

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, July 21, 2021  
4:00 P.M.**

**Downtown Reno Library  
301 South Center Street, Reno NV 89501**

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 website for the Washoe County Library System at [www.washoecountylibrary.us](http://www.washoecountylibrary.us), and at <https://notice.nv.gov>.

Members of the public may attend this meeting in person or can attend by teleconference by logging into the Zoom webinar accessible through the following link: <https://us02web.zoom.us/j/84224131597> . If prompted, use the following passcode: 889408.

Support documentation for items on the agenda 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 L J Burton at (775) 327-8343 or by email at [ljburton@washoecounty.us](mailto:ljburton@washoecounty.us). We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend meetings. Should you require special arrangements for any Trustee meeting, please contact our office at (775) 327-8341, at least 24 hours prior to the date of the meeting.

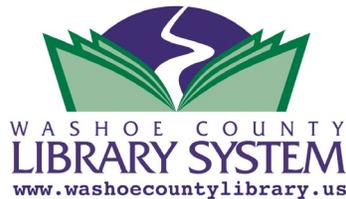
The Library Board can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to 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, to 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 Library Board of 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.

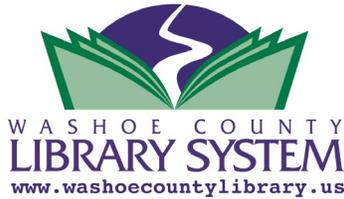
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**LIBRARY ADMINISTRATION**  
301 South Center Street | PO Box 2151, Reno NV 89505  
(775) 327-8341 | [www.washoecountylibrary.us](http://www.washoecountylibrary.us)



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 (3) 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 May 19, 2021](#)
- 4) Old Business  
None noted
- 5) New Business
  - a. [For Possible Action: Election of Chair for Library Board of Trustees for Fiscal Year 2021- 2022](#)
  - b. [For Possible Action: Election of Vice-Chair for Library Board of Trustees for Fiscal Year 2021-2022](#)
  - c. [For Possible Action: Appointment of One Library Board Trustee as Friends of Washoe County Library Liaison](#)
  - d. [For Possible Action: Approval of Library Board of Trustees Meeting Schedule 2021-2022](#)
  - e. [For Possible Action: Approval of Library Hours for October 4, 2021](#)
  - f. [For Possible Action: Approval of Holiday Calendar for Washoe County Libraries 2021-2023](#)
  - g. [For Possible Action: Approval of Strategic Planning Process for new 2022-2025 Plan](#)
  - h. [Informational: Schedule for Library Service Team Presentation to Library Board of Trustees](#)
  - i. [For Possible Action: Approval of Library Board of Trustee Bylaws for Fiscal Year 2021-2022](#)
- 6) Reports
  - a. [Library Director’s Report](#)
  - b. [Marketing and Communication \(MARCOM\) Update](#)
  - c. [Downtown Reno Library Report](#)
  - d. [Tacchino Trust Expenditure Update](#)
  - e. [Board Task Report](#)
- 7) Staff Announcements – Three (3) 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 (3) 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



**VIRTUAL LIBRARY BOARD OF TRUSTEES MEETING MINUTES**

**WEDNESDAY, MAY 19, 2021**

**4:00 P.M.**

**The Board met in regular session virtually via Zoom webinar.**

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

**1) ROLL CALL**

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

Board Members Absent: Jean Stoess (arrived at 4:16 pm); Ted Parkhill

County Staff Present: Assistant District Attorney Keith Munro, Assistant County Manager David Solaro

Public Present: None noted

**2) PUBLIC COMMENT**

None

**3) APPROVAL OF MEETING MINUTES**

**a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF APRIL 21, 2021**

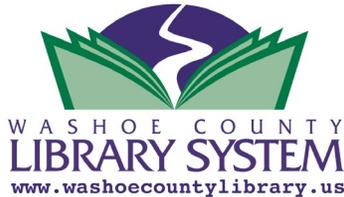
On motion by Trustee Holland, seconded by Trustee Ghilieri, which motion duly carried, the Board approved the minutes from the April 21, 2021 meeting. All in favor, none opposed.

**4) OLD BUSINESS**

None

**5) NEW BUSINESS**

a. Thank the Washoe County Board of County Commissioners for supporting the Washoe County Library Budget



Chair Marsh and Library Director Jeff Scott indicated that staff and the Library Board of Trustees wished to formally thank the Board of County Commissioners for their support of the Washoe County Library budget. Chair Marsh read the proclamation.

b. Resumption of in-person meetings

Chair Marsh discussed Governor Steve Sisolak's rollback of COVID-19 restrictions effective June 1, 2021, and the sunset of the emergency directive issued in June 2020 that had allowed public bodies to meet remotely. She asked whether there were any potential concerns regarding the possible resumption of in-person meetings. Trustee Holland proposed a motion to move forward with the planning process to begin in-person meetings in June 2021. Trustee Ghilieri seconded the motion, with a question as to whether there would be at least a week's notice provided to Board members when the locations of the future in-person meetings were decided.

Director Scott answered affirmatively, noting the first in-person meeting would be held at the Downtown Reno Library in case there were any issues, and he pointed out Zoom could still be utilized to offer partially-virtual meetings if the Board desired.

Trustee Holland wanted to know whether social distancing would still be required at the in-person meeting; Director Scott was not certain whether Governor Sisolak would also relax social distancing and mask requirements in June.

Trustee Ghilieri indicated that continuing partially-virtual meetings, at least through August 2021, would be helpful for her due to scheduling conflicts.

Trustee Stoess arrived at 4:16 p.m.

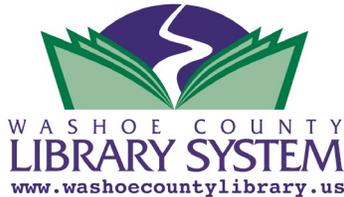
Chair Marsh provided a brief recap of the Board's discussion for Trustee Stoess, who indicated agreement with the proposed motion and holding the first in-person meeting at the Downtown Reno Library.

On motion by Trustee Holland, seconded by Trustee Ghilieri, which motion duly carried, the Board directed staff to move forward with the planning process to resume in-person meetings in June 2021.

c. Acknowledgement of 3rd Quarter Fiscal Year 2020-2021 Cash and Non-Cash Donations received by the Library System between January 1 and March 31, 2021, for a combined total of \$1,489.76

Director Scott briefly reviewed the highlights of the donations recently received by the Washoe County Library System and thanked staff for putting the report together.

On motion by Trustee Ghilieri, seconded by Trustee Stoess, which motion duly carried, the Board acknowledged the 3<sup>rd</sup> Quarter Fiscal Year 2020-2021 Cash and Non-Cash Donations received by the Library System between January 1 and March 31, 2021.



6) Reports

- a. Library Director's Report to include administration, collaborations, programs, and activities

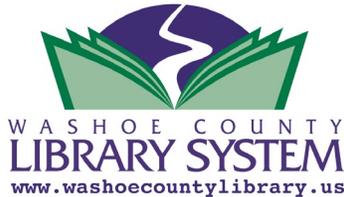
Library Director Jeff Scott discussed the recent return of browsing hours and public-access computers, noting things had gone well, with only a few issues regarding temperature checks. He explained staff were in the process of hiring for many of the positions that had been frozen during the pandemic, and he hoped to hire more in the near future so the Libraries could continue reopening and expanding public hours. He discussed the COVID-19 contact tracing project, which was drawing to a close in mid-June, and the ways in which staff's efforts had helped to reduce the number of children out of school due to COVID exposure; he noted schools had been able to stay open in part due to the dedication of the 40 Library staff members who had worked to support the contact tracing project. Without those individuals, Director Scott noted, the community would have only had four contact tracers, and would not have been able to keep up, resulting in further community spread of infection. He expressed appreciation for Library staff whose contact tracing efforts helped keep case counts low until the vaccine rollout had gained traction.

Director Scott reviewed updates regarding the budget as well as the addition of Sunday hours for the public at selected branches. He thanked County Manager Eric Brown and the Board of County Commissioners for their support of the Library's budget, noting how exciting it was that the Library was hiring more new staff than it had in at least 15 years, and would soon be able to offer expanded hours to the public.

Director Scott discussed the summer meal program at various branch locations in partnership with the Food Bank of Northern Nevada, through which children could receive take-home lunches. Other services were not expected to fully return until after Labor Day. He briefly described the new On the Shelf radio program, put together by the Youth Services and Library Events team, and welcomed LJ Burton, the Library System's new Administrative Supervisor and human resources representative.

Trustee Ghilieri wondered how staff had been treated by members of the public regarding enforcement of face mask mandates and asked whether everyone was okay. She indicated she had heard some members of the public were at times combative or refused to comply with the requirements in other places. Director Scott responded staff had been instructed to report any incidents, but so far there had only been a few instances where patrons had not wanted to comply with face mask or temperature check requirements. Trustee Ghilieri inquired as to the time limit for public browsing and whether tables would be available, as students were preparing for finals week. Director Scott replied seating would be brought back June 1, and the hour time limit for browsing tended not to be too strictly enforced.

Member Ghilieri expressed enthusiasm regarding the new positions that would be funded in the new budget and wanted to know whether the funding for those positions could be impacted if the 2024 tax initiative was not renewed. Director Scott indicated that, while it was certainly important to ensure the 2024 tax initiative was renewed to support future Library operations, the positions in question were permanent and budgeted for in the Library's operational fund. He expressed confidence that expanded



services and added operating hours at selected branches would be much appreciated by the community, and public demand would provide compelling support to renew the tax initiative in 2024.

Trustee Stoess opined the atmosphere in the branches since the reopening had been wonderful; she described happy families, patrons taking selfies, and many positive comments. She was glad to welcome everyone back again.

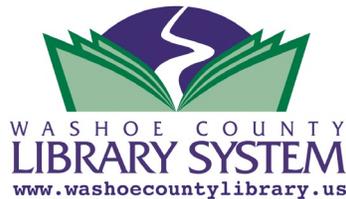
- b. Quarterly Youth Services and Library Events (YSLE) updates to include January, February, and March 2021, and update on the future of virtual events

Staff members Beate Weinert and Judy Hansen provided updates on the Youth Services and Library Events programming, noting it would be difficult to predict where the community and Library services might be by fall 2021, in relation to the ongoing pandemic. A transition back to in-person services for events was being planned; reservations would be based on capacity limits set by each branch. Prior to COVID restrictions, the Library System's early literacy events had been well-attended, with between 80 and 100 people attending some of the toddler time presentations. Virtual story times were now also being offered, and a system for reservations had been implemented, and toddler time continued to see the largest demand. Some drop-in spots would be saved as well, so families who showed up unaware that reservations were required would not have to be turned away. Outreach and early literacy would be staff's primary focus moving forward, while working together with community partners such as the Children's Cabinet, United Way, and others to come up with creative ways to help get more library services out into the community.

Other discussion included:

- arts and culture events, including magic shows at the libraries and working with the University of Nevada Reno regarding their Performing Arts Series events
- attempts to accommodate a larger audience using a virtual platform for the adult book clubs; club members ended up preferring a physical group over the virtual option
- the difficulty of engaging pre-teen and teen age groups virtually
- partnership with the Nevada Historical Society and their continued virtual series; the group had not yet decided whether to continue virtually or resume in-person meetings
- potential hybrid events, including hybrid story times, and the effect of "Zoom fatigue" on various age groups, and
- the pre-recorded "Break with Baby" programming and other early literacy initiatives.

Statistics collected since the launch of virtual event programming in March 2021 was reviewed; staff felt there had been a good return on investment with increasing public attendance and engagement. Chair Marsh wondered whether the Libraries had been able to serve more patrons with fewer events through virtual programming; she felt there was an increasing public demand for library services, and it might be interesting to see how that changed with the implementation of virtual programming as well as what might happen as branches returned to more in-person services. Ms. Weinert believed offered to bring back more information in the future regarding virtual program attendance. She noted the Library System had previously been offering as many as 16 in-person early literacy programs per week at multiple branch locations.



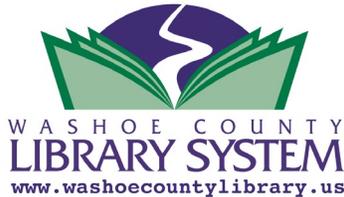
With summer quickly approaching, staff hoped to make opportunities for learning and literacy as fun and engaging as possible for children who had fallen behind. Ms. Hansen described the Tales and Tails theme for the 2021 Summer Reading Challenge, which would run between June 1 and August 31, and ways in which children could participate. 1,600 children would receive activity bags, including reading materials and activities for different age groups from 0 to 18. Another 400 bags had also been reserved for community outreach partners. Each child would have an opportunity to earn up to three free books; once the bags had run out, children could still receive a reading log and an age-appropriate free book. There were also educational activities for children to earn a free book, even if they did not wish to read, and each activity came with virtual resources online. She expressed appreciation to all the staff members who had volunteered time to help stuff bags for the Summer Reading Challenge, and Ms. Weinert thanked Director Scott for purchasing t-shirts for staff to wear to promote the programs. Staff hoped the Washoe County Library System would be featured in an upcoming partnership with the Public Broadcasting Service (PBS) in June, to further promote the Library and available programming.

Librarian Méla Garcia described growing up in Elko, Nevada, where the public library had used programming on the local PBS radio station for public outreach; this was where the inspiration for the Washoe County Library's new "On the Shelf" radio program. The first two-minute segment targeted parents and caregivers of pre-kindergarten aged children, and granddaughter of a staff member had contributed vocals for some of the songs. Ms. Garcia expressed gratitude to Library leadership for allowing staff to develop the "On the Shelf" program, and to the various staff members who had contributed to the project.

Chair Marsh asked whether the newly-opened Our Place shelter would be receiving Summer Reading Challenge bags; Ms. Weinert confirmed Our Place was on staff's list of targeted community partners. Trustee Holland wanted to know if PBS had a way to track the number of listeners the programming might reach; Director Scott mentioned this information would be available in a Media Reach Report. Trustee Stoess asked whether it would be possible to receive a recorded copy of one of the radio programs via email. Noting the file would be rather large to send over email, Director Scott offered to play one for the Board. Ms. Weinert mentioned that most of the files were still in working format, not yet finalized for publication. Director Scott played audio from the segment "Hooray for Fish" for the Board and the public.

Excerpts from the Library Explorer publication were discussed; there was positive feedback from members of the Board as well as staff, and compliments regarding the professional presentation, artwork, and content of the Library Explorer document. Director Scott noted this year's version was larger, not having been published in a year. Trustee Stoess wondered when might be a good time to plan for future Drag Queen Story Times, which had ended up being some of the best-attended events in the Library's history, but she understood why staff might have chosen to forgo in-person events this summer. Ms. Weinert agreed it was difficult to predict how things might be in the fall, but staff would do their best to prepare for whatever might happen. Chair Marsh looked forward to hearing what was planned for the next quarter.

- c. Tacchino Trust update to include expenditures and balance



Director Scott reviewed a recent request to increase budget authority for renovations at the Sparks and Northwest Reno branches; he noted this should be ready soon.

- d. Quarterly Stats Report to include statistics for January, February, and March 2021

Director Scott reviewed library utilization statistics from the spring, noting the grab-and-go service had continued to be popular even with branches beginning to reopen to the public. Patrons had also heavily utilized the Library's wifi services; it had been an extraordinary year, as evidenced by the statistics noted in the reports. He expressed pride that the Washoe County Library System had managed to adapt and continue to provide many resources for patrons throughout the pandemic, noting not all other communities had been as successful in those types of efforts; in Nevada, even Clark County initially seemed to have struggled in providing virtual resources for patrons. He thought the Washoe County Library had done an excellent job, managing to provide even more services to a growing number of attendees, despite being limited by restrictions on in-person services. He hoped to hear success stories from other library systems that had also pivoted and adapted services in response to the pandemic, perhaps at future conferences such as the American Library Association.

- e. Quarterly Financial Report to include gift fund expenditures for January, February, and March 2021

Director Scott provided a brief overview of the quarterly financial report, noting there had not been much recent activity, but more would be seen in the future as branches reopened.

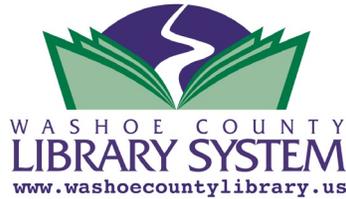
- f. Board Task Report to include Board tasks to be followed up

Chair Marsh noted tasks related to the fine-free policy had been deferred, but a final report would be needed to wrap that up. There was a brief discussion regarding the 2024 tax initiative as well as moving forward with planning for the Library Director evaluation when the Board began meeting again in person in June 2021. There were no other items added to the report.

## 7) Staff Announcements

South Valleys Library Branch Manager Julie Ullman read a thank-you note sent to the Library, which described how access to library materials and resources helped a community member learn to sew, cook, and stay active through the pandemic when many other community resources were not available. Ms. Ullman felt the thank-you note was representative of the excellent service and resources provided by all Washoe County Library branches to their communities, and she expressed pride regarding the hard work and accomplishments of the Library staff over the past year. She noted she had heard many similar comments from other patrons expressing gratitude for the Library System.

Trustee Holland announced that another patron had donated \$1,500 to support the Library System and had been very complimentary of the Library's staff and services. Trustee Holland himself complimented staff's work on the presentation for the "On the Shelf" radio program.



Trustee Stoess reiterated it had been wonderful to see many patrons so happy to return in person to the Libraries, and she believed staff seemed to feel the same. She was thankful it appeared the community might be nearing the end of the pandemic and she hoped things could reopen fully again soon.

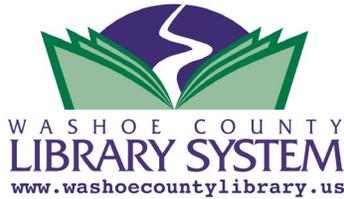
Chair Marsh thanked the Library and legal staff for their thorough, informative reports, their work on various Library projects, and their commitment to helping the community navigate unprecedented times. She said staff's dedication was well-noted and extraordinary.

8) Public Comment

None

9) Board Comment – Limited to Announcements, Strategic Plan Activity Updates, or Issues Proposed for Future Agendas and/or Workshops

There were no further Board member comments. Chair Marsh adjourned the meeting at 5:40 p.m.



## Items 5a, 5b, and 5c

### 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.

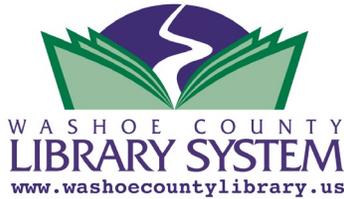
### VICE CHAIR ELECTION / NOMINATION:

- 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

Created: June 2019



Item 5d

TO: Washoe County Library Board  
FROM: Jeff Scott, Library Director  
RE: Library Board of Trustees Meeting Schedule  
DATE: July 21, 2021

Background:

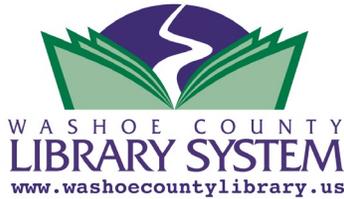
The Library Board of Trustees meeting rotates to different branches to ensure attention to services throughout Washoe County. It also gives library staff opportunities to attend library board meetings for presentations and staff feedback.

Staff Recommendation:

Library Staff recommendation is to approve the proposed Library Board of Trustees Meeting Schedule.

**Library Board of Trustees Meeting Schedule FY 2021-2022**

June 16, 2021	Downtown Reno Library
July 21, 2021	Downtown Reno Library
August 18, 2021	Downtown Reno Library
September 15, 2021	Incline Library
October 20, 2021	Downtown Reno Library
November 17, 2021	North Valleys Library
December 15, 2021	Downtown Reno Library
January 19, 2022	Sierra View Library
February 16, 2022	Spanish Springs Library
March 16, 2022	Northwest Reno Library
April 20, 2022	Sparks Library
May 18, 2022	South Valleys Library
June 15, 2022	Incline Village Library



*Item 5e*

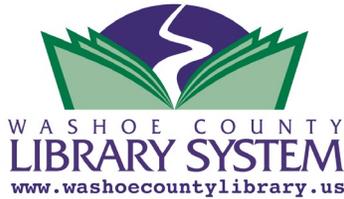
TO: Washoe County Library Board  
FROM: Jeff Scott, Library Director  
RE: Approval of Library Hours starting October 4, 2021  
DATE: July 21, 2021

**Background:**

The Washoe County Board of County Commissioners approved the 2021-2022 budget. This included additional library funding for staff to increase library hours. Washoe County has provided an additional \$1.2 million in funding which includes five Librarian I positions and ten Library Assistant II positions. This will add additional days of services at five library locations. This increase in budget will result in 6 of our 8 libraries being open on Sundays.

**Staff Recommendation:**

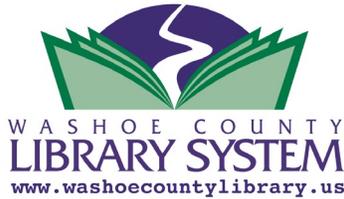
Library staff recommendation is to approve the proposed hours.



Item 5e (continued)

**Library Hours Schedule  
October 4, 2021**

Branch	Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Incline Village	10-6	10-7	10-6	10-6	10-6				
Downtown Reno	10-6	10-6	10-6	10-6	10-6	10-2	10-2		
North Valleys	10-6	10-6	10-7	10-6	10-6	10-4		Add Mondays 10-6	Add Saturdays 10-4
Northwest Reno	10-6	10-6	10-7	10-6	10-6	10-4	10-4	Add Sundays 10-4	
Sierra View	10-6	10-6	10-6	10-7	10-6	10-4			
South Valleys	10-6	10-6	10-6	10-6	10-6	10-4	10-4	Add Sundays 10-4	
Spanish Springs	10-6	10-7	10-6	10-6	10-6		10-5	Add Mondays 10-6	
Sparks	10-6	10-6	10-6	10-7	10-6	10-4	10-4	Add Sundays 10-4	
<b>Partnership Branches</b>									
Duncan Traner		3-6	2:30-6	3-6	3-6	10-2			
Senior Center	9-1	9-1	9-1	9-1	9-1				
Verdi		3-6	2:30-6		3-6				
Gerlach			3-7						



Item 5f

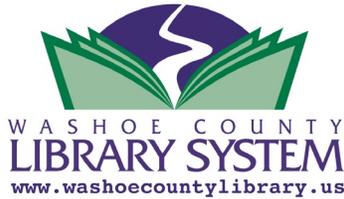
TO: Washoe County Library Board  
FROM: Jeff Scott, Library Director  
RE: Approval of Holiday Calendar for Washoe County Libraries 2021-2023  
DATE: July 21, 2021

Background:

With the library returning to its normal hours of operation, the Library Board of Trustees needs to approve the holiday schedule. This schedule includes weekend closures during certain holidays where the holiday is observed on a weekday but falls on the weekend. In those circumstances, typically Sundays, the library will be closed both days. Eight hours are given to staff for the holiday and the other eight hours can be made up by library staff during that week or they can take personal leave.

Recommendation:

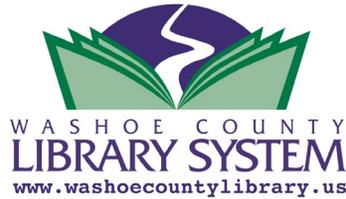
Library staff recommendation is to approve the proposed holiday hours schedules.



Item 5f (continued)

**Washoe County Library System Holiday Schedule 2021-2023**  
**2021 Holiday Schedule**

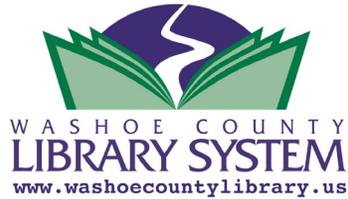
Friday, January 1	New Year's Day
Monday, January 18	Birthday of Martin Luther King, Jr.
Monday, February 15	President's Day
Monday, May 31	Memorial Day
Sunday, July 4	Independence Day
Monday, July 5***	Independence Day Observed
Monday, September 6	Labor Day
Friday, October 29	Nevada Day
Thursday, November 11	Veterans Day
Wednesday, November 24	Close at 5pm
Thursday, November 25	Thanksgiving Day
Friday, November 26	Family Day
Thursday, December 16 <sup>th</sup>	Open at 2pm Staff In-Service
Friday, December 24	Christmas Eve
<b>Saturday, December 25</b>	<b>Christmas Day</b>



Item 5f (continued)

**2022 Holiday Schedule**

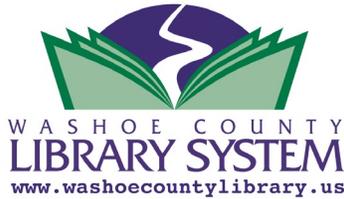
Friday, December 31, 2021*	New Year's Day Observed
<b>Saturday, January 1, 2022</b>	<b>New Year's Day</b>
Monday, January 17	Birthday of Martin Luther King, Jr.
Monday, February 21	President's Day
Thursday, May 19	Open at 2pm Staff In-Service
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Friday, October 28	Nevada Day
Friday, November 11	Veterans Day
Wednesday, November 23	Libraries close at 5pm
Thursday, November 24	Thanksgiving Day
Friday, November 25	Family Day
Thursday, December 15	Open at 2pm Staff In-Service
<b>Sunday, December 25</b>	<b>Christmas Day</b>
Monday, December 26	Christmas Day Observed



Item 5f (continued)

**2023 Holiday Schedule**

Sunday January 1	New Year's Day
Monday, January 2	New Year's Day Observed
Monday, January 16	Birthday of Martin Luther King, Jr.
Monday, February 20	President's Day
Thursday, May 18	Open at 2pm Staff In-Service
Monday, May 29	Memorial Day
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Friday, October 27	Nevada Day
Friday, November 10	Veterans Day
Thursday, November 23	Thanksgiving Day
Friday, November 24	Family Day
Thursday, December 14	Open at 2pm Staff In-Service
<b>Sunday, December 24</b>	<b>Christmas Eve</b>
Monday, December 25	Christmas Day



Item 5g

TO: Washoe County Library Board  
FROM: Jeff Scott, Library Director  
RE: Approval of Strategic Planning Process for new 2022-2025 Plan  
DATE: July 21, 2021

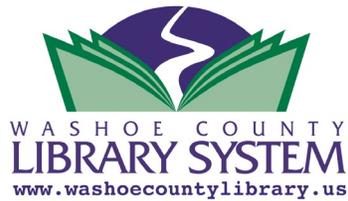
**Background:**

Washoe County Library System previous strategic plan has expired. It is time to prepare a new plan. This plan will also include a timeline for the renewal of our two-cent property-tax override.

In 1994, voters approved a 30-year, two-cent property-tax override for the purpose of "acquiring, constructing, improving, equipping, operating and maintaining library facilities for the County."

This will be a critical part of the plan. Our goal is to ensure that we are providing the best possible service for our patrons.

Attached is our scheduled timeline for surveys, community forums, and more.



## **Washoe County Strategic Planning Timeline**

### **July**

July 21- Present Plan to LBOT

LT meets to discuss plan

Create Surveys for Staff

Create Surveys for Board

Create Surveys for Public

LT Review Plan

Survey Runs July 22-September 1

### **August**

Hold Community Forums

Hold Meetings with Community Stakeholders

Hold Meetings with Library Staff

LBOT Exercise for Plan

Locations for Forums:

Downtown Reno Library

South Valleys

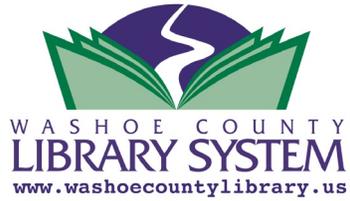
North Valleys

Spanish Springs

Incline Village Library

Sparks Library

Assess Information August 30th to September 15th



**September**

September 15 Update LBOT

Assess Survey Data

Assess Interviews

Begin Planning Plan Draft

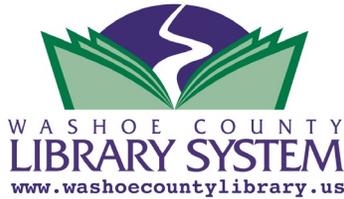
Draft Development September 16-October 13

**October**

October 20th LBOT- Draft Plan to Board

**November**

November 17th- LBOT Approves Plan



*Item 5h*

TO: Washoe County Library Board  
FROM: Jeff Scott, Library Director  
RE: Informational Only: Schedule for Library Service Team Presentation to Library Board of Trustees  
DATE: July 21, 2021

Background:

Library Board of Trustees has requested regular reports from library services teams. This is a schedule to ensure each service team is in front of the board on a regular basis.

Informational Only

**Library Board of Trustees Services Team Presentation Schedule**

**Youth Services and Library Events:** Team Lead Beate Weinert and Judy Hansen

**Maker Services:** Team Lead Julie Ullman and Brent Collamer

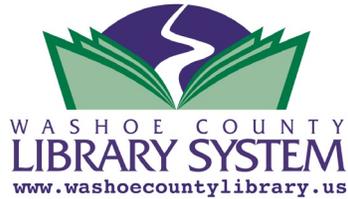
**Marketing & Communications (MARCOM):** Team Lead Andrea Tavener, Jamie Hemingway, and John Andrews

**Circulation/KOHA Team:** Team Lead Brenda Owens

**Reference and Technology Team (RTT):** Team Lead Joan Dalusung

**LBOT Presentation Schedule**

June MARCOM  
July Maker  
August RTT  
September YSLE  
October Maker  
November Circ  
December MARCOM  
January Maker  
February RTT  
March YSLE  
April Maker  
May YSLE



Item 5i

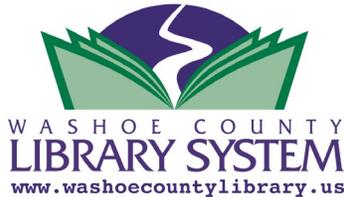
TO: Washoe County Library Board  
FROM: Jeff Scott, Library Director  
RE: Approval of Library Board of Trustee Bylaws for Fiscal Year 2021-2022  
DATE: June 16, 2021

**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.

**Recommendation and Suggested Motion:**

That the Board approve the Washoe County Library Board of Trustee Bylaws for Fiscal Year 2021-22 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**

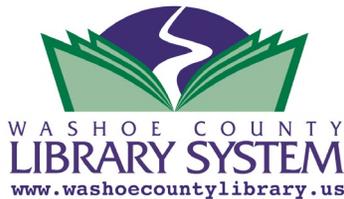
The Washoe County Library Board of Trustees shall, consistent with provisions of applicable state and federal law, exercise the powers and duties granted pursuant to NRS 379.025. The Board shall endeavor to administer and manage the resources of the Washoe County Library System in a manner consistent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

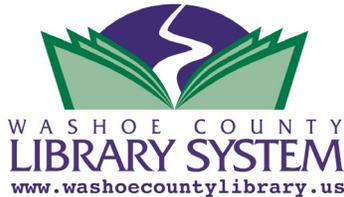
D. Duties of a Trustee:

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. 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

**B. Vice Chair**

**1. Selection**

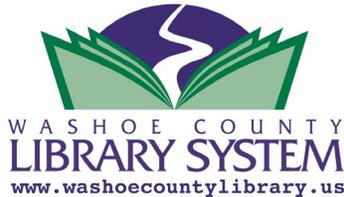
- a. The vice-chair will be elected by a vote of the Board of Trustees
- b. The term will be for one year and is renewable at the pleasure of the Board of Trustees
- c. Elections shall be held at the regular Board of Trustees meeting each June
- d. In the event the vice chair must permanently assume 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:**

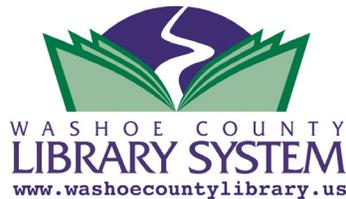
- a. In the event of the absence or disability of the chair, or of a vacancy in the office, the vice chair shall assume and perform all duties associated with that office. In the event of an absence or short-term disability of the chair, the vice chair shall assume the duties of the chair for the period 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 the Board of Trustees.

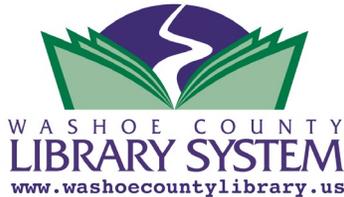


- C. Nevada Open Meeting Law: All meetings of the Board are subject to the provisions of state and federal open meeting laws and shall be conducted in accordance with the applicable laws. The Library Director shall be responsible for ensuring the proper public notice is made for each meeting of the Board. 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.
- 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.
- 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.



*Item 6a*

## **Library Director's Report for LBOT – June/July 2021**

### **Hiring Library Staff**

We were recently able to get our frozen positions unfrozen and hired. Starting in June, we will have our 11 Library Assistant II positions filled which will allow us to restore our pre-COVID hours. Downtown Reno and North Valleys will return to their pre-COVID hours on July 7th. North Valleys Library staff were almost entirely dedicated to the Washoe County School District contact tracing project, which did not end until June 9th. Most libraries will return to their pre-COVID hours on June 21st.

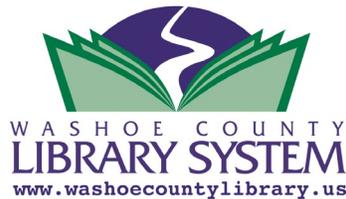
Washoe County has authorized \$1.2 million for 15 additional staff (5 Librarian I and 10 Library Assistant II positions). We are in the process of hiring a new librarian for the Downtown Reno Library and were able to add the five additional librarians to that recruitment. The recruitments for the Library Assistant II positions and other vacant library positions will happen in July.

### **New Hours**

With the \$1.2 million provided by the Washoe County Board of County Commissioners, we are adding additional hours. These expanded hours will provide Sunday services at six of our eight libraries, make all but one of our main libraries open six days a week, and have four of our libraries open seven days a week. This is the largest budget and staff increase for Washoe County Libraries in at least 15 years. I am incredibly proud that we are able to make this happen for our libraries. Our hope is to get everyone hired and on board so that we can start our new expanded hours on September 7th (the Tuesday after Labor Day).

### **BookMachine at Incline Village Library**

With the expansion of hours, we have had discussions regarding the hours at Incline Village Library. Usage has increased with being open every weekday rather than a weekend day. Weekend traffic is typically slower. However, we have developed a solution to expand services at Incline for book services. International Library Services provides a BookMachine service that we can purchase. It operates like a vending machine, but instead of vending chips and drinks, it provides books. A patron would approach the machine, scan their library card, and select the book they want from the machine. We plan to experiment with the collection to ensure high-demand items. Having both Lucky Day items and popular children's picture books will be the first collections. We are currently ordering this machine. With any luck, we may have this service installed at the same time as our expanded hours on September 7th.



### **New Courier Van**

One of our vans is in need of replacement. Thanks to Lorna's quick work, we were able to purchase a new van at a good price. Due to current conditions and COVID-related delays, it will be available in about four to five months.

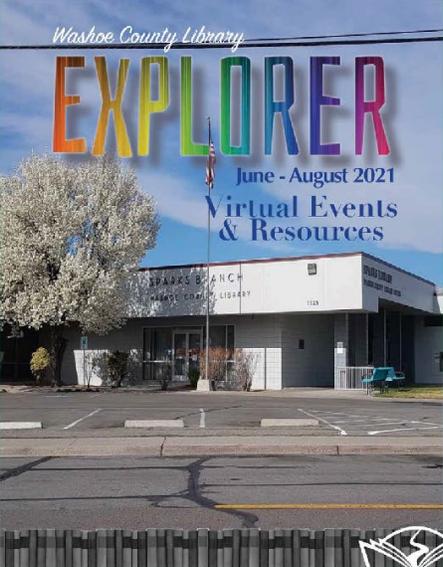
### **KUNR/NPR Reach**

Washoe County Library System's "On the Shelf" and "On the Kids' Shelf" began airing on June 7th. The first day had a reach of 23,600 listeners!

### **Immunize Nevada at Washoe County Libraries**

Immunize Nevada started providing outreach tables at our libraries to encourage residents to get vaccinated. They are expanding that program to include vaccination sites at our libraries. They are mostly using the parking lots with potential to use library sites. They plan to have a table at Downtown Reno Library's Community Court to help the homeless to get vaccinated.

## Marketing & Communications (MARCOM) Update



Washoe County Library  
**EXPLORER**  
June - August 2021  
Virtual Events  
& Resources



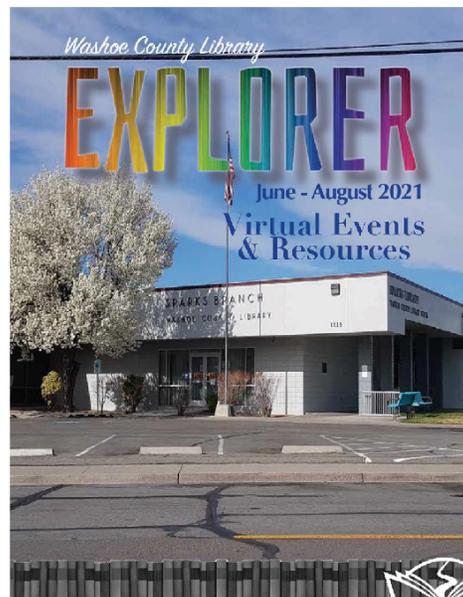
MARKETING AND  
COMMUNICATIONS TEAM  
(MARCOM)  
REPORT

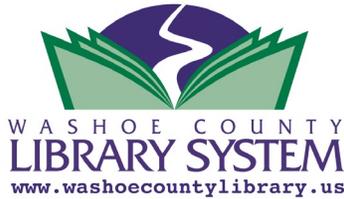
PRESENTATION FOR WCLS BOARD OF TRUSTEES  
JUNE 16, 2021

# The Explorer

is back in print

3,000 copies of the Summer Explorer are being distributed at each Washoe County Library branch.





# Current Projects

## Social Media Storytelling

Promoting our library brand through social media engagement.

Facebook

Instagram

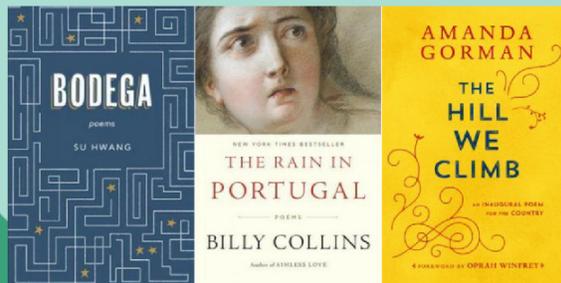
Twitter



# Current Projects

## Aspen Marketing

Promoting virtual events, library resources and services, and Read-Alikes of popular titles.



# Current Projects

Posters, graphics, and slides



Nevada Historical Society presents  
High Noon with Neal Cobb:  
Finding and Restoring Part of the Reno Fire  
Department's Past with Jon D. Wagner



Thursday, August 19  
noon  
Register for the Zoom event,  
or watch LIVE on Facebook.



**Our MarCom talent is system-wide. Contributors include staff from the Downtown Reno, Incline Village, North Valleys, Northwest Reno, Sierra View, South Valleys, Spanish Springs and Sparks libraries.**

# Current Projects



**Video Editing:  
Tim Prentiss, Jamie Hemingway, Jen Cole, Russell Dorn**

**Since March 2020 our video editors have edited:  
over 219 program and non-program videos  
over 508 Virtual Story Time videos**

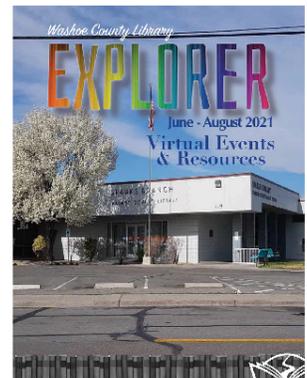
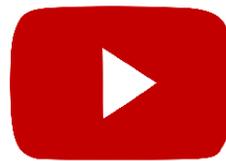


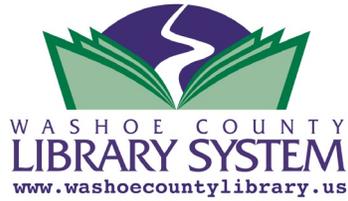
# MarCom Updates

- Monthly meetings
- New members coming soon
- Fall Explorer featuring in-person events

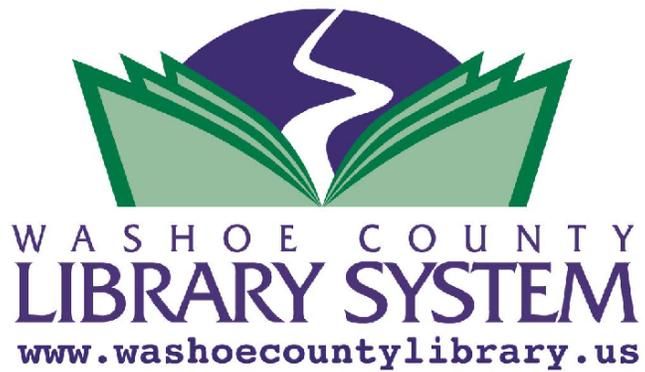
## Stay in the know with MarCom

Pick up a copy of the summer Explorer and follow us on social media!

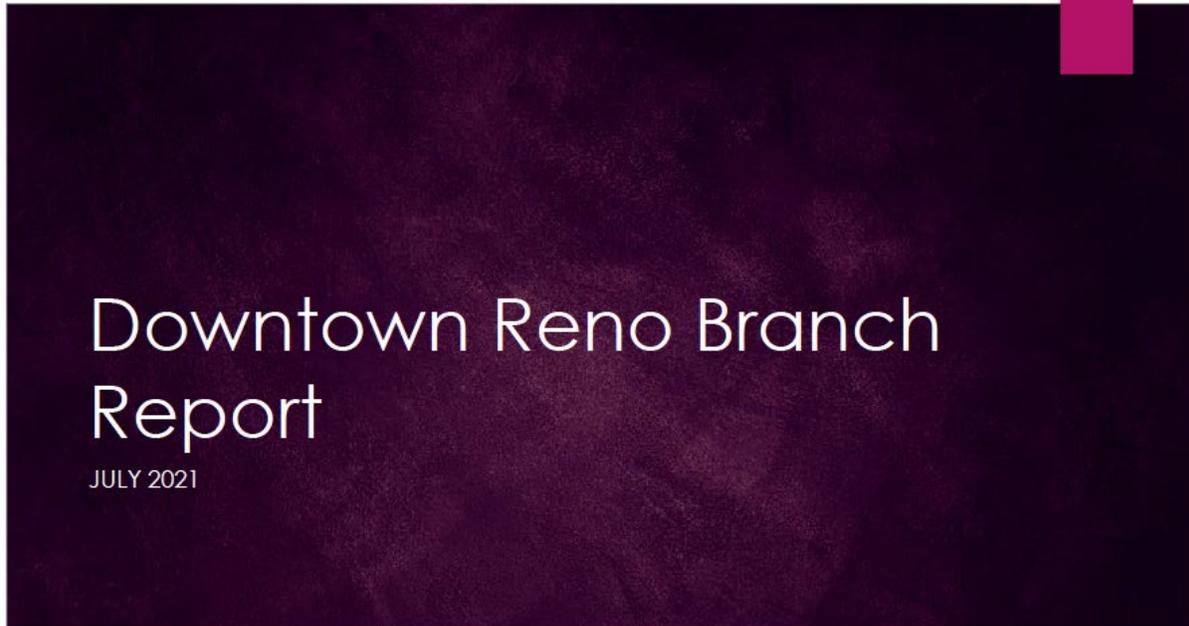




<https://fb.watch/68QKN346CB/>



Downtown Reno Library Report



Staff Accomplishments



Brent Collamer  
Promoted to  
Librarian I  
February 2020



Tyna Sloan  
Promoted to  
Library Assistant  
III  
March 2020



Kristen Ryan  
Promoted to  
Branch  
Manager  
February 2021

## Staff Accomplishments



Melissa Wilson  
Promoted to  
Full Time Library  
Assistant II  
June 2021



Pam Larsen  
Received  
Master Degree  
of Library and  
Information  
Science  
June 2021

Promoted to  
Librarian I  
July 2021

Staff have been  
Busy, Busy, Busy!

### Contact Tracing

- Seven staff members from Downtown Reno Library helped Washoe County Health District and Washoe County School District with contact tracing.

### Virtual Events

- Staff have contributed to many virtual events during the past year.

Things are  
Moving!





# Facility Updates



## Automated Materials Handler

INSTALLED IN MARCH 2021



# Back Alley Light Installation

INCREASE PATRON AND STAFF SAFETY AT NIGHT

# New Elevator Coming Soon

Washoe County approved \$850,000 in FY 2021/2022 for a new elevator



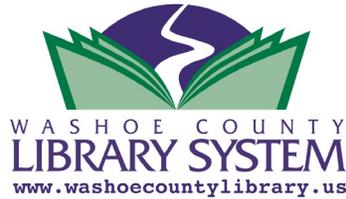
# Community Court is Back!



Questions?

EMAIL

[KRYAN@WASHOECOUNTY.US](mailto:KRYAN@WASHOECOUNTY.US)



## Item 6d

### **Tacchino Update**

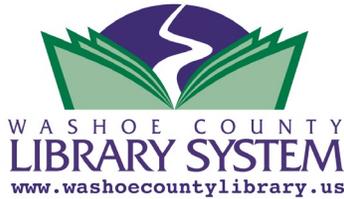
Background: The Library Board of Trustees receives regular monthly updates regarding the status of expenditures from the Tacchino Trust bequeathment to the Washoe County Library System.

Northwest Reno Tacchino funds expended \$21,678.32 for February 2021 and \$9,098.57 for March 2021.

Sparks Tacchino funds expended \$14,550.51 for February 2021 and \$12,552.53 for March 2021.

To date, Tacchino Trust funds has expended a total of \$591,704.83 with \$222,211.29 of those funds spent on Children's Materials. The total Tacchino Trust funds available the beginning of March 2021 is \$296,155.17.

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



Item 6e

Library Board of Trustees – Task Record/Follow-Up – June 2021

FY 2020/2021

DATE ASSIGNED	TRUSTEE	TASK / AGENDA ITEM REQUESTED	ANTICIPATED COMPLETION	DATE COMPLETED
10/21/20	Parkhill	Follow up to fine-free policy changes for review – moved to December 2021	December 2021	
9/18/19	Chair Holland	Regular updates on Library progress towards 2024 Tax Initiative – From June 2020: need to start messaging by November 2021, after getting a sustainable plan from CDC on how to keep services safe	November 2021	
9/18/19	Vice Chair Marsh	Created ad hoc committee consisting of herself and Trustee Parkhill to determine metric in which Library Director should be evaluated upon to present for recommendation. From June 2020: plan to address at physical meeting after reopening in Phase IV of State Reopening Plan.	TBD	

Gray = Completed

Blue = Notes from Chair/Director meeting