi-Generational Access to Library Collections
- Support Teachers and Educators
- Implement ExecReport
- EDawn: Know Your Business
- Know Your Non-Profits
- Support Teachers and Educators
- Arts, Culture, Authors, Speakers hosted at the library
- Apply for E-rate

STRATEGIC PLAN FY 2018-20
WASHOE COUNTY LIBRARY SYSTEM washoecountylibrary.us



Our Mission is to connect people with information, ideas and experiences to support an enriched and engaged community, one person at a time.

Our Vision is that all Washoe County residents benefit from the Library's support of literacy and self-education.

Washoe County Library is a Community Hub

Washoe County Library System Provides:

- Opportunities for Connection
- Welcoming & well-maintained spaces
- A welcoming and safe environment
- Meeting room space with relevant equipment & resources
- Dynamic spaces to maximize community access

Community Hub

Washoe County Library Grows Young Readers

Washoe County Library System:

- Provides collections to support young readers
- Encourages family support of early literacy
- Builds a bridge to education from birth to school
- Instills a love of reading & learning

Growing Young Readers

Washoe County Library Provides Opportunities to Express Creativity

Washoe County Library System:

- Provides access to creative experiences
- Provides opportunities to experience 21st century skills

Express Creativity

Washoe County Library Wants Residents to Know Their Community

Washoe County Library System:

- Is dedicated to growing a well-educated community
- Is a trusted source for local information

Know Your Community

Strategic Initiatives

- ExecReport implementation:
 - Planned March roll-out
 - Arts and Culture Programs:
 - Spring Break Brochure
 - Summer Reading Brochure
 - ArtTown Brochure
- E-rate Bid released
- Working with EDAWN and Chamber on Non-profits, businesses, and workforce development
- Teacher Cards
 - Teacher Cards will be fine free
 - Educator needs to show documentation
 - Work with WCSD for automatic cards
- Friction Free Cards
 - Reciprocal cards, multi-generational cards allowed

Strategic Initiatives

- Upcoming
 - Better Market Meeting Space
 - Review Idea Boxes and identify future needs
 - Review Library Website for accessibility and self-service
 - Quarterly Internet Speed Test
 - Survey public to ensure library meets technology and training needs
 - Develop Core list of training needs for staff, seniors, and workforce

Upcoming

- Dog Pound Crew
- Bruka's Theatre
- Erika Paul Trio
- Maya Soleil Traditions
- Petroglyph
- HRPS
- Estate Planning Workshop
- Nevada Reads



WASHOE COUNTY
LIBRARY SYSTEM

Thank you!

Connect

Gather

Explore



Spanish Springs Library

WCLS Library Board of Trustees – March 2018

Overview: Spanish Springs Library is a destination. Plan to get here and amazing things await when you arrive.



We have successfully obtained permission from Kiley Ranch to post a sign advertising Spanish Springs Library on their property along Pyramid Highway. All the necessary paperwork for the City of Sparks, and Washoe County has been completed and we are eagerly awaiting the sign. This should increase community awareness of this beautiful library, which has a reputation of being a church because of its architecture, and because for ten years, until last August, a church sign was in the location where this sign will soon be posted.

Spanish Springs Library statistics have held steady during the years of roadwork on the Pyramid Highway. We are busy during our open hours Sunday through Thursday. Spanish Springs Library consistently has high programming statistics. It's all about our community which is young, active, and affluent. Being located in a regional park that has a water park in the summer, soccer in the fall, and an excellent year-round skate park is a plus.

The Spanish Springs Library drive-up window is very popular. People get quick personalized service at this convenient location. One third of all holds placed for the Spanish Springs Library are picked up at the drive-up window. Almost 10% of total check-outs are through the drive-up window. Almost everyone, including dogs and horses, comes through our drive-up window for transactions or to drop off books in our outside book drop.

The RFID installation project was completed ahead of time at SS. The public loves this fun new way to check out books. Because this community commutes, **Spanish Springs Library users are big fans of e-books and audio-books.** For years, we have shown patrons on a daily basis how to use OverDrive, our databases, and more recently, Libby and RB Digital Magazines.

Spanish Springs Library staff members are excellent at serving patrons from the cradle to the grave. We provide outreach on a regular basis to Head Start programs and local day cares, as well as providing Story Time and Toddler Time to hundreds of children monthly, often weekly! We go to every school in our service area at least once yearly, attending Fall Festivals at Elementary Schools, and handing out library cards at High Schools. We partner with the Native American tribal councils to make sure no child is left out of our considerable services. Various book groups, crafting, STEAM, and family events are available for all ages every month. We provide "Urban Legends" outreach to Vaughn Middle School, where staff from the library system can learn school assembly outreach services. We provide outreach services to senior living housing, providing book groups and partnering with them for innovative art programs at the library. We have also helped with system outreach on a regular basis providing staffing and services for Earth Day, Homeless Connect, the Reno Mini Maker Faire, the Sparks Christmas Parade, and many others. One staff member goes to the Nevada Hands and Voices each year to work with the deaf and hard of hearing. We provide monthly programs regularly for teens and families which include coding classes, popular movies, "Miuchi" anime club, family game day, Paws 2 Read, and Pioneer and Friends of Washoe County Library programs. Our adult programs include knitting, crocheting, book clubs, and art receptions. We also help other branches when they need help with desk coverage, programs, outreach, and projects.

This years' Strategic Plan holds several unique opportunities for Spanish Springs Library.

Community Hub: The Spanish Springs Library is a beautiful well-appointed and well-maintained library with a great atmosphere and something for everyone. Meeting Rooms come in five sizes with additional space around the library to provide places for people to meet, or work alone. Amenities include coffee bar, ice maker, vending machines for snacks and drinks, open fireplace area, art gallery, displays, sound-proof rooms, laptop locks, and lots of tables and windows.

Growing Young Readers: Continuous outreach to pre-schools through high schools. Our program support includes: **Book Buddies @ Home** a children's self-serve book club; **Book Bundles** which are bundles of books librarians pre-select around themes; along with **Display Boards**; **Book Displays**; **1000 Books Before Kindergarten**; and weekly **Story Times**, **Toddler Times**, and special events such as **Little Books & Little Cooks**, and **Northern Nevada Literacy Council's Family Reading Program** both at the library and at outreach to Native American communities. The strategic plan goal to "Concentrate support for the Reno-Sparks Indian Colony" is especially designed for our experienced staff. We have contacts with not only the RCIS, but also Hungry Valley with over 20 years of outreach to their Head Start program, and the Pyramid Lake Jr. & Sr. High School where we hosted their annual art display and Artown Opening event which was highlighted as a **KNPB ARTEffects** program in July 2017.

Express Creativity: On Sunday, March 25th Spanish Springs Library is hosting the **2018 Idea Box Faire** to highlight the eight newest Idea Boxes. Staff members from around the system will be here from 10:00 am to 3:00 pm. We try to hold a yearly event; 2016 events included the StartUp Faire for startup businesses, and Indie Author Day to help budding authors get published. We often get asked what we will be doing next!

Each year we host a **Young Writers' Workshop** during the Christmas holiday break in conjunction with the UNR Northern Nevada Writing Project. It is for youth ages 7-19, and is broken into two sets of classes. One for older writers, ages 13-19 which lasts for three days, and a one-day writing class for 7-12 year olds, which also includes illustrating. After the books are published by our Washoe County Reprographics department we host a Young Writers' Author Night where the authors can read their works. It is a powerful experience for all involved.

We have a significant number of patrons who attend the **Code It, Build It** weekly coding program, and constantly have STEM and STEAM activities that rotate; Studio 775 Idea Boxes, which include books on the topics to check out; and a permanent photo booth (which we also use for outreach). Spanish Springs Library tries to come up with innovative ideas and processes as a regular work process. We are currently creating adult coding classes for the library system.

Know Your Community: A Spanish Springs staff member regularly attends Spanish Springs CAB meetings and provides library news and updates (such as Early Voting and Free Tax Help). We go to local senior centers and provide them with opportunities in the library and are expanding to provide additional services at their locations. For our Summer Reading Program Kick-off this year we are inviting local youth groups to participate in **Rockin' Summer Activities**. Our Programs Librarian has invited the 4-H, Girl Scouts, Boy Scouts, and more to share their summer fun ideas in an event hosted with the Lazy 5 Park Ranger in the new **Lazy 5 Hive** event space. We collaborate and coordinate with various government and non-profit organizations for other youth opportunities.

Using our Community Connect data we know that our Spanish Springs library community is knowledgeable in technology from the time they arrive at Toddler Time. To provide services they need and want, we have a "Tech Bar" with new technology incorporated every year. This year we added two Demonstration Stations for permanent anytime "Tech Cafés" to easily help patrons with their technology needs on large touch screen monitors. We have also purchased a new Apple iPad Pro with a 12.9" display to replace our well-used iPad Air. We are planning on adding robotics, 3D, and drone technology soon.

Staff use a variety of technology to help patrons with their library needs. This helps familiarize staff with different devices and their operating systems: Android, iOS, Chrome OS, and Windows 10. Our community has a lot of these same devices and because of our familiarity with constantly changing technology we can help patrons when they come in with problems and questions about their own devices.

Spanish Springs Library Highlights:

We received a gift of \$300 from Adylenn Trimble, a young library enthusiast, which was donated to our FWCL through Commissioner Hartung. This gift was used to purchase Raspberry Pi supplies, Lego© Mindstorms, and building manipulatives for our **Code It, Build It** weekly program. When they came and tried out their contributions. They loved it!

Commissioner Hartung has again granted the Spanish Springs Library \$1,000 this year to be received through the FWCL. It will be used to enhance our technology. This item is scheduled to be heard by the BCC for approval during the April 17th, 2018 meeting.

In January 2017 we modified the Java Lounge coffee bar to make it self-serve. This model works very well and is in planning stages to be implemented at five additional WC libraries: Sparks, Northwest Reno, North Valleys, Incline Village and South Valleys. Other government agencies have recently shown interested in this model.

Staffing achievements and changes: Joy Betton (LAI) and Aurora Partridge (LAI) received Washoe County Excellence in Public Service Certificates in Essentials of Management Development, after completing their Individual Development Plans (IDP) which allowed them to take management courses as support staff. The both were recognized at the September 19th, 2017 Board of County Commissioners meeting. One Aide was promoted to an LAII, and one Aide was hired in his place. Three LAI's retired. A total of twelve staff moved into and out of Spanish Springs Library from July to February. All were trained and received performance appraisals in a timely manner by the Managing Librarian. In addition, SS staff helped out at most branches and many system-wide outreach programs throughout the year while continuing to provide excellent customer service to our patrons here at Spanish Springs Library.

Code It, Build It

When we started this program in June 2017 we targeted after school-age children. But we got everyone! We are using our knowledge from this program to create a system-wide program for coding for teens through retired citizens.

STORY: In June an 88 year old gentleman came in to learn coding so he could understand his granddaughters' job!

STORY: In August there was a young man starting 1st grade. He had been coming with his mother to Code It, Build It since it started. He did not have a complete grasp of spelling and typing because he was so young, so he worked with his mom telling her which direction to move Karel, by moving his hands and telling his mom right, left, go, put or ---. She typed in the words, but he was the logic behind the movement. Kris Thomas leads this program and told me this young man is farther than any of our other participants. Yay!

STORY: In January an older sister built a tinker toy wagon pulled by a Code-A-Pillar to pull her younger sisters' stuffed toy. The building toys have also been used to build obstacle courses and targets.

The Lego© Mindstorm has been made into a robot, a striking robotic snake, and many other creative things that can be moved by using the coding learned in this weekly program. Thank you to our donors for supporting this new program!

Pyramid Lake High School: *Feather Dance with singers at the podium* for an unforgettable Artown program. This was brought about by the Spanish Springs Library's relationship with the Pyramid Lake High School through outreach. The program included art in the gallery and in the display cases, and a wonderful program of cultural exchange which included singing and storytelling in English and Paiute, dancing, and information about this singular school. This was filmed by KNPB and shown on television as an ARTEffects program in: ARTEffects, Season 2, episode 239
<http://www.pbs.org/video/local-feature-episode-239-ieh0kk/>



We love our volunteers! We rely on them, and they help us by leading programs, taking care of the book sale, shelving and keeping the stacks looking beautiful, taking care of the plants, keeping up with daily tasks, and helping us keep in touch with our community. People like to volunteer in the community where they live. It lets them meet people with similar interests and help with projects close to their hearts – like the library!

Update on Technology at WCLS March 2018

AMH

Request for Proposal for Automated Materials Handling went out this Monday
There will be a non-mandatory pre-bid conference March 26. Bidding will close 5 PM April 12.

Meeting Rooms

We began meeting room evaluations with our Vision Control vendor Mike Pristow.
The branches that previously had their meeting rooms updated, SS, SP, SO, NW, IV, are still in good shape, some could use an integrated microphone system and we could update the TVs and projectors to 4K. I will be talking with each branch manager to get their input.

Mike reviewed NV, which currently has no meeting room enhancements and suggested a 4K projector, input panel, speakers, assisted listening system and a large HD screen at NV. We have not had a chance to look at SV.

Training Equipment

Working with Reference and Training Team to ensure we have the equipment we need for training classes.

Copiers

We met with Chad Johnson of the Ray Morgan Company to discuss moving our copier business to their company. Chad feels he can save us money and give us more options. Our current contract with Sierra Office Solutions expires this July.

Network

Completed network redo for RN.

New Equipment

Purchased 4K capable laptop and Apple TV to fill out the RN auditorium offerings.

Nancy Keener
Systems Librarian
March 2018

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: March 21, 2018

Background: The Tacchino Trust requests regular updates to ensure the Trust schedule is being complied with and the Library Board of Trustees agreed upon regular updates on the status of expenditures out of the Tacchino Trust bequeathment to the Washoe County Library System. The Library System decided to include the Tacchino Trust Updates as a monthly update provided with the Library Board of Trustee meetings.

For the month of February 2018, a total of \$679.96 was spent and for March 2018, \$2,088.44 was spent on furniture/fixtures for the Downtown Reno Library.

Total spent to date from Tacchino Trust funds remodel for a total of \$25,393.33 spent to date.

Recommendation and Suggested Motion: This is a non-action item. No motion is required.