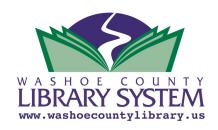


#### **PUBLIC NOTICE**

#### WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

The March 16, 2022 Washoe County Library Board of Trustees meeting has been rescheduled to Wednesday March 23, 2022 at 4:00 p.m.

The meeting will be held at the Northwest Reno Library, 2325 Robb Dr, Reno, NV 89523.



#### **PUBLIC NOTICE**

#### WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

Members of the Washoe County Library Board of Trustees have been invited to attend a reopening ribbon-cutting celebration for the Northwest Reno Library. The event will be held at 3:00 p.m. on Wednesday, March 23, 2022 at 2325 Robb Dr, Reno NV 89523.

This Public Notice is being posted in the event there may be a quorum of the Washoe County Library Board of Trustees at that upcoming event. This invitation is not, and is not intended to be, an official meeting of the Washoe County Library Board of Trustees. No discussion, deliberation toward a decision or action on any matter over which the Washoe County Library Board of Trustees has supervision, control, jurisdiction or advisory power, will occur at this event.



### LIBRARY BOARD OF TRUSTEES MEETING AGENDA

PLEASE NOTE NEW DATE: WEDNESDAY, MARCH 23, 2022

4:00 P.M.

#### Northwest Reno Library 2325 Robb Dr, Reno, NV 89523

Pursuant to NRS 241.020, the agenda for the Trustees' meeting has been posted at the following locations: Washoe County Courthouse, Washoe County Administration building, Downtown Reno Library, Incline Village Library, North Valleys Library, Northwest Reno Library, Sierra View Library, South Valleys Library, Spanish Springs Library, and Sparks Library. Further, in compliance with NRS 241.010, this notice has been posted on the official website for the Washoe County Library System at <a href="https://notice.nv.gov">www.washoecountylibrary.us</a> and at <a href="https://notice.nv.gov">https://notice.nv.gov</a>.

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: <a href="https://us02web.zoom.us/j/84224131597">https://us02web.zoom.us/j/84224131597</a>. 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 LJ Burton at (775) 327-8343 or by email at 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.

#### LIBRARY ADMINISTRATION

301 South Center Street | PO Box 2151, Reno NV 89505 (775) 327-8341 | 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 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 16, 2022
- 4) Old Business None
- 5) New Business
  - a) Library Director Strategic Plan Update
- 6) Reports
  - a) Library Director's Update
  - b) Northwest Reno Library Update
  - c) Youth Services and Library Events Update
- 7) Staff Announcements Three Minute Time Limit Per Person
  No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda.
- 8) Public Comment Three Minute Time Limit Per Person

  No discussion or action may be taken upon any matter raised under this public comment section until
  the matter has been specifically included on an agenda.
- 9) Board Comment Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 10) Adjournment



# LIBRARY BOARD OF TRUSTEES MEETING MINUTES WEDNESDAY, FEBRUARY 16, 2022 4:05 P.M.

The Board met in regular session in a hybrid format via Zoom webinar and in person.

Chair Holland called the meeting to order at 4:05 pm.

#### 1) ROLL CALL

Board Members Present: Wayne Holland, Jean Stoess, Frank Perez, Zanny Marsh,

Amy Ghilieri

Board Members Absent: None

County Staff Present: Assistant District Attorney Herb Kaplan, 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 January 19, 2021

On motion by Trustee Stoess, seconded by Trustee Perez, which motion duly carried, the Board approved minutes from the January 19, 2021 meeting. All in favor, none opposed.

#### 4) OLD BUSINESS

None

#### 5) **NEW BUSINESS**

#### a. Presentation on Washoe County Library System 2022-2025 Strategic Plan

Library Director Jeff Scott reviewed a PowerPoint presentation regarding the 2022-2025 Strategic Plan, a copy of which had been provided in the agenda packet. He discussed the first month of the strategic plan activities, including grants for new book machines and progress on the Bookmobile van. He provided an update regarding book promotion activities similar to the On the Shelf radio program.

He noted there would be a ribbon cutting ceremony for the reopening of the Northwest Reno Library in March. The date of the reopening for the Sparks Library was still uncertain due to the need for asbestos remediation. He noted Director's Updates were being provided to the Board members and staff weekly. He shared photos of recent renovation activities and the Sparks library being prepared for carpet installation.

Director Scott reviewed the Workforce Building partnerships with Washoe ACT, the Northern Nevada Literacy Council, and American Job Center at Sierra View Library. He mentioned plans to renovate the Senior Center library and discussed homebound services delivery. He discussed the pause of the homework help tutoring program a switch to focus on the BrainFuse program.

Chair Holland asked how the Library System was recruiting volunteers; Director Scott explained the volunteer program was in the process of being reorganized and more updates would be provided in the future.

Director Scott discussed the ways in which the Washoe County Library System was working to celebrate and promote diversity, and shared brief updates regarding marketing activities related to the 2024 tax renewal initiative.

#### 6) **REPORTS**

#### a. Library Director's Report

Director Scott reviewed the Library Director's Report, noting mask mandates had been relaxed by the State of Nevada; masks were now recommended but not required for patrons. COVID testing at the South Valleys branch had recently concluded. Spanish Springs branch manager Jana MacMillan estimated

approximately 20 percent of patrons were wearing face coverings on any given day. Director Scott discussed the updates to signage and new procedures implemented after the mask mandate repeal.

Director Scott briefly highlighted the ordering of Summer Reading Program 'swag'. He also noted there had been some changes in the Library System's hiring processes, which would allow staff to waive interviews more than three times without being removed from the hiring list. This would help save time by avoiding unnecessary interviews of staff who wanted to remain on a list, but who were not interested in a particular branch or vacancy.

He discussed various updates and changes related to digital library cards through the Overdrive system and the transferring of those card accounts to physical library cards.

He explained plans and updates for a new volunteer program and new ways to recruit volunteers. He discussed the Washoe Stars employee recognition program and noted staff members Lori Talarico and Marie Sevier-Dyer had been nominated for the previous quarter.

#### b. Spanish Springs Library Report

Spanish Springs Library Branch Manager Jana MacMillan reviewed a PowerPoint presentation, copies of which were provided to the Board. She discussed notable events at the Spanish Springs Library including a staff member who received a drone pilot license for aerial photography, the branch staff's involvement in assisting the community during the COVID pandemic, and a UPS truck that had crashed into the branch in May 2020. Thankfully, due to the shutdown, no one had been injured during the crash; if the branch had been open at the time, two employees whose workstations were right on the other side of the wall the truck crashed into could have been injured.

Ms. MacMillan discussed Grab-and-Go pickups implemented in June 2020 and the cleanup and reconstruction of the damaged wall in August 2020. She shared a humorous 'love story' of two Library Lizards who entered the branch during construction (and their resulting progeny); she also detailed the use of the Spanish Springs Library as an early voting location in Fall 2020. In Winter 2021, drive-through book pick-ups had been implemented, and by May 2021, the branch reopened to patrons.

Tour groups returned in August 2021, with story and toddler times as well as meetings of the Friends of the Washoe County Library System following in September 2021. By October 2021, new expanded branch hours had been implemented, and the branch had since been open six days per week.

Ms. MacMillan shared photos of teen outreaches, toddler time activities, and a virtual story time being provided for the Pyramid Lake tribal community. A Lego Robotics kickoff occurred in December 2021 and had been very popular, along with Dungeons and Dragons outreach at Shaw Middle School and maker services events during the holidays. A new coding program had begun in February 2022, and a \$10,000 grant had recently been received from the Board of County Commissioners, with staff currently working to plan how the new funds would be utilized.

#### c. Reference and Technology Team Report

Assistant Library Director Joan Dalusung reviewed a PowerPoint presentation, a copy of which had been provided in the agenda packet. She noted how the Reference and Technology Team (RTT) hoped to implement the strategic plan with goals including providing training for staff, developing a training calendar, and providing employees with the tools needed to be well-informed and welcoming for patrons.

A training needs survey had suggested several topics staff were interested in, including technology, community resources, and new-to-library staff trainings to help new employees understand the Washoe County Library System's mission and be better prepared to handle sensitive topics as they came up.

Ms. Dalusung reviewed a list of other possible training topics including how to engage an audience, technical skills to include Office 365 and Sharepoint training, de-escalation strategies, and equity, diversity, and inclusion. She noted a Library Aware training was scheduled for the following week, and more outreaches could be done in the future. Staff also planned to provide recorded trainings on Sharepoint.

## d. Quarterly Stats Report to Include Statistics for October, November, and December 2021

Director Scott noted the quarterly report would look different soon as the current format was based on the previous strategic plan. He reviewed library utilization statistics, noting utilization had increased to approximately 80 percent of pre-COVID levels. DVD checkouts were one area where utilization had not returned; he attributed this to the community's increasing use of streaming services. Book checkouts had remained strong and were increasing. Program participation numbers were also increasing, particularly for story times. Individual use of Library services had remained strong, though there had been a shift toward more virtual versus physical or in-person use of the libraries. The report would be modified to better match the new strategic plan initiatives for the next quarter.

## e. Quarterly Financial Report to Include Gift Fund Expenditure for October, November and December 2021

Director Scott provided a brief overview of the Quarterly Financial Report for October, November, and December 2021. Chair Holland inquired regarding the impact of the COVID pandemic on the gift funds and requested Director Scott provide further detail for the benefit of the newest Board member, Trustee Frank Perez.

Director Scott explained there were separate gift funds the branches could use to provide targeted services to the public; some of these funds came from donations provided by the Friends of the Washoe County Library System (WCLS), some came from donations from members of the community, and other funds were generated by book sales. He explained that donations were sometimes intended to be used by a particular branch and other times could be used by the WCLS as a whole.

Director Scott noted the Library System had recently received two large donations of \$7,000 and \$5,000 which would be used to help purchase children's books to give away and other materials for the Summer Reading Program (SRP) The WCLS could not use County tax dollars for such programs; funding for the SRP came from donations and proceeds from book sales. He also explained any gift fund expenditures over \$5,000 were required to be approved by the Library Board of Trustees (LBOT), and though each library branch had local funds that could spend at their discretion, those expenditures still required approval by either the LBOT or the Library Director. He noted the Tacchino Trust funds had almost been fully utilized, with renovations to the Senior Center Library to be some of the final expenditures.

#### f. Board Task Report

There were no recent changes or updates to the Board Task Report.

#### 7) STAFF ANNOUNCEMENTS

None

#### 8) PUBLIC COMMENT

None

#### 9) BOARD COMMENT

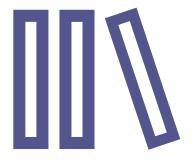
Trustee Perez thanked the Spanish Springs Library for their presentation and stated he hoped to see them again soon.

Trustee Stoess requested information regarding the dates of her term; Director Scott stated he would need to check to be certain, but thought her appointment was scheduled to last through 2024. Trustee Stoess indicated her desire to work as a volunteer after she was no longer on the Library Board of Trustees.

Trustee Marsh expressed appreciation for the Spanish Springs Library presentation and said the branch had been nicely showcased. She thought the Washoe County Library System was doing extraordinary work and said it was nice to see credit being given where it was due. Chair Holland agreed and gave his compliments to staff.

#### 10) ADJOURNMENT

Chair Holland adjourned the meeting at 5:18 p.m.



# Washoe County Library System

2022-2025 Strategic Plan Update March



## Stimulate Imagination

Developing new Book Service Team

Expanding New Book Shelf Life to One year



## Stimulate Imagination

Book Vending Machine in Incline fully operational!

Grant for Book Vending Machine at Cold Springs Community Center Submitted

New Courier Van Delivered

Bookmobile Delayed

Book Deserts Survey

# **Provide Welcoming Spaces**

- ✓ Northwest Reno Library Reopens!!
- ✓ Reopened February 22
- ✓ Reopening Celebration March 16th





# **Provide Welcoming Spaces**

- ✓ Sparks Library Progress
- ✓ Asbestos Abated
- ✓ Carpet and LVT installation
- ✓ Shelving Installation
- ✓ Furniture installation soon
- ✓ Sparks Library staff recalled to branch March 16<sup>th</sup>
- ✓ April 5<sup>th</sup> Furniture installation



# Provide Welcoming Spaces

Capital Improvement Projects:

Senior Center Renovation

Sierra View Library Renovation

Downtown Reno Library Elevator

Downtown Reno Library restroom on main floor



## Workforce Building



#### Washoe ACT:

#### Core Team

Local leaders convene on workforce needs and make application to WRC Boot Camp: Completed

#### **Boot Camp**

Instruction, Best Practice Model, team planning, two-day session held twice within six months:Completed

#### **Implement Plan & Services**

Custom local plan and priorities; WorkKeys® training and testing; integration of services: In Process

#### Launch Initiative

Light up and go public with initiative; two years to meet goals; continue WRC plan: Completed

#### Certification

Emerging, Current, and Transitioning Workforce, employer goals met; pursue maintaining certification: In Process

- ✓ Washoe ACT Current Actions:
- ✓ Expanding program/developing training for program in libraries
- ✓ Second Leadership Team meeting
- ✓ Press Release Sent Out
- ✓ Working on Expanding Leadership
  Team
- ✓ Working on Training Programs in libraries and with Non-Profits



## Lifelong Learning

Homebound Service

ARPA Funding support for partnership

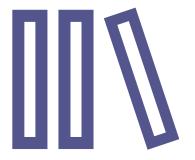


Celebrate Our Diverse Community Community Women's History Month in March



# Promote the Library

Working with consultants and Washoe County lobbyist to identify best strategy for tax renewal



# Thank You

Washoe County Library System 2022-2025 Strategic Plan Update FEBRUARY

## **Library Director's Update 3/8/22**

Scott, Jeff LIBRARY DIRECTOR

Good morning and happy Women's History Month and Happy Women's Day! <a href="https://www.internationalwomensday.com/">https://www.internationalwomensday.com/</a>

I have a few updates for you this week.

# **Library Board of Trustees meeting Wednesday, March 23 at Northwest Reno Library**

Our board meeting has been rescheduled for Wednesday, March 23<sup>rd</sup> at the newly renovated Northwest Reno Library. We also plan to have a celebration and ribbon cutting for the library at 3 pm Wednesday, March 23<sup>rd</sup> right before the board meeting. We want to celebrate the great job Northwest Reno Library staff did in planning and implementing this wonderful new space.

## **Petitioners at Library Locations**

We currently have petitioners for a signature campaign at our libraries. Please ensure you have reviewed your documentation for petitioner points. Washoe County is currently reviewing to send to the Secretary of State. The latest version is from 2020 and is available in the SharePoint folder in Admin. Petition areas 2020 Letter to State.pdf

### **Collection Development**

We are planning to extend the time new books stay on the shelves. New books are where most of our book circulation comes from and it is imperative that our patrons get a good look before they go into the stacks. We will have more training on readers advisory and merchandizing soon.

#### **Staffing/Hiring slowdown**

County is having issues keeping up with hiring, HR matters, technology, and purchasing. We are meeting with HR to get a better timeline. Thank you for your patience. LA III interviews are set for March and will have some delays due to LBOT week and staff going to the Public Library Association Conference. We are set to have LA III interviews by the end of March.

#### **Sparks Library Progress**

Great progress at Sparks Library. Look like asbestos abatement is completed. Currently putting in flooring right now. Sparks Library staff will be recalled to Sparks as of March 16th. That may affect our buffer in staffing until we get our hiring back up to speed. Be prepared for any disruptions. It will be exciting to get Sparks Library back open and it seems to be on track for an April opening.



#### **LSTA Pitch an Idea Virtual Office**

Working on a new grant to provide more virtual office equipment. Minimeeting rooms that have privacy will be provided at select branches if the grant is successful. Phonebooth and two-person meeting rooms and study carrels to ensure a suitable virtual environment for our patrons. You can see some of the products we are considering here: <a href="https://room.com/">https://room.com/</a>

#### **Washoe ACT Press Release launches**

https://washoelife.washoecounty.gov/library-system/washoe-county-library-and-act-work-ready-communities-partner-in-support-of-workforcedevelopment/

Our ACT Leadership team meets this week. We sent out a press release advertising this program last week. We will soon have training regarding this program.

#### **Library in the News**

In case you missed it, KNRV did a great story on Washoe County Library's Community Court and our new Book It librarian service.

<a href="https://mynews4.com/news/local/washoe-county-libraries-finding-new-purpose-to-address-community-needs">https://mynews4.com/news/local/washoe-county-libraries-finding-new-purpose-to-address-community-needs</a>

### **Book Desert Survey online**

Please review and provide feedback. We are looking for locations with limited library access and limited access to reading materials. https://forms.office.com/g/vnL2x3ckNC

#### **Book machine Incline**

Now fully operational! In case you missed the news story from January, this is a good overview of the machine and what it can do.

https://www.sierrasun.com/news/library-loop-tahoe-truckee-libraries-expand-services-beyond-public-hours/

#### **Book Mobile**

Courier Van is here. Needs a recalled part. Should be installed and ready to go March 11th.

Bookmobile van is MIA. Still waiting to hear back from Capitol Ford on order. Need to have bookmobile on the road by May or at least by September for the grant. Funds need to be encumbered by June 30th. Lots of turnover at dealership plus supply train issues causing delay.

#### **Washoe County Star Recipients:**

Congratulations to the following staff for their nomination for Washoe Stars!
Miriam Hamby for Quality Public Service
Lysa Lee for Effective Communication
Samantha Brown for Quality Public Service
Charles Taggart for Quality Public Service

Washoe County Library Explorer Brochure available online <a href="https://www.washoecountylibrary.us/files/pdf/explorer2.pdf">https://www.washoecountylibrary.us/files/pdf/explorer2.pdf</a>
Washoe County Libraries Explorer physical explorer now available!

#### **Andrea Tavener Retirement**

Public Information and Resources Manager Andrea Tavener will retire in April. Andy has helped the library transform in how we communicate with the public. We regularly get press releases picked up which lead to print, radio, and TV interviews. She has done a tremendous job leading the Marketing and Communications Team which introduced a new way to communicate internally and with the public. The Explorer brochure and many other innovations are thanks to her leadership. Please congratulate her on her retirement.

## Library loop: Tahoe, Truckee libraries expand services beyond public hours | SierraSun.com

www.sierrasun.com

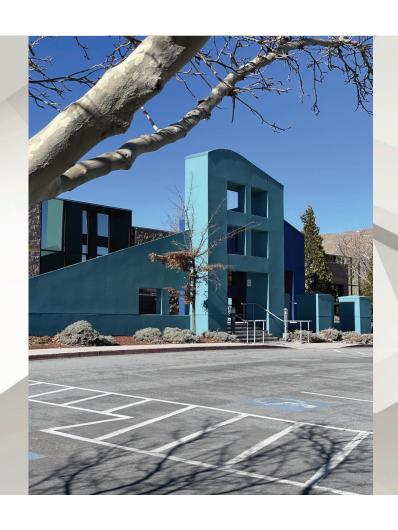
Libraries around Tahoe and Truckee continue to find ways to expand services beyond public hours by offering instant online library card registration, streaming movies, and virtual programs. https://www.internationalwomensday.com/

#### **International Women's Day 2022**

www.internationalwomensday.com

International Women's Day (March 8) is a global day celebrating the social, economic, cultural, and political achievements of women. The day also marks a call to action for accelerating women's equality.





## Northwest Reno Library

Report to the Library Board of Trustees
March 16, 2022

## Tree roots havoc February 2020





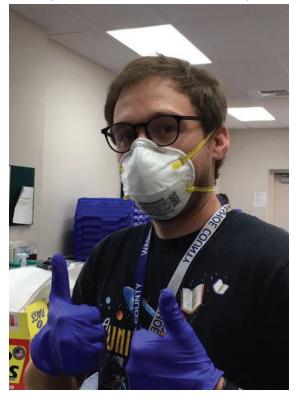


Early voting October 2020





## Library services offered at drive-up window













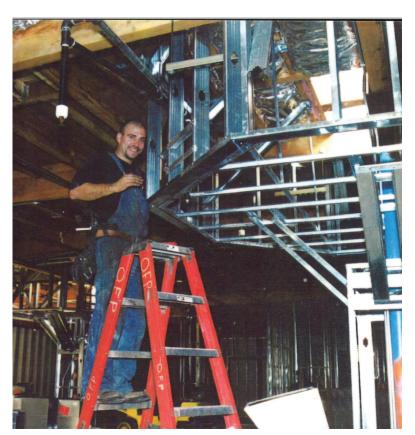




Surprise Books Prove Popular & Families Return to the Branch











Northwest Reno Library First Opens on June 12, 1999







**Book Trucks arrive for the Renovation** 





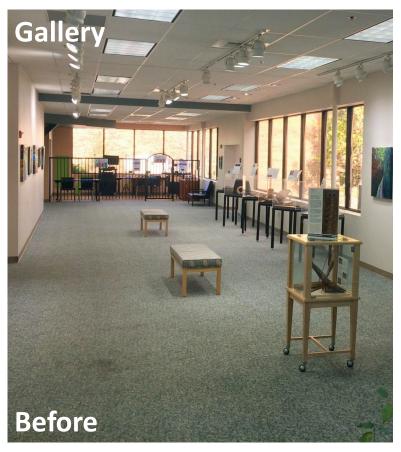


























### **Shia Szrut Holocaust Studies Memorial Collection**









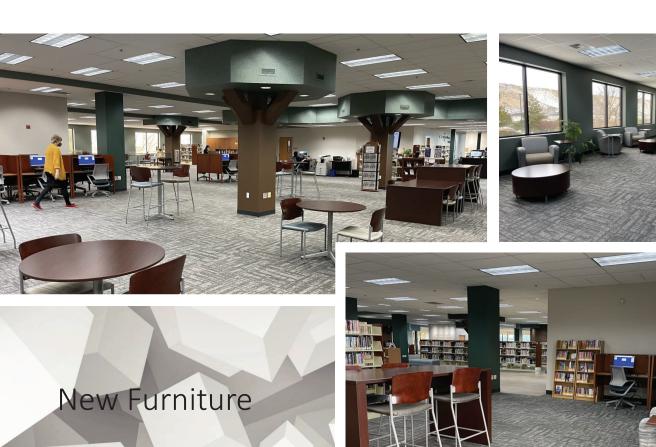




















 $\$100,\!000\,Dedicated$  to the Purchasing of New Children's Materials



**Ongoing Programs & Displays** 





My name is Carla, and I was born in Texas during Jim Crow. As a librarian, historian, and genealogist, I can trace my people to 1874 Texas. But, like many African Americans, I haven't been able to trace them beyond the brick wall of slavery. Many in my family worked picking cotton as children to supplement their household and purchase school













How Did You Survive? On Display April 1st 2022

### **Programs to Come in 2022**



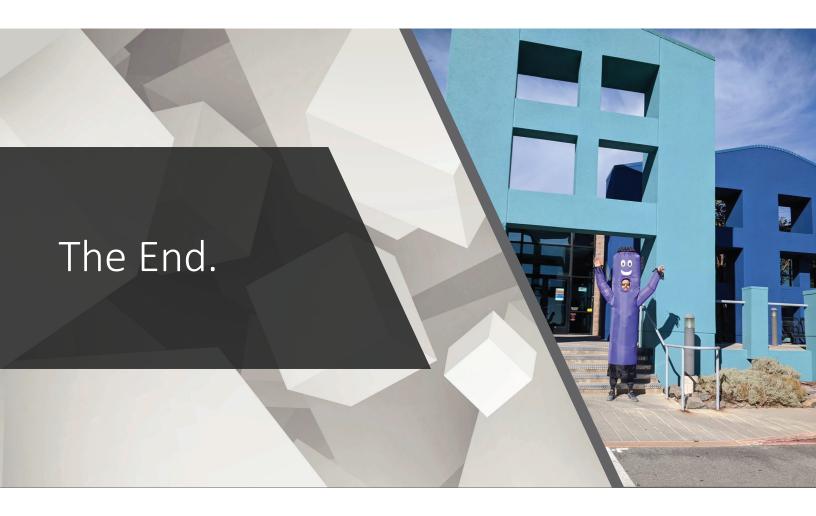












# Youth Services & Library Events

## TOP NEWS

September 2021 - February 2022

### Welcome Back In-Person Events!

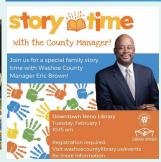


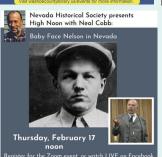














#### Staff Development & New Strategic Priorities



Safe Place Staff Training





New Strategic Priorities Stimulate Imagination

Author Talks



**School Support** 

Homework help

Homeschool support

Provide professional development for educators

Baby library card project

Celebrate our Diverse Community

Continue to update the Events & Celebration calendar

Review commitment to serving our diverse community



Summer Reading Challenge 2022



OCÉANOS A POSIBILIDADES

Connect, Gather, Explore WASHOE COUNTY LIBRARY SYSTEM Washoecountylibrary.us

