



**VIRTUAL LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, JUNE 17, 2020  
4:00 P.M.**

**ZOOM VIRTUAL MEETING**

PURSUANT TO NRS 241.020, THE AGENDA FOR THE TRUSTEES MEETING HAS BEEN POSTED ELECTRONICALLY AT THE FOLLOWING LOCATIONS: [www.washoecountylibrary.us](http://www.washoecountylibrary.us); and <https://notice.nv.gov>. PURSUANT TO SECTION 3 OF THE DECLARATION OF EMERGENCY DIRECTIVE 0006, THE REQUIREMENT IN NRS THAT NOTICE AGENDAS BE PHYSICALLY POSTED WITHIN THE STATED OF NEVADA HAS BEEN SUSPENDED.

SUPPORT DOCUMENTATION FOR ITEMS ON THE AGENDA PROVIDED TO THE LIBRARY BOARD OF TRUSTEES IS AVAILABLE TO MEMBERS OF THE PUBLIC AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR [tgaston@washoecounty.us](mailto:tgaston@washoecounty.us). **NO MEMBERS WILL BE MEETING IN PERSON AND THERE WILL BE NO PHYSICAL LOCATION FOR THE PUBLIC TO ATTEND DUE TO CONCERNS FOR PUBLIC SAFETY RESULTING FROM THE COVID-19 EMERGENCY AND PURSUANT TO THE GOVERNOR OF NEVADA'S DECLARATION OF EMERGENCY DIRECTIVE 0006 SECTION 1 WHICH SUSPENDS THE REQUIREMENT IN NRS 241.023(1)(B) THAT THERE BE A PHYSICAL LOCATION DESIGNATED FOR MEETING OF PUBLIC BODIES WHERE MEMBER OF THE PUBLIC ARE PERMITTED TO ATTEND AND PARTICIPATE. THIS MEETING WILL BE HELD BY TELECONFERENCE ONLY.** 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.

**MEMBERS OF THE PUBLIC MAY ATTEND THIS MEETING BY TELECONFERENCE BY LOGGING INTO THE ZOOM WEBINAR ACCESSIBLE THROUGH THE FOLLOWING LINK: <https://us02web.zoom.us/j/86843915928> password: 525358**

**PUBLIC COMMENT.** As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment via teleconference by logging into the Zoom webinar link above. NOTE. This option will require video and audio capabilities. Additionally, public comment can be submitted via email to [tgaston@washoecounty.us](mailto:tgaston@washoecounty.us). Please try to provide email or voicemail comments by 4:00 p.m. on the day prior to 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 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.*
- 3) Approval of Meeting Minutes
  - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of February 19, 2020
- 4) Old Business  
none
- 5) New Business
  - a. *Informational:* Staff Recommendation to Board of County Commissioners for Re-Appointment of Jean Stoess Effective July 1, 2020 through June 20, 2024.
  - b. *For Possible Action:* Election of Chair for Library Board of Trustees for Fiscal Year 2020-2021
  - c. *For Possible Action:* Election of Vice-Chair for Library Board of Trustees for Fiscal Year 2020-2021
  - d. *For Possible Action:* Approval of Library Board of Trustee Bylaws for Fiscal Year 2020-2021
  - e. *For Possible Action:* Appointment of One Library Board Trustee as Friends of Washoe County Library Liaison
  - f. *Informational:* Update on Washoe County Library COVID 19 Response and Reopening Plan
  - g. *For Possible Action:* Approval of Project Safe Spaces Agreement Between Washoe County Library System and The Children’s Cabinet, Inc.
  - h. *Informational:* Library Director Statement on Black Lives Matter
- 6) Reports
  - a. Library Director’s Report
  - b. Youth Services and Library Events Virtual Services Update
  - c. Tacchino Trust Expenditure Update
  - d. Board Task Report
- 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 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 TRUSTEE MEETING MINUTES  
WEDNESDAY, FEBRUARY 19, 2020  
4:00 PM**

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

Chair Holland called the meeting to order at 4:00 pm.

**1) ROLL CALL**

Board Members Present: Amy Ghilieri, Wayne Holland, Zanny Marsh, Ted Parkhill and Jean Stoess

Board Members Absent: None

County Staff Present: Assistant County Manager David Solaro, Assistant District Attorney Herb Kaplan

Public Present: Mary Jones (FWCL), Sheree Garcia (FWCL), Dan Erwine (FWCL), Marcel Reno

**2) PUBLIC COMMENT**

None

**3) APPROVAL OF MEETING MINUTES**

**a) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JANUARY 15, 2020**

On motion by Trustee Stoess, seconded by Vice Chair Marsh, motion which duly carried, the Board approved the meeting minutes for the January 15, 2020. All in favor, none opposed.

**4) OLD BUSINESS**

none

**5) NEW BUSINESS**

**A. ACKNOWLEDGEMENT OF 2<sup>ND</sup> QUARTER FISCAL YEAR 2019/2020 CASH AND NON-CASH DONATION RECEIVED BY THE LIBRARY SYSTEM BETWEEN OCTOBER 1 AND DECEMBER 31, 2019 FOR A COMBINED TOTAL OF \$37,360.35**

Friends of Washoe County Library (FWCL) were acknowledged for their donation to the Library System in the amount of \$100,000. Pictures were taken with the three FWCL members present, the Library Director and the Library Board.

On motion by Vice-Chair Marsh, seconded by Trustee Parkhill, motion which duly carried, the Board acknowledged cash and non-cash donations received by the Library System for the second quarter of fiscal year 19-20. All in favor, none opposed.

6) **REPORTS**a. **LIBRARY DIRECTOR'S REPORT**

Director Scott referred to the staff report provided in the Board packet.

Director Scott invited South Valley Branch Manager Julie Ullman to update the Library Board on the progress of the automated materials handling (AMH) installation. Ms. Ullman provided each Board member a packet with pictures of the South Valleys installation progress and discussed some of the talking points and benefits AMH will provide. (both documents added to the end of the February 19, 2020 Board packet).

Ms. Ullman included Sparks Branch Manager Corinne Dickman in her update to the Board. Ms. Dickman provided an update on the Sparks Library's completed AMH installation and some of the issues they have encountered.

Upon questioning by Vice-Chair Marsh, PIO and Development Office Andrea Tavener confirmed the Library System would be inviting media coverage once the bugs found in the soft launch are resolved.

Director Scott briefly discussed the following items not included in the staff report:

- The Library Leadership Team held a preliminary meeting to discuss the new 5-year Library System Strategic Plan and are looking to plan a larger retreat to work on it.
- He is working on getting a preliminary plan together for the tax initiative, which will be included in the new Library Strategic Plan

b. **DOWNTOWN RENO LIBRARY REPORT**

No Report Presented

c. **MARCOM PRESENTATION**

PIO and Development Officer Andrea Tavener introduced Sierra View Librarian Jen Cole, Northwest Library Assistant Jamie Hemingway and Internet John Andrews. As she moved through the presentation included in the Board packet, she explained the Marketing and Communications Team (MARCOM) consists of a staff member from each branch. She emphasized the team could not do what they do to support goals of the Library System and Washoe County if it were not for the teams passion and support, as well as, the support from branch staff who step in to fill operational gaps when team members are working on Marcom projects.

Upon questioning by Chair Holland, Ms. Tavener stated that John Andrews maintains website stats for the number of patrons accessing the Library Newsletter, hearing positive community response at the branches, providing consistent branding of the material, and consistent positive media coverage for the Library System are all measures of the success for the Marcom Team in meeting their goals. She also stated that Washoe County Library is experiencing a higher rate in spreading communication to patronage than current society standards.

Ms. Cole and Ms. Hemingway covered slides 5-10 of the presentation included in the packet. They explained how the Explorer booklet came to fruition and the how the team works cohesively utilizing employee skillsets to complete projects. They reiterated how the support from the branches enables them to do what they do.

Ms. Tavener informed the Board that Marcom would like to double the distribution of Explorer booklets from 7,000 (8,000 for the Summer Explorer) and are looking at the Pioneer for ideas on how to effectively see space.

Upon questioning by the Board, the Marcom Team member present:

- The Library Systems spends about \$3,000 to print 7,000 brochures.
- The Team has started the schedule for the creation of the summer brochure. There is generally a 2-3-month time frame from start to print.
- If an event comes up after the brochure is sent to print, the Library will use various methods to promote it such as the Library Newsletter, website banner, and social and media outlets

Vice-Chair Marsh thanked the Team for looking at doing a better job and that this reflects the growing sophistication of our Library system.

**d. COLLECTIONS UPDATE**

Collections Manager Debi Stears informed the Board the Library System provides an electronic version of the New York Times as of January 2020. The electronic version has had over 1,000 patrons access the publication. The access purchased provides unlimited number of patrons to 3-day access. The only thing not available is the crossword and cooking.

**e. YOUTH SERVICES AND LIBRARY EVENTS REPORT**

Youth Services and Library Events Beate Weinert and Librarian Judy Hansen introduced themselves to the Board. A 2019 grant for \$10,000 was awarded for Stay and Play toys for the stay and play time allotted directly after story times, where parents can interact with their children. Ms. Weinert and Ms. Hansen referred to the pictures provided in the report which shows how far the funds extended and the opportunities afforded to patrons through it.

Ms. Hansen specifically thanked Storekeepers Emily Coe and Jerome Potash for their assistance in sorting the received items (Emily) and delivering them to all the branches (Emily and Jerome)

Upon questioning by Trustee Ghilieri, Ms. Hansen noted that the library branches have implemented a rotating cleaning schedule and that the items purchased were materials approved through feedback from the branches providing toys.

**f. TACCHINO EXPENDITURE UPDATE**

Director Scott noted there no expenditure for January 2020. He informed the Board that he had not yet heard about the budget match from Washoe County and stated the Library System is looking at a Plan B.

**g. QUARTERLY FINANCIAL REPORT**

Director Scott noted nothing stands out in the financial report and the Board would see some growth in branch gift funds. He said this was due to maker services purchasing being assigned a budget from the general fund this fiscal year.

**h. QUARTERLY STATISTICAL REPORT**

Director Scott said the Board should see the numbers decrease towards holidays, which is normal. He also noted it would be interesting to see the numbers on the next quarterly report with the lack of snow in January and February and with the caucus taking place in Reno.

**i. BOARD TASK REPORT**

Director Scott informed the Board they would see some movement regarding the tax initiative when the new Library System Strategic Plan is created and in place. He said the Library Leadership Team had a preliminary meeting regarding the Strategic Plan and looks toward holding a retreat.

Vice-Chair Marsh stated the Library Director Evaluation Sub-Committee is committed to having the process completed by the end of the fiscal year.

Upon questioning by Vice-Chair Marsh, Assistant County Manager David Solaro confirmed he would have information from the County within the next month.

**7) STAFF ANNOUNCEMENTS**

Board Secretary Tami Gaston stated she attended the Washoe County Board of County Commissioners (BCC) Agenda Review for the Library System agenda items scheduled for the concurrent meeting on February 25, 2020, before late arrival to the meeting. She confirmed that the Board of County Commissioner Meeting for February 25, 2020 is scheduled to start at 10 am after their concurrent 9 am meeting with the Truckee Meadows Fire District. The Library agenda and concurrent meeting is the first item on the agenda starting at 10 am following the salute to the flag, roll call and public comment. Ms. Gaston also noted the following Board members had committed to the meeting and constituted the required quorum: Chair Holland, Vice-Chair Marsh and Trustee Stoess.

Trustee Ghilieri stated she would attend the concurrent meeting on February 25, 2020 but would need to leave by 11 am.

PIO and Development Officer Andrea Tavener informed the Board that a proclamation for National Library Week is expected to be signed and acknowledged at the BCC meeting of March 17, 2020. National Library Week runs from April 19-25, 2020

**8) PUBLIC COMMENT**

None

**9) BOARD COMMENT**

Upon questioning by Vice-Chair Marsh, Director Scott stated the Library System will began promoting the live feed of TedX once informed that tickets are sold out.

Trustee Stoess stated that she noticed a bareness of bookshelves when waiting in line to vote this weekend and asked Director Scott for a report next month.

Director Scott stated that Collections Manager Debi Stears would be able to report on this issue next meeting but also explained that Washoe County Library maintains a floating collection and how floating collections tend to migrate to some branches and regularly require rerouting when those branches have too many materials.

Chair Holland referred to PIO and Development Officer Andrea Tavener to provide an update on the most recent Friends of Washoe County Library (FWCL) meeting about Amazon Smile. This program donates to charities.

Ms. Tavener stated FWCL is looking to create promotional materials like a poster or bookmark to help promote the campaign.

Chair Holland explained to the Board the presentations in recent Board meetings resulted from requests to hear from the various service teams within the Library System.

Legal Counsel Herb Kaplan informed the Board that his office was in transition and assignments were being changed. He introduced Deputy District Attorney Lindsay Liddell as the new Legal Counsel for the Library Board.

**10) ADJOURNMENT**

Chair Holland adjourned the meeting at 5:40 pm.

**STAFF REPORT**  
**BOARD MEETING DATE:** *June 23, 2020*

**DATE:** Thursday, June 11, 2020  
**TO:** Board of County Commissioners  
**FROM:** Jeff Scott, Library Director, Library System  
 (775)327-8341, [jscott@washoecounty.us](mailto:jscott@washoecounty.us)  
**THROUGH:** David Solaro, Assistant County Manager  
**SUBJECT:** (For Possible Action) Recommendation to reappoint Jean Stoess to the Washoe County Library Board of Trustees, with a term effective July 1, 2020 to June 30, 2024 (All Commission Districts)

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**SUMMARY**

Staff recommends the Board of County Commissioners reappoint Jean Stoess for a second term to the Washoe County Library Board of Trustees, with a term effective July 1, 2020 to June 30, 2024.

**Washoe County Strategic Objective supported by this item:** Regional and Community Leadership

**PREVIOUS ACTION**

The Board of County Commissioners appointed Jean Stoess to fill one vacancy, replacing Al Stoess, on the Washoe County Library Board of Trustees, effective July 1, 2016. The current term expires on June 30, 2020.

**BACKGROUND**

Jean Stoess was appointed to a four-year term on the Washoe County Library Board of Trustees commencing July 1, 2016 and has served in that capacity since that time. Her current term expires June 30, 2020. In response to notices in local newspapers, the County website and the Library website, Ms. Stoess sent in the sole application, which is appended to this report, expressing interest in a reappointment.

NRS 379.020(1) requires the Board of County Commissioners to appoint members to the Washoe County Library Board of Trustees. Individuals appointed must be residents of Washoe County and must be competent. In addition, the Board of Trustees has recommended the following criteria to be used when evaluating applicants:

- Demonstrated use and appreciation of libraries
- Experience working with libraries, especially public libraries
- Other work experience

**AGENDA ITEM # \_\_\_\_\_**

- Volunteer experience
- Community involvement
- Commission district where the applicant resides

The Commission District in which each current Library Trustee resides is as follows:

Amy Ghilieri	District 1
Wayne Holland	District 4
Zanny Marsh	District 4
Ted Parkhill	District 1
Jean Stoess	District 1

### **FISCAL IMPACT**

No fiscal impact.

### **RECOMMENDATION**

Staff recommends the Board of County Commissioners reappoint Jean Stoess for a second term to the Washoe County Library Board of Trustees, with a term effective July 1, 2020 to June 30, 2024.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to reappoint Jean Stoess to the Washoe County Library Board of Trustees, with a term effective July 1, 2020 through June 30, 2024.

## LIBRARY BOARD CHAIR AND VICE CHAIR ELECTION / NOMINATION PROCESS

*\*Only the Board member can nominate a Trustee*

### CHAIR ELECTION / NOMINATION:

- Trustee(s) nominates Trustee
- Current Chair can request for any other nominations
- Selected Nominee accepts nomination
- Current Chair requests motion from the Board (*Trustee can vote for self*)
- Once approved, the new Chair is effective July 1.

### VICE CHAIR ELECTION / NOMINATION:

- Trustee(s) nominates Trustee
- Current Chair can request for any other nominations
- Selected Nominee accepts nomination
- Current Chair requests motion from the Board (*Trustee can vote for self*)
- Once approved, the new Chair is effective July 1.

### BOARD LIAISON APPOINTMENT:

- Trustees can note interest
- Board Chair appoints selected Trustee

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Approval of Library Board of Trustee Bylaws for Fiscal Year 2020-2021  
**DATE:** June 17, 2020

**Background:** Section IV. Meetings/L. Annual Bylaws Review states that the Washoe County Library Board of Trustee Bylaws shall be reviewed at least annually at the regular June meeting of the Library Board of Trustees.

The Bylaws are updated annually with the following changes:

- Footer fiscal year dates are updated
- Effective date of the document year is updated
- Meeting date the Board approved the Bylaws is updated
- Elected Chair will be updated
- Elected Vice Chair will be updated

Additional changes for this meeting under IV. Meetings/D. Duties of a Trustee/d. include:

- Approve (annual budget) changed to Acknowledge as the Library Systems annual budget is determined by Washoe County

**Recommendation and Suggested Motion:** That the Board approve the Washoe County Library Board of Trustee Bylaws for Fiscal Year 2020-21 as presented.

## Washoe County Library Board of Trustees Bylaws

The Board of Trustees of the Washoe County Library System, pursuant to the authority vested by Nevada Revised Statutes 379.025, hereby establishes the following bylaws:

### I. Purpose

The Washoe County Library Board of Trustees shall, consistent with provisions of applicable state and federal law, exercise the powers and duties granted pursuant to NRS 379.025. The Board shall endeavor to administer and manage the resources of the Washoe County Library System in a manner consistent with the public trust, the Library Mission Statement and the Library Vision Statement.

### II. Organization and Membership

A. The name of the organization shall be “The Board of Trustees of the Washoe County Library System”

#### B. Membership:

1. The Board of Trustees will be comprised of five (5) members.
2. Trustees will be appointed by the Washoe County Board of Commissioners.
3. Trustees will meet the minimum requirements as determined by the Washoe County Board of Commissioners.
4. Trustees will serve a 4-year term, as provided in NRS 379.020.
5. Trustees will be eligible for no more than two full four-year terms plus a partial term of less than two years. Nothing in this provision shall be construed to prohibit the reappointment of a trustee for additional terms to be served after a break of one term of non-service prior to re-appointment.
6. Resignation: If any Trustee resigns at any time, written notice must be provided to the Board of Trustees Chair and the Library Director. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein; unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
7. Removal: The board of county commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees

C. Trustees are public officers as defined in NRS 281.4365 and subject the Ethics in Government Provisions codified in NRS 281A.010 et. seq. Trustees shall comply with the Code of Ethical Standards of NRS 281A.400 et. seq.

D. Duties of a Trustee:

1. Regularly attend meetings and actively participate in such meetings and actions
2. Review meeting materials prior to each meeting
3. Be attentive to the needs and concerns of library patrons, volunteers, library staff, library administration, county staff, county commissioners and the general public
  - a. Set policies governing the operation of the library system as appropriate
  - b. Hire and evaluate the job performance of the Library Director
  - c. Work with the Director, library staff, community members, and political leaders to plan for the future of the library system
  - d. ~~Approve~~Acknowledge the annual budget for the library system, and monitor expenditures
  - e. Monitor and evaluate library effectiveness
  - f. Advocate for the Washoe County Library System within the community and political organizations, as appropriate

III. Officers

A. Chair

1. Selection
  - a. The chair will be elected by a vote of the Board of Trustees
  - b. The term will be for one-year at the pleasure of the Board of Trustees
  - c. Elections shall be held at the regular Board of Trustees meeting each June
2. Duties. The chair shall:
  - a. Preside at all meetings of the Board of Trustees
  - b. Execute all documents and actions authorized by the Board of Trustees
  - c. Call special meetings as warranted
  - d. Appoint committees
  - e. Serve as an ex-officio non-voting member of all committees
  - f. Work with the Library Director and staff
  - g. Review agendas and assist in scheduling meetings
  - h. Add or remove items on each meeting agenda
  - i. Draft correspondence as directed by the Board of Trustees
  - j. Perform all duties associated with the office

**ITEM 5d**

**B. Vice Chair**

**1. Selection**

- a. The vice-chair will be elected by a vote of the Board of Trustees
- b. The term will be for one year and is renewable at the pleasure of the Board of Trustees
- c. Elections shall be held at the regular Board of Trustees meeting each June
- d. In the event the vice chair must permanently assume the duties of chair, an election for a new vice chair will be held at the next meeting following the succession

**2. Duties. The vice chair shall:**

- a. In the event of the absence or disability of the chair, or of a vacancy in the office, the vice chair shall assume and perform all duties associated with that office. In the event of an absence or short-term disability of the chair, the vice chair shall assume the duties of the chair for the period of his/her absence or disability. In the event the chair is permanently vacated, the vice chair shall assume the office of the chairperson for the remainder of the vacated term.

**IV. Meetings**

- A. Regular meetings: The Board of Trustees will normally meet monthly, on the third Wednesday of each month, at 4:00 p.m. Trustees may change the time and date of meeting by a vote of the membership.
- B. Meeting locations: When possible, the Board of Trustees will normally hold regular meetings on a rotational basis at Washoe County Library locations. A calendar of meeting locations will be provided annually to by the Board of Trustees.
- C. Nevada Open Meeting Law: All meetings of the Board are subject to the provisions of state and federal open meeting laws and shall be conducted in accordance with the applicable laws. The Library Director shall be responsible for ensuring the proper public notice is made for each meeting of the Board. Trustees should endeavor to refrain from discussing agenda items or actions by the Board outside of public meetings in groups that may constitute a quorum.
- D. Agendas: The Director shall ensure the preparation of the agenda for each Board meeting and the compliance with the applicable open meetings laws. An item may be placed on the agenda at the request of any Trustee or by written request by any individual to the Director 15 days prior to the scheduled meeting.

**ITEM 5d**

- E. Pertinent Materials: The Director shall ensure that notices and informational materials pertinent to any agenda item for any Board meeting shall be distributed to Trustees, Board legal counsel and anyone with a written request of notification on file with the Board no later than 9 a.m. of the third working day before the meeting to ensure adequate time for review. In addition, pertinent materials shall also be posted on the Board of Trustees web site no later than 9 a.m. of the third working day before a scheduled meeting.
- F. Quorum: A minimum of three Trustees must be present and vote on any action items on the agenda for said action to be of any legal effect.
- G. The Director, or his duly appointed representative, shall attend each meeting of the Board.
- H. Special meetings: Special meetings of the Board of Trustees may be called by the chair or upon the written request of any two Trustees.
- I. Order of Business: To the extent possible, the order of business at any regularly scheduled meeting of the Board shall be:
  - Call to order
  - Roll call
  - Public comment
  - Review/approval of minutes
  - Old business
  - New business
  - Presentations
  - Reports
  - Public comment
  - Board comment
  - Staff Announcements
  - Adjournment
- J. Rules of order: The Board of Trustees shall conduct all meetings in accordance with Robert's Rules of Order as concerns any matters not addressed by these bylaws. The Board of Trustees will also seek advice from the Board legal counsel as appropriate.

**ITEM 5d**

- K. Committees: Committees shall be created as needed by the chair, shall have a specific purpose, shall report regularly as to progress in completing their charge, shall be subject to annual review as needed, and shall automatically dissolve upon the completion of their charge.
  
- L. Annual Bylaws Review: The bylaws herein can be revised as needed by a majority vote of the Board of Trustees. Any proposed revisions must be placed on an agenda and addressed in a public meeting in accordance with the Nevada Open Meeting Law. The bylaws shall be reviewed at least annually at the regular June meeting of the Board of Trustees.

DATED this 1<sup>st</sup> day of July, 2019~~20~~

WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

Wayne Holland, ~~Chair~~  
Zanny Marsh, ~~Vice Chair~~  
Amy Ghilieri  
~~Wayne Holland~~  
Ted Parkhill  
Jean Stoess

**Commented [GT1]:** Elected Chair and Vice Chair to be inserted into Final Draft for new Chair to sign updated bylaws at July 2020 LBOT Meeting

These bylaws were presented to the Board on June ~~19~~7, 2019~~20~~, and were adopted.

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~~Wayne Holland~~TBD, Chair

**WASHOE COUNTY LIBRARY  
BOARD OF TRUSTEES COMMITTEES / LIAISONS**

**2019/20**

**FRIENDS OF WASHOE  
COUNTY LIBRARY**

**Wayne Holland**

# Our Plan for Reopening



**WE'RE  
COMMITTED  
TO A SAFE  
REOPENING**

**PLEASE REVIEW OUR PHASED PLAN**

On March 15, 2020, Washoe County Library System closed to prevent the spread of COVID-19. Due to the nature of this virus, plans for reopening were difficult to develop. The library is a popular gathering place that thousands of Washoe County residents visit every day. **Washoe County Library System is hoping to offer limited grab-and-go or drive-up services at several library locations beginning June 15, 2020.** However, all physical programs will remain cancelled through August 31.

When considering a safe, phased reopening, Washoe County Library System developed its plan in conjunction with Governor Sisolak's report [Nevada United: Roadmap to Recovery](#) and will proceed with caution to help protect Washoe County Library staff and patrons.

While it is frustrating that we cannot immediately open to provide service physically during this time period, the consequences of premature actions would be devastating and irreversible. We appreciate the patience of everyone in Washoe County while we navigate this turbulent time. We hope to serve and see everyone in person soon. Washoe County Library System strongly encourages face-covering use and would like to remind everyone that vulnerable populations should remain home until the outbreak has subsided.

We have developed a phased timeline for our gradual reopening. The governor estimates two to three week assessments between each phase, and each phase is contingent upon a successful previous phase.

You can read the full reopening plan [here](#).



## Washoe County Library System Reopening Plan

### Introduction

On March 15th, 2020, Washoe County Library System closed to prevent the spread of COVID-19. Due to the nature of this virus, plans for reopening were difficult to develop. The library is a popular gathering place, one in which on average 10,000 Washoe County residents visit the library system every day. Therefore, when considering a reopening plan, we must proceed with caution to protect Washoe County Library staff and patrons.

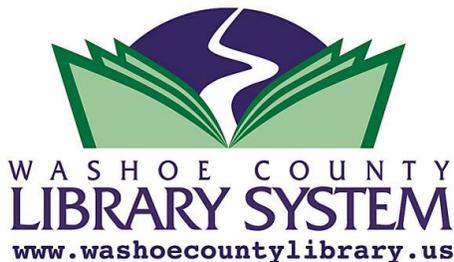
Our reopening plan was developed in conjunction with Governor's Sisolak's report Nevada United: Roadmap to Recovery (<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/04/NEVADA-UNITED-ROADMAP-TO-RECOVERY.pdf>) and cross-referenced with the John Hopkins Bloomberg School of Public Health Center for Health Security Study: Public Health Principles for a Phased Reopening During COVID-19 Guidance for Governors ([http://www.healthdata.org/sites/default/files/files/Projects/COVID/Estimation\\_update\\_041720.pdf](http://www.healthdata.org/sites/default/files/files/Projects/COVID/Estimation_update_041720.pdf)). The Guidance for the Governors report is the basis for Governor Sisolak's report. I bring this to your attention as it specifically references libraries in its report. Furthermore, Washoe County Library is working with the State Library Reopening task force to find best practices as to when to safely reopen. We must take every precaution to determine safe practices.

When examining each phase of the Governor's plan we face numerous challenges:

1. Washoe County hiring freeze limits operational ability.
2. Vulnerable Library staff are unable to work further limiting the operational ability.
3. The enhanced burden placed on staff to ensure a safe environment.

Washoe County Library staff regularly interacts with the public, but in any situation, there are issues with compliance with the public and what library staff can reasonably enforce. Any restrictions on the number of patrons in a building create an unmanageable situation with the resources we have. If restrictions are set at ten or less, 50 or less, or even 100 or less it would require extra staff to halt patron entrance, headcount patrons, and forcibly exit patrons while others wait their turn. On average we have 50-100 patrons waiting at the door when we are ready to open. The conflict created in managing a crowd this size would be beyond the capacity to control. We are providing the following recommendations of open phases based on the Governor's plan.





## PHASED REOPENING TIMELINE

### EACH PHASE IS CONTINGENT UPON A SUCCESSFUL PREVIOUS PHASE

(The Governor estimates 2-3 week assessment between each phase.)

#### Phase Zero: Stay Home for Nevada- (Phase since March 15th)

Library Actions: All Libraries closed, staff are on a Work from Home Protocol. All services are virtual. Library Staff Library Assistant III and above are working on creating programs, managing collections, managing staff, managing public relations, and other functions. Library Assistant II and below are on paid administrative leave. Library Assistant II and Library Aide positions are public-facing and their main function is to keep operating hours for an open library.

#### Phase I: Battle Born Beginning- (State Started May 9<sup>th</sup>; Library activated Library Assistant and Library Aides for virtual work May 18<sup>th</sup>) (Library staff in building June 1 pending equipment)

Governor's Summary: May open 1) outdoor spaces, 2) small businesses, and 3) select retail, under strict social distancing measures, hygiene, and occupancy controls. No social events or public gatherings over 10. Relax "Stay at Home" to encourage "Safer at Home." Vulnerable populations should remain home until the outbreak has subsided. Communicate the repercussions of a recurrence of disease growth. Strongly encourage improvised face-covering use by all.

Library Actions: Library closed to the public, virtual services enhanced, some in-branch work commences.

- Activate all library staff (including LA II and Library Aides), train for virtual work, and other work, as we prepare for our Virtual Summer Reading Program starting June 1.
- Technical Services Team in the building (no more than ten at a time) starting May 18
- Any staff who need to perform in-branch work will practice good hygiene and protocol. Newly activated Library Assistants and Library Aides will not enter buildings until June Their work will remain virtual. All staff needs to be masked and gloved. All surfaces need to be wiped after use.
- Staff training and get ready for June 1 enhancements.
- Branches and departments develop their own staff schedules starting May 18, not in branch until June 1.
- Develop a FAQ for staff for virtual reference.
- Keep tight track and trace staff movements whenever in building.
- Provide Chromebooks and hotspots for staff who don't have access.
- Work on safe staff re-entry. Each Branch has PPE plan.
- Equipment ordered; branches prepared for staff.





## Phase II: Silver State Stabilization- (Estimated June 1-8)

Summary: The broader opening of commerce/retail, services, and public life under extremely strict social distancing measures, hygiene, and occupancy controls. "Safer at Home" recommendations remain in place. Vulnerable populations should remain home until the outbreak has subsided. Strongly encourage improvised face-covering use by all.

Library Actions: Library Closed to the Public. Virtual Summer Reading Program launches. Enhanced virtual work. Library in-branch work.

The Library is identified as a community gathering space. Community gathering spaces can range from civic centers to places of worship. The risk is highly dependent on the size of the population and the size of the space. In this phase, we will still need to limit the population in the building, ensure social distancing, and ensure masks. This still poses an impossible challenge with the library staff available and the requirements of a safe environment. Again, each branch sees over 1,000 people a day. Libraries will still be closed to the public. Virtual services are ramped up further with a trained and 100% available workforce.

- Library virtual training enhances the virtual workforce for Summer Reading.
- Washoe County Library has canceled all physical programs through August 31.
  - We will be 100% virtual programs throughout the summer.
  - Most in-person programs have 50 or more in attendance.
- During this time, we will still be unable to control the population entering the building and using services.
- Virtual programs
- Enhanced digital collections
- Enhance virtual reference services
- Library Assistants and Aides may enter the building, but only after a PPE plan is in place at each branch and there is enough equipment to enact this plan.
- Book drops open June 8 for returning Monday through Friday 10am to 2pm.

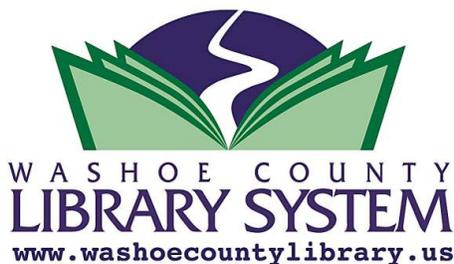


### **PHASE III: On the Road to Home Means Nevada- (Estimated June 15-July 1)**

Summary: Ease measures on some public and mass gatherings and non-essential travel with highly modified operations. Vulnerable populations should remain home until the outbreak has subsided.

Library Actions: Library closed to the public. Leadership Team reviews information to determine safe operational capacity. Virtual Summer Reading ongoing. Staff in buildings.

- Virtual Programs Enhanced:
  - Storytime
  - Book clubs
  - Nevada Reads
  - Virtual Reference begins
  - Some Good News Television Show begins
  - Virtual Programs (Historic Reno Preservation Society, Children's Events, etc)
- Physical Express Services begin June 15 (pending Phase III activation)
  - Grab and Go holds pick-up
  - Drive-up window activated
  - Patrons would have to use 100% of the self-check and staff interactions would be reduced as much as possible.
  - Branches Available for Limited Physical Express Service:
    - June 15 launch
    - Spanish Springs Grab and Go hold pick up available in the meeting room
    - South Valleys drive-up window available for hold pickups
    - Northwest Reno Library drive-up window available for holds pick-up
    - Incline Village Library Grab and Go Services available
    - July 1 Launch
    - Downtown Reno Library Grab and Go service begins
    - Sparks Library Grab and Go service begins
    - Sierra View Library Grab and Go service begins
    - North Valleys Library Grab and Go service begins
  - No Public access computers
  - Wi-fi turned on/can only be used outside



#### **PHASE IV: Home Means Nevada – Our New Normal (Estimated July 15-22)**

Summary: Most/all businesses operating, with enhanced hygiene and vigilance.

Library Actions: Library branches are open to the public with hygiene protocol in place. Need to ensure people can naturally separate with limited staff intervention

1. 100% self-check
2. Create six feet spaces (move furniture, move computers and mark spaces and provide signage)
3. Staff required PPE (facemask, cloth mask, gloves)
4. The public provided cloth mask upon entering
5. Provide computer assistance remotely
6. Clean surfaces regularly throughout the day
7. Installation of partitions to protect staff from public
8. Ensure separation of staff spaces
9. Book drops sit for at least 24 hours before shelving (pending IMLS research)
10. Install AMH/Smart Chutes at all branches to minimize friction with patrons returning items.
11. Remain fine free to limit staff interactions.
12. Library Director and Assistant Library Director meet with each Library Branch Leadership Team to discuss concerns and review plans for reopening.

#### **Conclusion**

General WCLS Leadership Team consensus is to open to the public in Phase IV. As previously stated, it is very difficult to ensure good hygiene, safe practices, and enforce rules with a limited workforce. The leadership team will begin to examine conditions once Phase III is implemented. It is possible that the library could open any time after Phase III, but it is likely that we will have a mid-July opening in a best-case scenario.

Libraries are a flexible service industry. Our work is critical to all of Washoe County. We are at the forefront of early literacy activities ensuring every child is ready to read by the third grade. We provide critical support to STEAM education. We are a lifeline to patrons through our public access computers and wireless internet. We connect people with information and ideas for the betterment of our community. Many of these services can be accomplished virtually as we have demonstrated so far. However, our most vulnerable populations are left out in this virtual scenario. That being said, this same population is the most susceptible to catching COVID-19 and would be without the resources to survive it. This population is most at risk of becoming sick and dying on a massive scale, overwhelming local capacity, and endangering everyone in the community. While it is frustrating that we cannot be open to provide service physically during this time period, the consequences of premature actions would be devastating and irreversible. We appreciate the patience of everyone in Washoe County while we navigate this turbulent time. We hope to serve and see everyone in person soon.



**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Approval of Project Safe Spaces Agreement Between Washoe  
County Library System and the Childrens' Cabinet, Inc.  
**DATE:** June 17, 2020

**Background:** The Children's Cabinet is a private, nonprofit agency that exists to keep children safe and families together. They do this by working cooperatively with private sector and public agencies in Nevada. The Project Safe Place Collaboration Efforts Agreement allows the Washoe County Library System to become part of a national program that provides temporary shelter for youth in need. The attached agreement outlines the responsibilities Washoe County Library System would agree to as well as the responsibilities of the Children's Cabinet.

**Recommendation and Suggested Motion:** Approval of Project Safe Spaces Agreement to take effect on preset date or upon signature of both parties, whichever is sooner.

## Project Safe Place Collaboration Efforts Agreement

This Collaboration Efforts Agreement is entered into effect on \_\_\_\_\_ between Washoe County Library System and The Children's Cabinet, Inc., a Nevada nonprofit corporation.

Whereas, Washoe County Library System, representing community library branches;

Whereas, The Children's Cabinet is a private, nonprofit agency that exists to keep children safe and families together by offering services and resources that address unmet needs, through a unique and effective cooperative effort between the private sector and public agencies in Nevada;

Whereas, The Children's Cabinet is the local coordinator of Project Safe Place, a national program that provides temporary shelter for youth in need; and

It is agreed that the responsibilities of Washoe County Library System will be:

1. To designate responsibility for the Safe Place program to a management level employee (who is at least 21 years of age) at each branch within the Washoe County Library System.
2. To provide a safe environment at each branch within the Washoe County Library System where the youth in crisis can wait until a Safe Place volunteer can respond, and to check on him/her as needed.
3. To be supportive of the youth by providing comfort and support.
4. To relay information about the youth to The Children's Cabinet agency staff and to keep such information confidential.
5. To display the Safe Place sign in a highly visible area on the outside of each branch within the Washoe County Library System.
6. To keep the Safe Place Site Manual at each branch within the Washoe County Library System in a location where key employees can have easy access to it.
7. To inform all new employees about Project Safe Place, including the procedures to follow if a youth requests help.

It is agreed that the responsibilities of The Children's Cabinet will be:

1. To hold an employee orientation at the location prior to its opening as a Safe Place site.
2. To provide a Site Manual which includes step-by-step instructions for Project Safe Place and to update this information accordingly.
3. To dispatch Safe Place staff to assist youth at the request of the Safe Place location.
4. Make available Safe Place signage and other materials.
5. To remove the Safe Place sign from the building if the site is no longer participating with Project Safe Place.

- 6. To make periodic site visits to meet with Washoe County Libraries employees, be available for questions, and help ensure the site is a successful Safe Place location.

This Agreement will take effect on \_\_\_\_\_ or upon signature by the parties, whichever is sooner. This agreement is in effect until Washoe County Library System is no longer participating as a Project Safe Place Site.

Washoe County Library System

The Children's Cabinet

By \_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_  
Kim Young  
Executive Director

# Statement from Library Director Jeff Scott

We at Washoe County Library System support collective action to end systemic racism and inequality in our community. The events that led to the death of George Floyd were horrendous. We as a library and as a community need to take time to reflect on racism that is pervasive in every aspect of our communities, systemic racism that has led to the deaths of black men, women, and children. While George Floyd's death came at the hands of abusive law enforcement, it began over suspicion of a \$20 bill. Racism is a learned activity and we must all work on our journey towards being anti-racist.

As a library, we work to provide collections that reflect our community and educate about these ongoing issues. You will find a collection that is ever-growing in our youth, teen, and adult collections. We strive to demonstrate that Black Lives Matter both to our library and our community. We hope that these books will help on your journey to anti-racism.

As an organization, we examine every interaction to ensure our services and our treatment of community members are equal to all. There are actions we can all take to make changes in our community. The journey to anti-racism is a personal one. It starts with education and the awareness of each individual action we take and how those actions impact others.

As the Library Director for the Washoe County Library System, I am signing on to the [statement by the Urban Libraries Council in support of #BlackLivesMatter](#) and their [Statement on Race and Social Equity](#). We hope that we can make great strides going forward towards anti-racism and help you on your journey as well. We invite you to join us.

Sincerely,

Jeff Scott  
Library Director  
Washoe County Library System

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Library Director's Update  
**DATE:** June 17, 2020

### **COVID 19 Library Response**

On March 15, 2020, I made the decision to close all Washoe County Libraries based on the emergency declaration from Washoe County and Governor Sisolak. Library Assistant II and Library Aides were placed on paid administrative leave due to the fact that their work is primarily public-facing. Library Assistant III's, Librarians, Library Branch Manager, and Library Administration were placed on a work-from-home protocol. This protocol was newly established upon direction from the County Manager.

Throughout this time period, library leadership has met twice a week through Microsoft Teams to work out how to continue service to the public while closed. This included:

#### Physical Activities:

- All book drops closed
- All materials auto-renew
- All materials fine-free
- Hold queues will be maintained and honored when we re-open
- Wi-Fi available at library locations (outside)

#### Virtual Activities:

- Market virtual services like Overdrive, [Lynda.com](http://Lynda.com), Tumblebooks, and RB Digital
- Establishing Virtual Services such as Virtual Story Time and other services
- Creation of weekly "Home Edition" of our Library News & Events Newsletter
- Created the digital card for remote access to electronic resources
- Virtual Storytime twice a week and other online activities
- Worked with YSLE and STEAM team to create regular social media posts with guidelines for at-home activities
- Updated the WCLS website so that electronic resources are front and center, featuring prominent links to Read and Listen, Learn and Do, Kids and Teens, and Homework and Research

We launched our reopening plan in mid-May with a full plan released on May 22nd. As this plan emphasizes, we are committed to a safe reopening. Our hope is that this plan will keep our staff and our community safe.

Our first physical services will begin on [June 15th](#) with drive-through service at South Valleys and Northwest Libraries, as well as Grab and Go Services at Spanish Springs and Incline Village. After a two week review period, we hope to open the rest of the main libraries for Grab and Go Services.

If trends continue to improve, all Washoe County Libraries should be able to fully reopen with precautions [starting July 15th](#) with the following goals:

- 100% self-check
- Create six feet spaces (move furniture, move computers and mark spaces and provide signage)
- Staff need PPE (facemask, cloth mask, gloves)
- The public provided cloth mask upon entering
- Provide computer assistance remotely
- Clean surfaces regularly throughout the day
- Installation of partitions to protect staff from public
- Ensure separation of staff spaces
- Book drops sit for at least 24 hours before shelving (depending on research)
- Install AMH/Smart Chutes at all branches to minimize friction with patrons returning items.
- Remain Fine Free to limit staff interactions
- Seven Days to re-open upon announcement of re-opening
- Library Director and Assistant Library Director meet with each Library Branch Leadership Team to discuss concerns and review plans for re-opening.

#### **Summer Reading Launched June 1st**

Imagine Your Story: Summer Reading at Washoe County Library System 2020 launched on Facebook Live on June 1. Children can register online through our website on Beanstack. Youth Services and Library Events have done a stellar job getting virtual services online as well as Summer Reading.

#### **Library Grants**

We have applied for LSTA grants both for Virtual Services for \$10,000 (to purchase equipment to facilitate virtual programs) and Jail Library Services for \$10,000.

We also plan to pursue funding from FEMA and from the IMLS Cares Act grants. We will seek reimbursement for our PPE purchased and our Smart Chutes to assist the library with quarantined items and reduced staffing as a result of the hiring freeze.

**Library Budget**

Washoe County has implemented a hiring freeze and purchasing freeze. All hiring and purchasing must be submitted for review by the Financial Impact Review Committee (FIRC). We were able to get three Library Assistant III positions approved and our Library Technology Manager position approved. We hope that we can continue to get management positions funded, otherwise, the absence of those positions will have a severe impact on open hours.

We were also able to get Smart Chutes purchased with MK Solutions. We hope that we can implement these Automated Materials Handlers at the rest of our branches within the next six months. This will reduce the burden on staff to keep up on turning materials around, as well as being help facilitate the quarantine materials for the time being.

**Library Projects**

Sparks and Northwest Library renovations have been approved by Washoe County. We will be able to start these projects in the new fiscal year. This is exciting news as we will be able to activate our Tacchino Trust funds and complete these projects inside the timeline set by the Trust.

# WASHOE COUNTY LIBRARY SYSTEM ONLINE ACTIVITY SUMMARY March 31 - June 10, 2020

## VIRTUAL EVENTS

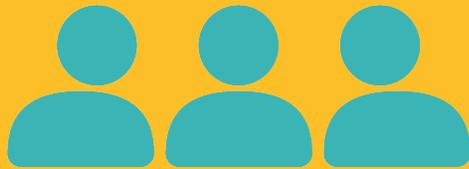


**official attendance**

**681**

**cumulative views**

**2,863**



## VIRTUAL STORY TIMES



**official attendance**

**3,810**

**cumulative views**

**20,414**

## SUMMER READING ADVENTURE

*June 1 - July 31, 2020*

**sign ups**

**491**

**reading log distribution**

**23,800**

## PASSIVE ACTIVITIES & ENRICHMENT



**75**

**newsletter & social media**

**Connect, Gather, Explore**

WASHOE COUNTY LIBRARY SYSTEM [washoecountylibrary.us](http://washoecountylibrary.us)



# #Librarians at Home #Librarians at Work

## Remote Work



- ▶ adapting to a new workplace reality
- ▶ using collaboration tools to communicate & meet
- ▶ staying connected with our patrons & community partners
- ▶ changing the way we do things

## Virtual Story Time!



- ▶ plan & implement
- ▶ create guidelines
- ▶ film, upload, edit, post
- ▶ staff training

## Summer Reading Adventure 2020

IMAGINE  
YOUR  
STORY



**summer learning =  
school readiness!**

## Filming Virtual Events



## State Library Meetings

- ▶ support summer reading & virtual events
- ▶ LSTA grant to fund "virtual events filming toolkit"

**Connect, Gather, Explore**

WASHOE COUNTY LIBRARY SYSTEM [washoecountylibrary.us](http://washoecountylibrary.us)



# Your Adventure Begins!

### How do I start?

- Download the Beanstack app & create an account

### How do I earn prizes?

#### Kids & Teens

- At sign up = Summer Reading Adventure log & sticker
- At 300 minutes = Pencil, tattoo, or painting sheet
- At 600 minutes = Free book & book bag
- **BONUS ROUND** - At 1200 minutes = Free book
- **BONUS ROUND** - Beanstack Virtual Activity Badge Challenge = Free book

#### Adults 19+

- At 600 & 1200 minutes = Free book\*
- **BONUS ROUND** - Beanstack Virtual Activity Badge Challenge = Free book\*  
\* Free book from branch book sale

Prizes will be awarded when the library reopens



Earn Beanstack virtual activity badges!

# Washoe County Library System

## ¡AVENTURA DE LECTURA DE VERANO!

1° de junio - 31° de julio, 2020



- Para todas edades
- Eventos virtuales
- Actividades
- Premios



# Washoe County Library System

## SUMMER READING ADVENTURE!

June 1 - July 31, 2020



- All Ages
- Virtual Events
- Activities
- Prizes



### summer reading = school readiness

- Build strong reading & language skills
- Improve reading comprehension
- Gain memory skills
- Increase self-esteem & confidence
- Discover new adventures through reading

Sign up now!



washoecountylibrary.us/summerreading



If you're unable to participate online that's OK!  
Bring this completed log to any Washoe County Library System location to receive your prize when we reopen.  
This log is available in English & Spanish on our website.



# ¡Tu aventura comienza!

### ¿Cómo empiezo?

- Descarga la aplicación Beanstack y abre una cuenta.

### ¿Cómo gano premios?

#### Niños y Adolescentes

- Al registrarse = Registro de aventura de verano & pegatina
- A los 300 minutos = lápiz, tatuaje o página para pintar
- A los 600 minutos = libro y bolsa de libros gratis
- **RONDA DE BONIFICACIÓN** - A los 1200 minutos = libro gratis
- **RONDA DE BONIFICACIÓN** - Insignias para Actividades = libro gratis

#### Adultos 19+

- A los 600 y 1200 minutos = libro gratis\*
- **RONDA DE BONIFICACIÓN** - Insignias para Actividades = libro gratis\*  
\* libro gratis de la venta de libros en la biblioteca

Los premios estarán disponibles cuando la biblioteca vuelva a abrir



¡Obtén insignias en Beanstack para actividades virtuales!

Tacha un cuadrado de color en el mapa por cada 20 minutos de lectura  
600 minutos = 20 minutos de lectura por día durante 30 días, o continúa por 60 días para conseguir 1200 minutos



Washoe County Library System

# Summer Activity Log



Color in a shape below for each activity you complete. When the library reopens bring in your completed log to get your prize! You can also complete activities online at [washoecountylibrary.us/summerreading](http://washoecountylibrary.us/summerreading).

Complete 20 age appropriate activities from the list below and color in a picture on the front!

## Level 1 (0-5 years old)

- o Read 20 minutes today
- o Learn a new shape. Can you draw it?
- o Sing the ABCs in a silly voice in front of someone
- o Look at pictures of dragons in a book
- o Talk about the colors you see outside
- o Make faces. What feelings go with them?
- o Sing a favorite nursery rhyme
- o Read a wordless book and make up the story
- o Touch 5 items and describe texture and temperature
- o Find 5 smells around your home and describe them
- o Pretend to be an animal. Who are you?
- o Read a fairy tale every night before bed for a week
- o Talk about the letters in your name, & try writing your name
- o Look around the house and find five things that start with the same letter as your first name
- o Sing the ABCs while typing each letter on a keyboard
- o Put red, yellow, and blue objects together and count them
- o Sort your toys by size, color, & shape
- o Draw a picture of morning time and night time
- o Draw a map of your room
- o Talk about the daily weather for 1 week
- o Name three animals & where they live
- o Start with "Once upon a time" & make up your own story
- o Learn one new word per day for a week.
- o Retell a story after hearing it
- o Help with a chore
- o Role-play different occupations, dress up, & pretend!
- o Put your toys away
- o Pretend to read. the biggest book in your home
- o Play "Simon Says"
- o Play a board game
- o Share your favorite toy
- o Sing the "Head, Shoulders, Knees & Toes" song
- o Let's dance & sing! Turn on your favorite music!

## Level 2 (6-11 years old)

- o Read 20 minutes today
- o Read outside
- o Read a fairy tale
- o Read aloud to someone
- o Listen to an audiobook
- o Learn how to tell time on an analog clock
- o Learn how to do something new from a book
- o Write your own story using the prompt "When I turn 16, I will..."
- o Write your own story about how you met your favorite video game character
- o Do a Round-Robin Story with your family
- o Create your own board game
- o Grow your own beanstalk. Plant some seeds and see how high they grow
- o Create your own comic book
- o Build a fort and protect it from a scary monster
- o Camp out (even in your bedroom!) and read a book with a flashlight
- o Write a letter to someone and mail it
- o Play Hangman using book titles
- o Create a story using shadow puppets
- o Watched a movie based on a book
- o Play a role-playing game
- o Help cook dinner
- o Read a Newbery or Caldecott book.
- o Play Mad Libs
- o Be a librarian and conduct a story time with your stuffed animals or toys
- o Create a "Wanted" poster of a character in a book you are reading. Draw the character and describe his/her appearance and what the character is wanted for
- o Create a comic strip slide of one of the scenes in a book you are reading
- o Go outside and draw or paint en plein air
- o Put down a blanket outside, have a picnic, and read
- o Go outside with a notebook and sketch out some different scenes you encounter and make a list of animals or interesting things you see

## Level 3 (12-18 years old)

- o Read 20 minutes today
- o Tell a friend about why you love your library
- o Cook a dinner based on a food or dish mentioned in a book
- o Watch a movie based on a book
- o Go on an adventure and explore a place you've never been to
- o Try a new DIY project
- o Read a classic novel for fun
- o Read a challenged or banned book
- o Play Mad Libs
- o Create Trivia Night with friends and/or family
- o Books are often challenged to be removed from library shelves. Write a paragraph how censoring library material affects you
- o Research fairytales and folklore from different parts of the world
- o Go outside and draw or paint en plein air.
- o Put down a blanket outside, have a picnic, and read
- o Go outside with a notebook and sketch out some different scenes you encounter and make a list of animals or interesting things you see

## Create Your Own

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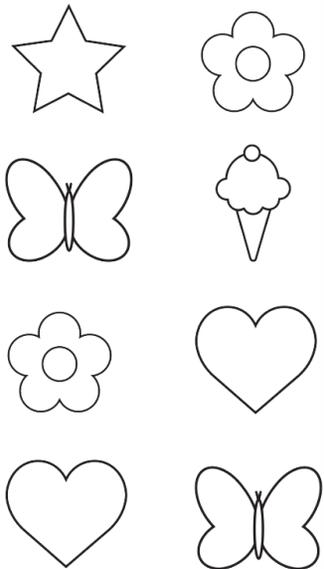
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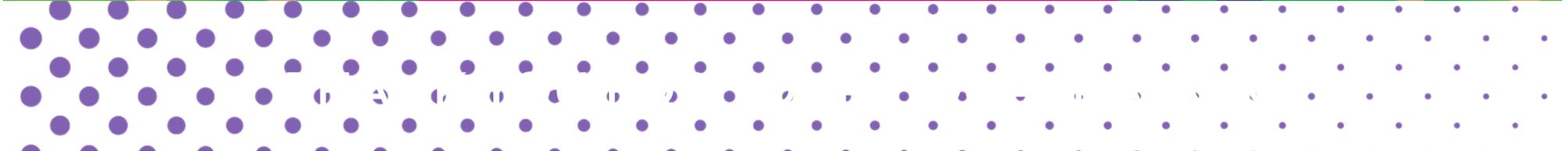
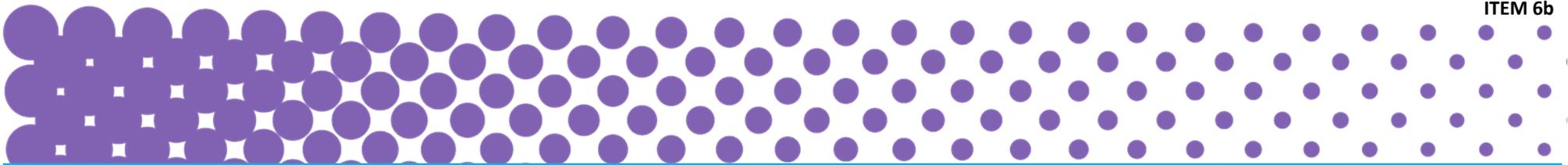
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Name: \_\_\_\_\_



# SUMMER READING ADVENTURE

## Staff FAQs



JUNE 1 - JULY 31, 2020

### Goal

- ◆ To keep our community engaged in the SRA throughout summer with both online and virtual events, activities and an increased focus on electronic messaging
- ◆ Focus on educational, literacy, arts, and cultural virtual event engagement. Promoting summer reading and "SCHOOL READINESS"

### What's New?

- ◆ Beanstack - Available online or download the app. State funded
- ◆ Adults can earn prizes!
- ◆ Patrons can turn in paper logs to redeem a prize

### What are staff responsibilities for SRA 2020?

- ◆ Every branch will have a resident expert to assist with program troubleshooting. However, it is expected that all staff will be comfortable using the program to register and assist participants

### How are we supporting "Summer Reading = School Readiness"?

- ◆ To support "School Readiness" the Northern Nevada Reading Coalition, PBS Reno, WCSD, and partnering organizations have agreed to adopt WCLS Summer Reading Adventure!

### How do patrons earn prizes?

0-18 years:

- At sign up = Summer Reading Adventure log & sticker
- At 300 minutes = Pencil, tattoo, or painting sheet
- At 600 minutes = Free book & book bag
- BONUS ROUND - At 1200 minutes = Free book
- BONUS ROUND - Beanstack Virtual Activity Badge Challenge = Free book

19+

- At 600 & 1200 minutes = Free book\*
- BONUS ROUND - Beanstack Virtual Activity Badge Challenge = Free book\*

\* Free book from branch book sale

Patrons will be notified that they can redeem their prizes when the library reopens

### What is the Summer Reading Adventure Log?

- The goal of the SRA Log is to encourage patrons to participate daily throughout the program by reading, attending virtual events, or completing activities. The reading logs can also be used as a visual reminder, tracking and marketing tool
- This year, due to our current circumstances patrons have the option to redeem prizes by completing their reading logs and bringing them to a branch once we reopen
- A completed log is worth either 600 or 1200 minutes of reading
- Available in English and Spanish on our SRA landing page
- Will be distributed by various organizations throughout the community

### Registration

- ◆ *Sign-Up:* Patrons can download the Beanstack app and create an account.
- ◆ Patrons will need to create new accounts in Beanstack!

### Branch Celebrations!

- ◆ We will have virtual June kick-off and end of July celebration events!

### Support our Summer Reading Adventure!

- ◆ Staff are encouraged to wear their Summer Reading Adventure shirts/aprons (past years) during virtual events from June 1 – July 31. Due to library closures there will be no new shirts this year.

### How do participants earn badges?

- ◆ Reading
- ◆ Attending Virtual Library Events
- ◆ Completing Activities

### How do patrons earn minutes?

- ◆ Patrons earn minutes by reading



### What is an Activity in Beanstack?

- ◆ Patrons have the option to earn badges by participating in educational and fun "Activities"
- ◆ Suggested activities will be sent weekly through e-mail blasts
- ◆ The focus will be on ENGAGEMENT & LEARNING, not only minutes read

### Will branch staff have access to usage statistics?

- ◆ There will be reports and insights as part of the dashboard

### What is the "Bonus Round Virtual Activity Badge Challenge"?

- ◆ This is an optional round which consists of age appropriate activities that are educational and fun
- ◆ Patrons will be challenged to earn badges to qualify for an additional prize book. All ages

### Are book reviews available?

- ◆ Book reviews are optional for all ages. Online only

Washoe County Library

# EXPLORER

Summer 2020



## TEENS

Stay cool. Stay safe. Your virtual library experience is here to help.

[washoecountylibrary.us/events](http://washoecountylibrary.us/events)

“Our Summer Reading Adventure is for all ages. We have created cool virtual programs to encourage teens to read and connect virtually.”

- Washoe County Teen Engagement Group

## Virtual Events for June & July

[Mysterious Bats of the Lake Tahoe Basin\\*](#)

[Book Trivia Quizzes\\*](#)

[First Chapter Fridays\\*](#)

[Tahoe Star Tours\\*](#)

[Writers' Workshop](#)

[Bomb Shelter Tour](#)

Teen Resources  
[washoecountylibrary.us/teens](http://washoecountylibrary.us/teens)

Homework help  
[washoecountylibrary.us/resources/homework.php](http://washoecountylibrary.us/resources/homework.php) (short url needed)

AP & College Entrance Exam prep  
[washoecountylibrary.us/learning-express](http://washoecountylibrary.us/learning-express)

\* All Ages event.

RECURSOS PARA HISPANOHABLANTES  
[www.washoecountylibrary.us/espanol](http://www.washoecountylibrary.us/espanol)



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Consulte [www.washoec](http://www.washoec)



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## SUMMER READING = School Readiness

Celebrate summer with Washoe County Library System's community wide Summer Reading Adventure! This year's theme, Imagine Your Story, is focused on the fairy tales, mythology and fantasy stories that inspire us to dream big every day.

Reading over the summer will help youth:

- × Build strong reading & language skills
- × Improve reading comprehension & memory skills
- × Get ready for school
- × Increase self-esteem & confidence
- × Develop an interest in reading
- × Encourage community engagement

## LOOKING FOR MORE READING RESOURCES?



### TUMBLEBOOKS

Created just for kids, the TumbleBook Library features a collection of animated, talking picture books to teach children the joys of reading in a format they'll love.



Meet Libby  
The One-Tap Reading App

### LIBBY BY OVERDRIVE

Libby by OverDrive has over 1,000 kids' ebooks and audiobooks to check out, including read-alongs. You can read and listen online or download books to a computer, tablet, or phone using the Libby App.



### 1,000 BOOKS BEFORE KINDERGARTEN

Washoe County Library's 1,000 Books Before Kindergarten program is a fun, exciting, and free way to start your child on the path to success! Pick up a reading log at your local branch or download the app on your smartphone.

Find all of these resources and more at [washoecountylibrary.us](http://washoecountylibrary.us).

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Tacchino Trust Expenditure Update  
**DATE:** June 17, 2020

**Background:** The Library Board of Trustees receives regular monthly updates regarding the status of expenditures from the Tacchino Trust bequeathment to the Washoe County Library System.

There were no expenditures for the months of February, March, April or May 2020.

To date, Tacchino Trust funds has expended a total of \$471,768.72 with \$99,999.18 of those funds spent on Children's Materials.

The total Tacchino Trust funds available the beginning of March 2020 is \$440,481.28.

**Recommendation and Suggested Motion:** This agenda item is informational and does not require any action.

# LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6d

FY2019/20

DATE ASSIGNED	TRUSTEE	TASK / AGENDA ITEM REQUESTED	ANTICIPATED COMPLETION	DATE COMPLETED
2/19/2020	Trustee Stoess	Report on bareness of bookshelves in the garden level of the library	March 2020 – CLOSED COVID	
9/18/19	Chair Holland	Regular updates on Library progress towards 2024 Tax Initiative	<del>To be determined</del> once new Strategic Plan is created	
12/19/18	Trustee Holland	Requested a future agenda item on how change of public hours is progressing - moved to August for clearer information since remodel completed June 2019, which affected public hours Postponing this until May 2020 will allow for 1 year of statistical data	None provided – <del>July or August</del> September 2019 May 2020 – CLOSED COVID	
12/19/18	(Past) Chair Alderman	Chair Alderman requested baseline metrics for Downtown Reno from now through completion of renovation for comparisons – moved to August for clearer information since remodel completed June 2019 – Postponing this until May 2020 will allow for 1 year of statistical data	<del>August September</del> 2019 May 2020 – CLOSED COVID	
9/18/19	Chair Holland	Bylaws to be updated from budget approval to budget acknowledgement in Spring/Summer 2020 when Bylaws updated	<del>May/</del> June 2020	
9/18/19	Vice Chair Marsh	Created Adhoc committee consisting of herself and Trustee Parkhill to determine metric in which Library Director should be evaluation upon to present for recommendation.	<del>October November</del> 2019 Feb 2020 by June 2020 – CLOSED COVID	