



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, AUGUST 19, 2015  
4:00 P.M.**

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

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

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

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

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

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

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Administration  
301 South Center Street  
P.O. Box 2151, Reno, Nevada 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 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) *For Possible Action:* Approval of Minutes from the Library Board Meeting of July 15, 2015
- 4) Old Business – [None]
- 5) New Business
  - a. *For Possible Action:* Selecting an Option for Meeting the Materials-Expenditure Standard within the Minimum Public Library Standards as Set Forth by the Nevada State Library, Archives and Public Records
  - b. *For Possible Action:* Approval of Revised Public Hours at Northwest Reno, South Valleys, Sparks, Downtown Reno, Senior Center and Verdi Libraries, Effective November 2, 2015
  - c. *For Possible Action:* Identify a Date and Potential Agenda Items for the Next Joint Meeting of Library Trustees and Board of County Commissioners
- 6) Reports
  - a. Library Director's Report to Include Administration and Collaborations, Programs and Activities
  - b. Northwest Reno Library Programs, Activities and Operation
  - c. Friends Activities
  - d. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
  - e. Monthly Library Usage
- 7) 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.*
- 8) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 9) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, JULY 15, 2015**

**The Board met in regular session at the Sierra View Library, 4001 S. Virginia Street, Reno, Nevada.**

**ROLL CALL**

Board Members Present: Wendy Alderman, Zanny Marsh, Al Stoess , Sara Sattler (*arrived at 4:22 pm*) and Derek Wilson

County Staff Present: Kathy Hart, County Training and Development Manager; Mark Mathers, Principal Fiscal Analyst

Public Present: Mike Tanner, Strategic Management Resources; Daryl Feemster, City of Reno Parks and Recreation Youth/Senior Division Manager; Susan Robinson, Northern Nevada Literacy Council Director; Laura Vargas, Friends of Duncan/Traner Library member; Mary Jones, Friends Board member, and Nancy Cummings.

Director Maurins introduces the two new trustees: Wendy Alderman and Zanny Marsh.

**PUBLIC COMMENT**

Susan Robinson, Director of Northern Nevada Literacy Council, read a letter from the Friends of the Duncan/Traner Library to the Board. The letter reiterated the request to the Library to reconsider closing the Duncan/Traner Library. The letter ended with an invitation for Trustees or representatives to meet with them to further discuss their requests. (*see attachment A*)

Laura Vargas stated that every library, excluding Duncan/Traner Library, has events scheduled and the Friends of the Duncan/Traner Library would like to host an Open House on Saturday, August 8, 2015 from 11 a.m. to 3 p.m., to inform residents about library resources and gather ideas for open hours and programming.

Derek Wilson, Trustee, expressed satisfaction with this on-going discussion and was pleased to see the minutes from last month's meeting reflect that the Trustees are open to communication.

**APPROVAL OF MINUTES**

On motion by Trustee Wilson, seconded by Trustee Marsh, which motion duly carried, the Board approved the minutes from June 17, 2015. All in favor, none opposed.

**OLD BUSINESS**

**APPOINTMENT/REAPPOINTMENT OF BOARD LIAISONS AND COMMITTEES**

Upon request by the Board, Director Maurins provided a brief description of each vacant position.

Board discussion included the following:

- Trustee Alderman expressed interest in the Finance Committee vacancy.

- Trustee Wilson offered up an opportunity to the two new Trustees as the Friends Liaison. He provided a brief summary of the experience and knowledge he has gained as the current Trustee in this position. Trustee Marsh expressed interest.
- Trustee Marsh expressed interest in the Government Relations committee.

Chair Stoess appointed Wendy Alderman to fill the vacancy for the Finance Committee.

Chair Stoess appointed Zanny Marsh to the Friends of the Library and the Government Relations Committee.

## **NEW BUSINESS**

### **IDENTIFICATION OF DESIRED QUALITIES IN THE NEXT LIBRARY DIRECTOR, OPPORTUNITIES OR CHALLENGES HE OR SHE MAY FACE, AND ANY OTHER INFORMATION DEEMED HELPFUL FOR A SUCCESSFUL RECRUITMENT (APPEARANCE BY MIKE TANNER OF STRATEGIC GOVERNMENT RESOURCES)**

The Library Board reviewed the information submitted in the packet.

Director Maurins introduced Mike Tanner, Senior Vice President of Strategic Management Resources.

Mr. Tanner provided a brief introduction informing the Board of his last recruitment in Washoe County for the Regional Director of Animal Services and his background of 35 years managing resources. At this time, he has interviewed the following individuals from the list approved last meeting:

- Dan Erwine, Friends President
- Kitty Jung, County Commissioner
- Kevin Schiller, Assistant County Manager
- Grady Tarbutton, Senior Services Director
- John Slaughter, County Manager
- Emily Reed, Manager of the Law Library
- Susan Robinson, Northern Nevada Literacy Council Director
- Director Arnie Maurins
- Kathlin Ray, University of Reno-Nevada Dean of Libraries
- Corinne Dickman, Sparks Managing Librarian
- Scottie Wallace, Downtown Reno Managing Librarian

Upon request by Mr. Tanner, the Trustees provided the following desired characteristics for the next Library Director. The suggestions included:

- Has operational experience
- Knowledge and understanding of budget and finance
- Willing to do some things that are not normally done, without being overly risky
- Creative problem solver with the ability to consider solutions that may be unusual
- Shows willingness to use experience in working with a diverse community on how libraries are used and the resources that should be provided
- Ability to get along with a variety of people
- Promotes an environment where people can exercise their initiative and are able to take chances
- Allows for staff to take ownership and feel like they are contributing to something

- Possesses personal and interpersonal communication skills, development and fund raising ability
- Able to set high goals
- Able to maintain a close, beneficial working relationship with the County Manager and County Commissioners without “kowtowing” to demands or creating an adversarial relationship.
- Possesses a positive attitude
- Respects the autonomy and community relationships established by each branch.
- Ability to balance resources and provide strategic positioning of Library locations, creatively utilizing resources to provide needed services.

Chair Stoess noted the arrival of Trustee Sattler at 4:22 pm. Trustee Sattler did not have any comments during this agenda item.

Mr. Tanner completed discussion advising the Board that the next step is providing a sufficient draft of the search profile for review and approval. From there, his firm will begin the recruitment with the ultimate goal of selecting a successful candidate who will be able to spend some time with the out-going Director.

#### **STATUS REPORT ON THE LIBRARY MATERIALS BUDGET**

The Library Board reviewed the information submitted in the packet.

Debi Stears, Resources Librarian, provided an overview of the following:

- The Library has shown downward activity trending due to decreased hours and budget; however, these factors have stabilized to a small degree and the collections statistics continue to show a downward trend. The Library is now starting to increase hours slightly.
- For a library system servicing a community our size, the Nevada Library and Archives allow three options to meet its standards for library materials expenditures:
  - Option 1: Meet or exceed 90% of average materials budget for the last five years – the Library currently meets this standard
  - Option 2: Meet or exceed 30% of total spent on all services and supplies – the Library currently meets this standard
  - Option 3: Meet or exceed 10% of the overall budget – The Library falls extremely short of this standard and, compounded annually, the shortage totals \$2,519,921.00 over the last five years. The Library has allocated \$670,370 this fiscal year to collection development.
- The Library is unable to keep up with demand and has long wait lists. The standard set at this time is 10 holds to every item, resulting in wait period of over 6 months.
- Patrons are unable to find materials they want and the Library cannot expand to provide materials like Blu-Rays or streaming services that are offered by other libraries. Washoe County Library is falling behind.
- In the 2014 National Comparison data for libraries serving a population of 335,000 to 494,000:
  - The Library allocated 7.4%, compared to the national average of 12.3%, and \$45,473 in comparison to the average of \$263,737 for e-books.
  - The average number of holds for comparable libraries is two to four holds per copy versus the Library’s 10-to-two ratio.

- The Library receives quality input for desired materials, but has no funds to purchase them.
- Circulation statistics for materials is down; however, the bulk of circulation materials through e-books is up.

Director Maurins clarified that the \$670,320 allotted to this budget item is not inclusive of Friends money, other donations or the periodical drive done annually. He also informed the Board that the additional budget authority in the Expansion Fund this fiscal year of just over \$700,000 was intended for personnel. He stated would be willing to expand the materials budget by \$100,000 from the Expansion Funds. He believes he will be able to expand hours and staff without using all of the \$700,000. He will bring back an hours proposal to the next Board meeting.

Trustee Wilson stated the library collection is an area the Library should be looking at. Underspending in this area is something that has been discussed and he is in favor of selecting Option 3 to show that we have a goal that we need to meet for presentation to the County Commissioners. He stated that using that money from Expansion Funds towards the collection materials budget is money well spent.

Director Maurins explained the Expansion Fund's past use and accumulation process for the new Trustees. He also advised that out of necessity, the Library has used Option Two as the selected standard the past several years. He recommended continued use of Option Two until the Library's budget was significantly increased.

Mark Mathers, Principal Fiscal Analyst, recommended that selection of an option be brought back to the next Board meeting after research is completed.

#### **ANNUAL REVIEW OF AND POSSIBLE DIRECTION TO STAFF REGARDING WCLS POLICIES**

The Library Board reviewed the information submitted in the packet.

Director Maurins provided a brief background on this agenda item and confirmed that individual policies with revisions would continue to be brought before the Board as needed.

Upon questioning by the Board, Director Maurins provided brief explanations on the following policies:

- **Animals in the Library Policy:** The policy is appropriate as is and the Library is getting new signage for each building to incorporate a revised state law on service animals.
- **Reconsideration of Library Materials Policy:** The policy allows for the public to have a process when asking for reconsideration of materials maintained by the Library.
- **Confidentiality Policy:** The policy informs the public that we do not provide patron information regarding library usage without a court order.
- **Fines, Fees, and Charges Policy:** This policy is reviewed and updated regularly. At this time, there are a couple of fees the Library is looking at eliminating. Those changes would be brought before the Board for approval once recommendations are made.
  - Upon questioning by the Board, Corinne Dickman, Sparks Managing Librarian, explained the overdue fines accumulation process.
  - Upon questioning by the Board, John Crockett, Sierra View Managing Librarian, explained the overdue fines accumulation for E-readers.

- Patron Suspension Policy: This policy is effective as currently written; however, the first paragraph is being reviewed to better articulate the purpose of the policy.
- Posting, Exhibit and Display Policy: The Board was informed this policy was on the agenda today due to changes passed by the Legislature recently.

#### **APPROVAL OF REVISED POSTING, EXHIBIT, AND DISPLAY POLICY**

The Library Board reviewed the information submitted in the packet.

Director Maurins provided a brief overview of the proposed changes to the policy to reflect changes passed by the recent legislative session. He passed out a slip to all Trustees with updated language for the opening paragraph.

On motion by Trustee Alderman, seconded by Trustee Sattler, which motion duly carried, the Board approved the changes requested by Director Maurins to the Posting, Exhibit, and Display policy. All in favor, none opposed.

#### **ACKNOWLEDGEMENT OF DONATIONS RECEIVED BETWEEN APRIL 1 AND JUNE 30, 2015**

The Library Board reviewed the information submitted in the packet.

On motion by Trustee Marsh, seconded by Trustee Alderman, which motion duly carried, the Board approved to accept the report and acknowledge the named library supporters for the fourth quarter of Fiscal Year 14/15. All in favor, none opposed

#### **ACKNOWLEDGEMENT OF DIRECTOR-APPROVED GIFT FUND PURCHASES BETWEEN JANUARY 1 AND JUNE 30, 2015**

The Library Board reviewed the information submitted in the packet.

Director Maurins provided a brief overview of Gift Fund Expenditures guidelines for the new Trustees. He explained that any individual expenditures over \$5,000 required approval by the Board.

On motion by Trustee Alderman, seconded by Trustee Wilson, which motion duly carried, the Board approved to accept the gift fund purchases report. All in favor, none opposed.

Trustee Marsh exited the Board meeting at 5:00 p.m.

#### **REPORTS**

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

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the following:

- In partnership with E-DAWN, the Library has a obtained a one-year membership in the Entrepreneurship Outreach Network through Arizona State University to provide training, assistive programs and other resources to new and established community entrepreneurs.
- Another large-scale project in the Reno area includes grant funds from EDAWN and the Governor's Office on Economic Development for manufacturing technician training. The

grant includes overtime money for library staff who provide training outside their normal work week hours.

- The Library reached 80% contact with the first-graders in our region in support of the statewide early-literacy efforts. The Library will be doing this outreach starting at the beginning of this school year to hopefully reach more students and issue more library cards this school year.
- Director Maurins has contacted the County Manager's office to start selecting a date for the joint meeting of the County Commissioners and Library Trustees sometime around September or October. He will report back to the Board.
- In response to the Open House request by the Friends of the Duncan/Traner Library, Director Maurins clarified that the Library Board has authorized the Director to allow for emergency closures, but they have not specifically authorized him to allow for additional hours or days on a one-time basis. The statute does not clearly cover this type of situation. Michael Large, legal counsel, stated he would confer with assigned legal counsel on this issue.

### **SIERRA VIEW LIBRARY PROGRAMS, ACTIVITIES AND OPERATION**

The Library Board reviewed the information submitted in the packet.

John Crockett, Sierra View Managing Librarian, highlighted the following:

- Sierra View Library is one of the busiest libraries with the most diverse patronage.
- In March, Sierra View Storytime in both English and Spanish was instituted. This service was heavily marketed with flyers and outreach, and Sierra View Library has recently hired a bilingual employee to promote it.
- Teamwork is vital for the Sierra View staff. The staff are integral to the success of the projects and services that have been taken on, including:
  - Computer classes
  - Operation of a Tech Café for technology assistance
  - Resume workshops
  - Staffing of the three partnership libraries: Verdi, Duncan/Traner and Senior Center Libraries.
- The restrooms have had some remodeling done; however, the ventilation is still an issue. Mr. Crockett also would like to see the decommissioned staff restroom put back into service.
- On a quarterly basis, Sierra View staff go to the Family Shelter to do Story Time with the children and inform the families of the many services the Library has to offer.

Upon questioning by the Board, Mr. Crockett confirmed that Sierra View Library Storytime attendance has increased with the inception of Spanish Storytime.

### **FRIENDS ACTIVITIES – (No meeting was held in July 2015)**

Director Maurins invited the Board to attend the book sale this evening through Sunday.

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

The Library Board reviewed the information submitted in the packet.



### **MONTHLY LIBRARY USAGE**

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the upcoming changes in the Library Usage statistics report to better reflect actual data between school and public hours for the school partnership libraries.

### **ONLINE RESOURCES USAGE**

The Library Board reviewed the information submitted in the packet.

### **PUBLIC COMMENT**

Daryl Feemster, longtime resident of northeast Reno, advised that school opens on August 10<sup>th</sup> and the Open House on August 8<sup>th</sup> would be a great day to pass out school supplies and welcome neighborhood children to the Library. He also requested to be added to the Agenda list for Library Board of Trustee meetings to remain informed of future agenda items. He requested additional information and break down of the Duncan-Traner statistics and will meet with the Director for this information.

Terri Van Hoozer, Library Assistant II at Sierra View, thanked the Board for approving her tuition reimbursement. She advised the Trustees that she is now half-way through her certification. She also advised the Board that Mr. Crockett has been a great branch manager with superior technical skills and provides excellent customer service and outreach to the community.

### **BOARD COMMENT**

Trustee Wilson reiterated his appreciation of Mr. Feemster's comments and his willingness to meet with Friends of the Duncan/Traner library to discuss options.

Trustee Sattler stated that she attended her first Friends book sale.

### **ADJOURNMENT**

Chair Stoess adjourned the meeting at 5:30 p.m.

July 15, 2015

Library Board of Trustees  
c/o Arnie Maurins, Director  
Washoe County Library Administration  
P.O. Box 2151  
Reno, Nevada 89505

RE: Duncan/Traner Library

The Friends of Duncan/Traner Library (a group of concerned citizens united in supporting the Duncan/Traner Library) is requesting your consideration to continue to support this community library and uphold the intent of the joint use agreement, donors, community members and neighborhood patrons. We further request that you consider fully the impact that will be made on children and families in this very low-income, high-crime neighborhood if you eliminate this public resource from their community.

The Duncan/Traner Library was founded by a community collaborative involving neighborhood residents, public service stakeholders, and businesses. Stakeholders worked with neighborhood residents to determine the need for, and establishment, of this Community Library.

The Library is located within the heart of Northeast Reno and the 89512 Zip Code.

- 51% or more of the residents earn below 150% of the Federal Poverty Level.
- The median age of residents is 30.40 years (the age of raising families)
- 55% of residents identify as a racial or ethnic minority; 39% identify as Latino/Hispanic; 34% are Spanish speaking

Two reasons cited for the need to close this library was low usage and staffing issues. The library is currently only open 5 hours a week-Tuesday and Thursday between 3 and 5:30 pm. How can the library be utilized when it is open so little and not on a weekend? How long has it been since the residents were surveyed about the days and times that would be most convenient for them? Why is this neighborhood library closed on Saturday when families might have more free time to go?

Regarding staffing costs, the Duncan/Traner Library currently supports less than a 1 FTE position.

The mission of Washoe County Libraries is to connect people with information, ideas and experiences to support an enriched and engaged community one person at a time. In a neighborhood with such high crime and poverty, every possible resource should be brought to bear to educate those in this neighborhood and assist them with breaking the chains of intergenerational poverty. Any money put into this effort will pay huge dividends in the future for the county when fewer people are not on welfare, not utilizing the police and courts systems but are paying into taxes and contributing positively to society.

**TO:** Library Board of Trustees  
**FROM:** Arnie Maurins, Director  
**RE:** Selecting an Option for Meeting the Materials-Expenditure Standard within the Minimum Public Library Standards as Set Forth by the Nevada State Library, Archives and Public Records  
**DATE:** August 19, 2015

**Background:** The Nevada State Library, Archives and Public Records (NSLAPR) issues a set of standards that public libraries must meet in order to maintain eligibility for certain federal and state grants (see appended standards list). As part of her Board presentation last month, Resources Librarian Debi Stears described the three options for meeting the NSLAPR standard regarding annual spending on library materials.

- Option 1: Meet or exceed 90% of the average of the most recent five years' expenditures on materials;
- Option 2: Meet or exceed spending at 30% of the total services-and-supply budget;
- Option 3: Meet or exceed spending at 10% of the total operating budget

Ms. Stears stated that WCLS currently complies with both Options 1 and 2, but falls well short of fulfilling Option 3. As she mentioned, Option 1 references past practices and hence is not as effective a benchmark as are the other two. Accordingly, over the last several years, when WCLS has experienced significant budget cuts that have yet to be restored, I have utilized Option 2 when verifying to NSLAPR that WCLS is complying with at least one of the materials-spending standards.

The Board indicated that it wishes to formally approve one of these spending options for future use by Library Administration. It is my opinion that Option 3 will be unattainable for at least the next 2-3 years; the Library's materials budget will need to be significantly increased before that particular standard can be met. The Board, however, may wish to set a goal of utilizing Option 3 as soon as possible, as a means of communicating the urgency of increasing the materials budget to more effectively meet the borrowing needs of WCLS patrons, and also to bring our expenditures more in line with peer libraries around the nation.

**Recommendation and Suggested Motion:** Approve (1) Option 2 as described in this staff report and until further notice, for verifying that WCLS is meeting the materials-expenditure standard within the Minimum Public Library Standards; (2) Establishing a goal that WCLS will use Option 3 as soon as possible for the purpose of meeting the materials-expenditure standard.

Nevada State Library and Archives  
Public Library Standards  
Calendar year 2015

Library name: Washoe Co. Library System

Check	MINIMUM PUBLIC LIBRARY STANDARDS FOR NEVADA
X	1. The library must be legally established and operated in compliance with <u>NRS 379</u> , <u>NAC 379</u> , <u>NRS 380.153</u> and <u>NAC 380.010</u> including having written by-laws and policies for the management of the library board of trustees and the library.
X	2. The library board of trustees shall have a written master plan designed to extend five years into the future and which must be made current at least every two years. The plan and its updates are filed with the Nevada State Library and Archives by January 31 of the year following their adoption by the library board (NRS 397.003).
X	3. The library collects, provides, and coordinates access to library materials that are organized according to a nationally accepted classification system; the library ensures access to legal materials (NRS 380.153, NAC 380.010) through collections, online resources, or collaborative agreements with other agencies.
X	4. The library must have a completed annual statistical report for the preceding fiscal year accepted by, and on file with, the Nevada State Library and Archives by December 31 to be made available in a timely manner for national reporting.
X	5. The library has regular and published hours of operation with a "system" wide average of twenty hours per identified branch/outlet per week including some night and/or weekend hours.
X	6. The library consists of a specific space designated for providing library services with the facilities, equipment, and staff necessary to enable public access to information.
X	7. The Library Board of Trustees shall select from one of three listed options as a means by which to validate and document the library's efforts to maintain a collection appropriate to community needs. The option selected by a jurisdiction may be revised each year. <input type="radio"/> Option I: Meet or exceed at 90% - The five-year average of amounts spent on collections. <input checked="" type="radio"/> Option II: Meet or exceed at 30% - Amount spent on collections divided by Total Services and Supplies budget. <input type="radio"/> Option III: Meet or exceed at 10% - Adjusted total operating budget divided by collection budget. Exclude from TOB rent for facility(s), motor pool/vehicle charges, technology = Adjusted TOB
X	8. Librarian certification for staff: a. Population (legal service area) of 1,000 – 14,999. Public library jurisdictions shall have a library director who holds the credential of certified librarian from the State of Nevada (NAC 379.010). b. Population (legal service area) of 15,000 – 49,999. Public library jurisdictions shall have a library director who holds the credential of certified librarian from the State of Nevada (NAC 379.010). Any additional staff holding a full-time library position performing the duties of reference and/or children's services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010). c. Population (legal service area) of 50,000 or more. Public library jurisdictions shall have a library director who holds a master's degree in library or information science from a college or university accredited by the American Library Association. Any additional staff in the position of librarian or other full-time professional library position performing the duties of reference and/or children's services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010). d. Any public Library Board of Trustees that has declined to adopt NAC 379.010, Section 1 and whose librarians are not exempted under NAC 379.010, Section 2 may bring their library into compliance with this standard by adopting a good faith effort to meet the standards for public library employees delineated in NAC 379.020.
X	9. Public libraries shall agree to lend circulating materials in accordance with the state-wide interlibrary loan program Information Nevada. Postage charges for interlibrary loans are assumed by the library, not the user.
X	10. Public libraries shall extend to Nevada library card holders the same lending privileges received by their card holders. Nevada card holders will not be charged a non-resident fee when borrowing from any Nevada public library.
N/A	11. Public libraries not meeting one or more of the above standards shall submit a "Request for Waiver of Minimum Standards" form to NSLA which includes the reason for the waiver, the action taken to comply with the standard, and the projected date for compliance with the standard.

(Amended 12/4/14)

Certification: I certify to the best of my knowledge and belief that the information above is correct.



Signature of Authorized Official

1/5/15

Date Submitted

Arnold Maurins - Director

Typed (printed) Name and Title

**TO:** Library Board of Trustees  
**FROM:** Arnie Maurins, Director  
**RE:** Approval of Revised Public Hours at Northwest Reno, South Valleys, Sparks, Downtown Reno, Senior Center and Verdi Libraries, Effective November 2, 2015  
**DATE:** August 19, 2015

**Background:** In support of

- Public requests
- The Facility Master Plan recommendation to expand access at strategically located libraries; and
- The County's strategic objective to improve services to senior citizens,

I am recommending that the Library Board approve revised public hours at six branches effective Monday, November 2, 2015, in accordance with the chart below (new hours are in ***bold blue italics***):

Branch	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
NW Reno – Current	--	10-6	10-8	10-6	10-6	10-5	--	41
<b><i>NW Reno – Proposed</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-7</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-5</i></b>	--	<b><i>48</i></b>
So. Valleys – Current	--	10-7	10-7	10-6	10-6	10-5	--	41
<b><i>So. Valleys – Proposed</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-7</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-5</i></b>	--	<b><i>48</i></b>
Sparks – Current	--	10-6	10-6	10-7	10-6	10-5	--	40
<b><i>Sparks – Proposed</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-7</i></b>	<b><i>10-6</i></b>	<b><i>10-5</i></b>	--	<b><i>48</i></b>
Downtown Reno – Current	9-5	9-5	9-5	9-5	--	--	10-5	39
<b><i>Downtown Reno – Prop.</i></b>	<b><i>9-5:30</i></b>	<b><i>9-5:30</i></b>	<b><i>9-5:30</i></b>	<b><i>9-5:30</i></b>	--	--	<b><i>10-5</i></b>	<b><i>41</i></b>
Senior Center – Current	--	9-1	9-1	9-1	9-1	--	--	16
<b><i>Senior Center – Proposed</i></b>	<b><i>9-1</i></b>	<b><i>9-1</i></b>	<b><i>9-1</i></b>	<b><i>9-1</i></b>	<b><i>9-1</i></b>	--	--	<b><i>20</i></b>
Verdi – Current	--	--	3-7	--	--	10-4		10
<b><i>Verdi – Proposed</i></b>	--	--	<b><i>2:30-6:30</i></b>	--	--	--		<b><i>4</i></b>

Under the proposed schedule, the net change in total combined weekly hours for the six listed branches would be +22, and system-wide evening coverage would be as follows:

Tuesdays: Spanish Springs open until 7:00 pm

Wednesdays: Northwest Reno, South Valleys and North Valleys open until 7:00 pm; Verdi open until 6:30 pm

Thursdays: Sparks open until 7:00 pm

The sixth day of operations at Northwest Reno, South Valleys and Sparks libraries will require the hiring of eight additional staff: one full-time Library Assistant III each at Northwest Reno and South Valleys, and two 15-hour Library Assistant II positions at each of the three branches. Funding for these eight positions is authorized within the Library's Expansion Fund. Making November 2<sup>nd</sup> the effective date for the new hours should allow sufficient time for the Library to hire and orient the needed employees.

In September, I may propose to the Board revised hours at the Duncan-Traner Community Library, after the results of a survey have been compiled by a neighborhood library-support group and communicated to Library Administration. If new hours are indeed proposed, the recommended effective date will likely also be November 2. Removing Saturday hours at the Verdi Community Library, which has been acknowledged by several Verdi residents as a reasonable response to the relatively low foot traffic at that facility, may enable a few additional hours at Duncan-Traner. In addition, by November 2<sup>nd</sup> the holds pick-up locker at Verdi should have been in operation for at least a few weeks.

At the Board meeting, the impacted Managing Librarians and I will answer any questions you might have about the proposed schedules.

**Recommendation:** Approve the revised public hours at the Northwest Reno, South Valleys, Sparks, Downtown Reno, Senior Center and Verdi Libraries as set forth in the staff report, effective November 2, 2015.

**TO:** Library Board of Trustees  
**FROM:** Arnie Maurins, Director  
**RE:** Identify a Date and Potential Agenda Items for the Next Joint Meeting of Library Trustees and Board of County Commissioners  
**DATE:** August 19, 2015

**Background:** Historically, the Library Board has tried to meet twice a year with the Board of County Commissioners (BCC) to discuss areas of mutual concern. Typically the two bodies have convened within the first quarter of each calendar year (prior to BCC approval of the County budget), and they have also met in the fall when there was mutual interest in doing so.

Based on information from the County Manager, the next joint meeting could be held on one of three Tuesdays: October 20<sup>th</sup>, October 27<sup>th</sup>, or November 17<sup>th</sup>, with an early or mid-afternoon start time. October 20 and November 17 are dates when the BCC is scheduled to conduct “light” regular meetings, consisting of special recognitions and other ceremonial-type business; the BCC-only portion of those meetings should be completed by noon. The County Manager believes that one of those two dates would be preferable in terms of allowing a joint meeting to be conducted with minimal time constraints. The Library Board can express a preference for one of these three dates, or decide it is equally satisfied with any of them, with the understanding that the BCC Chair has final approval as to when the joint meeting is held. I have appended the timeline for hiring the next Library Director, as the timing of certain Library Board tasks in that process that may influence the choice of one date over another.

Possible agenda items for the next joint meeting could include:

- Update on revised public hours
- Update on the Duncan and Verdi Community Libraries
- Updates on the Manufacturing Technician 1 and Entrepreneurship Outreach Network initiatives
- Results of the Library Board’s strategic planning workshop (to be held in September), including a revised draft Strategic Plan
- Plans for the Pyramid Highway as they might impact the Spanish Springs Library— Presentation by a representative from the Regional Transportation Commission
- Report on an ice arena that is being proposed by a local non-profit on land due north of the South Valleys Library

The final agenda content will, of course, include any topics that Commissioners request, and it could also be influenced by the availability of potential presenters, or by developments that may occur between now and when the meeting is held. With those factors in mind, the Library Board may wish to confirm the above topics as potential agenda items, or it may choose to identify other matters that it wishes to address at the joint meeting.

**Recommendation:** That the Library Board: (1) decide which, if either, of the three proposed dates—October 20<sup>th</sup>, October 27<sup>th</sup> or November 17<sup>th</sup>—it prefers for the next joint meeting with the Board of County Commissioners; (2) reach agreement on those topics or issues that it wishes to include on the agenda for that joint meeting; and (3) direct staff to take the appropriate follow-up actions.

#### **Appendix: Timeline for Hiring the Next Library Director**

September 4	5:00 PM CTZ deadline to submit resumes - Initial SGR review
September 16	LBOT briefed (on site) by SGR project manager (resumes only) - SGR selects up to 12 semi-finalists, finalizes written questionnaire and online interview questions with LBOT input
Sept. 28 - October 7	LBOT views proprietary semi-finalist online interviews and briefing books (resumes and written questionnaire responses) via protected SGR link
October 7	LBOT briefed (on site) by SGR project manager (resumes, written questionnaire responses and summary of media 1 searches) - Up to 6 finalists selected for interviews and interview logistics agreed upon
October 29 - November 3	LBOT views proprietary finalist review books (resumes, written questionnaire responses, DISC assessment and results of media 2 searches) via protected SGR link
November 3	Panel of stakeholders interviews finalists and recommends top candidates for LBOT interviews
November 4	LBOT conducts special meeting - Top candidates interviewed by LBOT and tentative selection made
November 7 - 15	HR/LBOT determines offer - SGR project manager negotiates salary, establishes start date and checks references
November 18	LBOT formally appoints next Library Director



## **DIRECTOR'S REPORT**

### **July-August 2015**

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#### ***ADMINISTRATION***

- KTVN's Arianna Bennett interviewed me for the "Face the State" program that aired over the weekend of August 8-9. Ms. Bennett asked me about how WCLS has coped with budget cuts, and also about the changing roles of public libraries.

#### ***COLLABORATIONS, PROGRAMS AND ACTIVITIES***

- Sierra View Managing Librarian John Crockett and Sparks Librarian Jonnica McClure have completed training to become instructors for the Manufacturing Technician I (MT-1) course, as part of a \$15,000 grant that WCLS received from EDawn and the Governor's Office on Economic Development in support of a larger-scale LSTA grant awarded to the Carson City Library. WCLS will be offering the course to individuals interested in getting MT-1 certification.
- John Crockett will also be representing WCLS at the 2015 Governor's Conference on Business, to be held August 25<sup>th</sup> at the Atlantis, informing attendees about our many business-related resources.
- On September 1<sup>st</sup>, Sierra View Library will host Bailey Charter School students and families at a back-to-school night. In addition, all Bailey teachers have already scheduled tours for their classes to ensure students start out the school year with a Washoe County library card.
- Sparks Library is representing WCLS at two Sparks Middle School back-to-school events, one targeting the students as they pick up their schedules (August 7) and the other targeting students and their families at an evening Open House (August 20).
- On Saturday, August 29, South Valleys Library will represent WCLS at Dogfest Walk 'N Roll, a fund-raising walk for Canine Companions for Independence to be held at UNR.
- Thanks go to Internet Services Librarian John Andrews for leading the charge to ensure a successful implementation of WCLS's first-ever on-line Summer Reading Program. Key statistics and observations:
  - Overall, there were 630 pre-readers, 1481 elementary-age children, 272 teens, and 828 adults, totaling 3211 sign-ups, with 963 completed logs (achieving a specified reading benchmark and/or participating in various online learning games or library activities).
  - The older the participant, the less likely he/she was to complete at least one log. There was a 39% completion rate for pre-readers, 36% for elementary-age kids, 32% for teens, and 12% for adults.
  - Adult numbers are low because many adults created accounts only as a way to manage their children's accounts. We are looking at options next year to track which adults are actually participating in the program, and which ones just need account management for their children.
- The UNR Performing Arts Series, funded by the Friends of Washoe County Library, kicks off its Fall 2015 season on Wednesday, September 16 at the Northwest Reno Library with DakhaBrakha, a quartet featuring avant-garde sensibilities, stirring vocals and harmonies, surprising acoustics, and a stage full of instruments from every corner of the globe.

- The 2015 Fall Family Estate Planning Workshop Series will take place over seven weeks, from September 23<sup>rd</sup> through November 4<sup>th</sup>, at the Sierra View Library. This popular series is underwritten by KNPB-Channel 5 and the Community Foundation of Western Nevada, along with a number of other sponsors.

*My thanks to Beate Weinert for her contributions to this report. - Arnie Maurins, Library Director*

**TO:** Library Board of Trustees  
**FROM:** Arnie Maurins, Library Director  
**RE:** Northwest Reno Library Programs, Activities and Operation  
**DATE:** August 19, 2015

There is no written material on this item.  
The Director may give an oral report at the meeting.

**TO:** Library Board of Trustees  
**FROM:** Zanny Marsh, Friends Liaison  
**RE:** Friends Activities  
**DATE:** August 19, 2015

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

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

FY 2015 / 2016

11-Aug-15

<u>TITLE</u>	<u>CURRENT YEAR</u>			<u>PRIOR YEAR</u>			
	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 5,467,684	\$ 441,133	\$ 5,026,551	\$ 5,324,211	\$ 433,801	\$ 4,890,410	8%
EMPLOYEE BENEFITS	\$ 2,296,996	\$ 188,499	\$ 2,108,497	\$ 2,176,225	\$ 177,308	\$ 1,998,917	8%
SERVICES & SUPPLIES	\$ 452,787	\$ 84,622	\$ 368,165	\$ 426,252	\$ 87,112	\$ 339,140	20%
CAPITAL OUTLAY							
<b>TOTAL:</b>	<b>\$ 8,217,467</b>	<b>\$ 714,254</b>	<b>\$ 7,503,213</b>	<b>\$ 7,926,688</b>	<b>\$ 698,221</b>	<b>\$ 7,228,467</b>	<b>9%</b>

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

FY 2015 / 2016

11-Aug-15

<u>TITLE</u>	<u>CURRENT YEAR</u>			<u>PRIOR YEAR</u>			
	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	
						<u>%</u>	
SALARIES/WAGES	\$ 1,164,278	\$ 59,720	\$ 1,104,558	\$ 685,108	\$ 52,714	\$ 632,394	8%
EMPLOYEE BENEFITS	\$ 495,296	\$ 24,042	\$ 471,254	\$ 302,964	\$ 24,743	\$ 278,221	8%
SERVICES & SUPPLIES	\$ 1,002,423	\$ 56,135	\$ 946,288	\$ 905,495	\$ 27,184	\$ 878,311	3%
CAPITAL OUTLAY			\$ -				
<b>TOTAL:</b>	<b>\$ 2,661,997</b>	<b>\$ 139,897</b>	<b>\$ 2,522,100</b>	<b>\$ 1,893,567</b>	<b>\$ 104,641</b>	<b>\$ 1,788,926</b>	<b>6%</b>

ITEM 6d

**TO:** Library Board of Trustees  
**FROM:** Arnie Maurins, Library Director  
**RE:** Monthly Library Usage Statistics  
**DATE:** August 19, 2015

Material will be passed out at the meeting on this agenda item.

# Re-Envisioning the MLS: Final Report

Posted on August 6, 2015 by jbertot — 2 Comments ↓

Discussions on the future of libraries have become common place in the profession; from Pew and Aspen Institute studies to forums to articles, the topic is clearly on the mind of many. But the Future of Libraries discussion also necessitated a deeper look at emerging technology, information, demographic, and other trends — and a discussion regarding the future of *librarians* – and information professionals.

In August 2014, the iSchool and the Information Policy & Access Center (iPAC) at the University of Maryland launched the *Re-Envisioning the MLS* initiative as part of a three-year process that explores what a future MLS degree should be. That is, as we think about the mix of changes in the information landscape, our communities, information organizations, technology, the economy, workforce needs and trends, and other factors, what does a future MLS degree look like?

To answer this (and other) question(s), we hosted a speaker's series, held engagement events, conducted regional visits, spoke with a range of leaders in the information professions, worked with our inaugural MLS Advisory Board, conducted extensive analysis and scanning, published a white paper, and more. You can find summaries and archives of these events, and documents, by searching our blog using #HackMLS or by heading to [hackmls.umd.edu](http://hackmls.umd.edu).

We are pleased to present our *Re-Envisioning the MLS* report.

The below summarizes selected key findings:

- ***The Shift in Focus to People and Communities.*** A significant shift that has occurred in information organizations from collections to the individuals and the communities that they serve.
- ***Core Values Remain Essential.*** The values of an MLS degree and information professionals remain essential, in particular ensuring access, equity, intellectual freedom, privacy, inclusion human rights, learning, social justice, preservation and heritage, open government, and civic engagement.
- ***Competencies for Future Information Professionals.*** Information professionals need to have a set of core competencies that include (among others) the ability to lead and manage projects and people; to facilitate learning and education either through direct instruction or other interactions; to work with, and train others to use, a variety of technologies; a strong desire to work with the public; problem-solving and the ability to think and adapt instantaneously; policymaking; and relationship building.
- ***Access for All.*** The tension between the growing societal gaps (income and other), a shrinking public sphere and social safety net, wanting to help those with acute needs, not having the resources or skills to, and questioning whether this is an appropriate



role for information organizations and professionals was a recurring theme throughout the *Re-Envisioning the MLS*

- **Social Innovation and Change.** By forming partnerships, information organizations are essential catalysts for creative solutions to community challenges in a wide range of areas such as health, education and learning, economic development, poverty and hunger, civic engagement, preservation and cultural heritage, and research innovation.
- **Working with Data and Engaging in Assessment.** The data role for information professionals is at least three-fold: 1) helping the communities that they serve engage in a range of data-based activities; 2) helping communities leverage data to better understand their communities, community needs, and develop solutions to community challenges; and 3) using data to demonstrate the contributions of their libraries, archives, etc., to the community(ies) that they serve.
- **Knowing and Leveraging the Community.** There is a need for information professionals who can fully identify the different populations and needs of the communities that they serve, their challenges, and underlying opportunities.
- **Learning/Learning Sciences, Education, and Youth.** Information organizations have a particular opportunity to foster learning by attending to an individual's particular interests, needs, and educational goals. A particular opportunity exists in focusing on youth learning, particularly STEAM (Science, Technology, Engineering, Arts, and Math).

These findings have a number of implications for MLS education, selectively summarized below:

- **Attributes of Successful Information Professionals.** The findings indicate that successful information professionals are not those who wish to seek a quiet refuge out of the public's view. They need to be collaborative, problem solvers, creative, socially innovative, flexible and adaptable, and have a strong desire to work with the public.
- **Ensure a Balance of Competencies and Abilities.** The debate between MLS programs needing to produce graduates with a "toolkit" of competencies versus providing graduates with a conceptual foundation that will enable them to grow and adapt over time evidenced itself throughout the *Re-Envisioning the MLS*. Further interjected into this debate was the notion of "aptitude" (specific skills) versus "attitude" ("can do," "change agent," "public service"). Any MLS curriculum needs to balance aptitude with attitude.
- **Re-Thinking the MLS Begins with Recruitment.** Neither a love of books or libraries is enough for the next generation of information professionals. Instead they must thrive on change, embrace public service, and seek challenges that require creative solutions. MLS programs must seek and recruit students who reflect these attributes.
- **Be Disruptive, Savvy, and Fearless.** Through creativity, collaboration, and entrepreneurship, information professionals have the opportunity to disrupt current approaches and practices to existing social challenges. The future belongs to those who are able to apply critical thinking skills and creativity to better understanding the communities they serve today and will serve 5-10 years down the road – and those who are bold, fearless, willing to take risks, go "big," and go against convention.