



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, January 20, 2016
4:00 P.M.**

**Downtown Reno Library
301 S. 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 WEB SITE FOR THE WASHOE COUNTY LIBRARY SYSTEM AT www.washoecountylibrary.us; and <https://notice.nv.gov>.

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

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

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

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

Administration
301 South Center Street
P.O. Box 2151, Reno, Nevada 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 and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) Approval of Meeting Minutes
 - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of December 16, 2015
- 4) Old Business
None
- 5) New Business
 - a. *For Possible Action:* Approval of Application by Terri Van Hoozer for a Board Scholarship
 - b. Acknowledge a Donation in the Amount of \$125,000 from the Friends of Washoe County Library, Which Demonstrates Its Continued Support of Libraries, Literacy, the Arts, and Cultural Enrichment Throughout the Community
 - c. Acknowledge a Donation in the amount of \$20,000 from the Friends of Washoe County Library's Second Century Endowment Council to Support the Betterment of Library Services
 - d. Acknowledgment of Donations Received Between 10/01/15 and 12/31/15
- 6) Reports
 - a. Library Director's Report to Include Administration and Collaborations, Programs and Activities
 - b. Library Programs, Activities and Operation
 - c. Friends Activities
 - d. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
 - e. Director-Approved Undesignated Gift Fund Expenditures Between 07/01/15 and 12/31/15
 - f. 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 TRUSTEE MEETING MINUTES
WEDNESDAY, December 16, 2015**

The Board met in regular session at the Downtown Reno Library, 301 South Center Street, Reno, Nevada

Chair Stoess called the meeting to order at 4:00 p.m.

1) ROLL CALL

Board Members Present: Wendy Alderman, Sara Sattler, Al Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Herb Kaplan

Public Present: Heather Cook, Anthony Domoe, Marilyn Jones, Greg Juhl, Ed Powell

2) INTRODUCTION OF JEFF SCOTT AS THE NEW DIRECTOR OF THE WASHOE COUNTY LIBRARY SYSTEM

Director Maurins introduced Jeff Scott as the new Library Director.

Director Scott informed the Board that he is excited to be part of the Washoe County Library System. He stated that he has toured the Sierra View and Sparks Libraries as of day three as Director.

3) PUBLIC COMMENT

John Crockett, Sierra View Managing Librarian, read a comment card received mid-November from Kathy Boone. Ms. Boone wrote that she and the special needs individuals she supports go to the Sierra View Library regularly. She complimented the friendly staff and diversity of magazines, but is requesting that a restroom be installed within the Sierra View Library. The current bathroom facilities are not adequate and there are times that the special needs individuals she is in charge of are not able to make it to the mall facilities outside the library or the ones inside the Burlington Coat Factory when the mall facilities are closed for cleaning. The Sierra View Library is the only branch without its own restrooms.

Heather Cook, Verdi resident and School Librarian, stated she is here to support changing of the Verdi Library public hours from 3-7 pm to 2:30-6:30 pm. She hopes that more parents will come directly to the library with their children after school on Wednesdays.

Anthony Domoe, Verdi resident, echoed the sentiments expressed by Heather Cook. Additionally, he noted that changing the hours makes sense with Wednesday being early school release at 2:30 pm. With the library opening at 2:30 pm, parents will not have to wait around for half an hour.

4a) APPROVAL OF MINUTES

On motion by Trustee Wilson, seconded by Trustee Alderman, which motion duly carried, the Board approved the meeting minutes from November 18, 2015. All in favor, none opposed.

5) OLD BUSINESS**5a) APPROVAL OF THE LIBRARY SYSTEM'S UPDATED FIVE-YEAR STRATEGIC PLAN**

The Library Board reviewed the information submitted in the packet.

Director Maurins referred to the staff report and supporting documents to highlight the following updates:

- The first value was re-phrased to emphasize the Library's role in education
- Customer Experience Objective "Enhance user experiences as influenced by physical and virtual environments" was pulled out as a separate objective to stand out as a key component for what the Library can do for the patrons using library resources.
- The first Internal Support Objective "Raise awareness of the Library's value, resulting in greater use of its services and increased funding," includes the goal of developing and implementing a communication plan. Director Maurins received a copy of UNR's Community Plan as a reference. Director Maurins passed around the copy for review noting that this objective may be a possible agenda item for future discussion and recommendations.
- Internal Support Objective "Meet the community's future library-service needs" was fleshed out more to regarding goals for the capital projects campaign and projects that may need to be funded.

Director Maurins informed the Board that he and Director Scott would be making a presentation to the Board of County Commissioners to reiterate the necessity of building a new North Valleys Library and why it should remain in the County's capital projects plan on Friday.

Director Maurins noted that the Five-Year Strategic Plan takes the County objectives and what the community needs in a library into consideration. The plan is laid out in general terms to allow for flexibility to carry out objectives.

On motion by Trustee Alderman, seconded by Trustee Sattler, which motion duly carried, the Board approved the Washoe County Library System's updated Five-Year Strategic Plan. All in favor, none opposed.

5b) AUTHORIZING ONE TRUSTEE TO REPRESENT THE BOARD AT UPCOMING PUBLIC MEETINGS THAT ADDRESS THE REVISED SOUTH VALLEYS REGIONAL PARK PLAN

The Library Board reviewed the information submitted in the packet.

Director Maurins referred to staff report, providing the following information:

- The Greater Reno Community Ice Skating Association (GRCISA) held a couple of public meetings last week with the South Truckee Meadows/Washoe Valley Citizen Advisory Board and City of Reno Ward 2 Neighborhood Advisory Board to review the conceptual plan.
- There are two more meetings in January where GRCISA will be presenting the conceptual plan for approval to the Washoe County Parks Commission at 10 am on January 5 and the Board of County Commissioners Meeting on January 12 at 10:00 am.
- In final form, the plan allows for expansion north of the South Valleys Library. The designated area allows for up to 25,000 square feet of expansion if done as a one-story building or up to 42,500 square feet if built as a two-story expansion, both of which are options in the Facility Plan.
- At the November Board meeting, the Board approved a letter of support which included a statement from the Board about wanting to work with all involved entities

to ensure that the conceptual plan and construction allows for the South Valleys Library expansion and retains the current views from the north facing windows.

Director Maurins noted that the Board may want to appoint a Trustee to represent them in the upcoming meetings.

Trustee Wilson volunteered to represent the Board, stating that he attended the City of Reno Ward 2 Neighborhood Advisory Board meeting last night and that he had planned to attend the future meetings already.

Chair Stoess appointed Trustee Wilson as the Board representative for this project.

Board discussion included:

- At this time, it appears that the entrance is on the south end of the conceptual ice arena building. If the ice arena building was faced a different direction, the South Valleys Library would be looking at a wall.
 - Director Maurins pointed out that the library expansion plans could include an entrance on the north side to take advantage of the available parking between the buildings.
- The library has a better chance of expanding the South Valleys Library with an active community site.

6) NEW BUSINESS

Director Maurins requested Chair Stoess to reverse the New Business agenda items for the public in attendance for agenda item 6b.

Chair Stoess reversed the agenda items under New Business.

6b) APPROVAL TO CHANGE WEDNESDAY PUBLIC HOURS AT THE VERDI COMMUNITY LIBRARY FROM 3:00-7:00 PM TO 2:30-6:30 PM, EFFECTIVE JANUARY 4, 2015

The Library Board reviewed the information submitted in the packet.

Director Maurins recommended the Board approve the changes proposed. He stated that these changes may increase library usage as indicated by Heather Cook and Anthony Domoe, without impacting library staffing.

Upon questioning by the Board, Managing Librarian John Crockett stated that library staff is at the branch one hour prior to opening. After confirmation by Director Maurins that staff is not missing out on time spent at their home branch, Mr. Crockett informed the Board that Verdi assigned staff usually start out at the Sierra View Library and go to the Verdi Library after lunch, but there is travel time between the branches.

On motion by Trustee Alderman, second by Trustee Sattler, which motion duly carried, the Board approved the change in Verdi Community Library's Wednesday hours from 3:00-7:00 pm to 2:30-6:30 pm effective January 4, 2016. All in favor, none opposed.

6a) PRESENTATION BY DIRECTOR MAURINS ON THE LIBRARY'S MISSION, GOALS, CURRENT ACTIVITIES, CHALLENGES AND OPPORTUNITIES

Director Maurins directed the Board to the PowerPoint presentation that will also be presented to the Board of County Commissioners.

Presentation highlights included:

- The new Library website should be rolled out in February 2016
- The Mission Statement of the Library: "To connect people with information, ideas and experiences to support an enriched and engaged community, one person at a time."
- The means in which the Library will meet the objectives of the Mission Statement and Washoe County Objectives are divided into three marketing words: Connect, Gather, and Explore.
- During the "Connect" slide, Director Maurins noted this would be done digitally as well as face-to-face. He also noted this includes the Read by Age Three initiative and the MT1 Technical training.
- During the "Explore" slide, Director Maurins noted that Financial Literacy and Computer classes fall under this category as well as the Radon Detection program.
- Director Maurins stated that the bulleted items in the "Opportunities" slide have been incorporated into the Washoe County Library Strategic Plan

Upon questioning by the Board, Beate Weinert, Programs and Collaborations, noted a couple of reasons why 1,000 library cards in a community with 2-3,000 first graders were issued:

- Many students already had library cards issued.
- The outreach was started late in the school year and made an option to the first grade teachers.

Ms. Weinert stated that staff is making stronger contact with the first grade teachers this year and started the First Grade Outreach in the fall with hopes to get better results with more library cards issued and in the hands of the children.

Julie Ullman, South Valleys Managing Librarian, provided an example from Pleasant Valley Elementary. She stated that only three first graders did not already have a library card.

Chair Stoess thanked Director Maurins for the presentation, stating it was well done.

7) REPORTS

7a) LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION AND COLLABORATIONS, PROGRAMS AND ACTIVITIES; DIRECTION OF STAFF REGARDING CONTENT OF FUTURE DIRECTOR'S REPORTS

Director Maurins orally reported the following:

- Fall Food for Fines cleared just under \$5,600 in fines and provided over 11,000 pounds of food.
- Library staff participated in the Sparks Hometown Parade. A copy of the report was passed out to the Trustees.
- Director Scott will make a presentation to the Washoe County School Board on January 12 about how the Washoe County Library System supports education.
- This year, the Library System will serve as a venue for the Tax Assistance program. The organization providing the assistance will do the scheduling and provide the resources.
- The Downtown Reno Library is the second branch to house a Lucky Day Collection. Director Maurins thanked all staff involved to provide these collections including Technical Services staff, Scottie Wallace, John Crockett and support staff.

Director Maurins asked for input about information the Board would like to see included in the future Library Director Reports.

Trustee Wilson stated that technology reports and updates are important, but he would like to see specific issues included as well. Issues like the restrooms at the Sierra View Library should be documented for a record.

7b) DOWNTOWN RENO LIBRARY PROGRAMS, ACTIVITIES AND OPERATION

Scottie Wallace, Downtown Reno Managing Librarian, highlighted the following with a focus on operations:

- Washoe County Facilities is withholding payment of \$7,200 due to damages done to materials during the Asbestos Project. At this time, this is being handled between the attorneys on both sides. The Asbestos Project completed removal of asbestos from levels one, two and three.
- Washoe County Facilities contacted Ms. Wallace, informing her that the next Downtown Reno Library project is re-lighting the building. They are moving forward with Capital Improvement Funding recommendations to the County.
- In May 2016, the Downtown Reno Library building will be 50 years old.
- The Washoe County Sheriff's Office has contacted Ms. Wallace with a desire to hold Active Shooter training at the Downtown Reno Library. Further details are unknown at this time as it can take six months of planning.
- Ms. Wallace thanked the Library System and all of its branches for their assistance during the Asbestos Project. Statistical information will be off all year as the Downtown Reno Library closed for one full day for during the project.

7c) FRIENDS REPORT

In the absence of Trustee Marsh, Director Maurins informed the Board that the next Friends Book Sale is scheduled for January 8-17, 2016.

Director Maurins asked Chair Stoess to re-open the Director's Report.

7a) LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION AND COLLABORATIONS, PROGRAMS AND ACTIVITIES; DIRECTION OF STAFF REGARDING CONTENT OF FUTURE DIRECTOR'S REPORTS

Director Maurins requested one or two Trustees to attend the Washoe County School District presentation to be made by Director Scott on January 12 for support. The presentation will be held at 2:00 pm at the Washoe County School District Building at 425 E 9th Street.

7d) FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES

The Library Board reviewed the information submitted in the packet.

7e) MONTHLY LIBRARY USAGE

The Library Board reviewed the information submitted in the packet.

Director Maurins informed the Board that the last page of the statistics report includes a three-year comparison chart to show circulation by branch.

8) PUBLIC COMMENT

Ed Powell, Library user, stated that the sound system is abysmal and the public should be able to hear the Board discussion during the meeting.

Beate Weinert, Programs and Collaborations, thanked Tammy Cirrincione and Arnold Maurins for the leadership and guidance.

Heather Cook, Verdi resident and School Librarian, thanked the Board for revising the Verdi Library hours. She also noted concern with the two library entrances stating that the main entrance gate count is not working and school gate works but has issues. She is requesting functioning gates for the Verdi Library.

John Crockett, Sierra View Managing Librarian, stated he would check on the noted gate concerns, but clarified that the gate count should be functioning and that the tallies staff is seen taking care for computer usage.

9) BOARD COMMENT

Trustee Sattler thanked Director Maurins for his dedication and hard work.

Chair Stoess echoed Trustee Sattler's comments, thanking the Director for his service over the years.

10) ADJOURNMENT

Chair Stoess adjourned the meeting at 5:10 pm.

TO: Library Board of Trustees
FROM: Terri Van Hoozer, Library Assistant II
RE: Library Board of Trustee Scholarship Application
DATE: January 13, 2016

Name: Pamela Larsen

Branch: South Valleys Library

Amount requested: \$1439.50

I have been accepted to a graduate school of Library and Information Science

I have been accepted in a Librarian Certification Program

Name of graduate school or certification program: Librarian Certification Program – Certification for Public Librarians from University of Nevada - Reno

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

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

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

These courses were the fourth and fifth out of seven required for public librarian certification through the Nevada State Library and Archives. While I am grateful for the plethora of webinars available to WCLS staff each week, the webinars are about the only training opportunities we have. There is no substitute for taking a university course and receiving feedback on one's work. I have substantially increased my knowledge, skills, and abilities in serving the public through these courses.

This scholarship helps keep these courses a viable option for me as UNR tuition and fees continue to increase. I have three daughters who are in their second year of college, so assistance paying my tuition is very much appreciated!

Recommendation:

That the Board of Trustees approve the award of a Board Scholarship in the amount of \$1439.50 to Terri Van Hoozer.

For Administrative Use

Date Awarded



University of Nevada, Reno

8/22/2015

Student ID: 1001798277

Dear Terri Van Hoozer,

Our records show that you made the following payment(s) today on MyNEVADA.

Payment Date	Reference Number	Payment Type	Payment Amount
8/21/2015	000000460672	Credit Card	\$ 1439.50

To obtain more detailed information regarding your account balance or to view and print your account statement, access your MyNEVADA account at MyNEVADA.unr.edu.

If you have any questions about your student account, please contact the Cashier's Office.

Sincerely,

Shirley Chambers

Manager of Student Accounts

Cashier's Office

University of Nevada, Reno/124

Reno, Nevada 89557-0124

(775) 784-6915 office

(775) 327-2296 fax

cashiersoffice@unr.edu email

TO: Library Board of Trustees

FROM: Beate Weinert, Programs and Community Collaborations

RE: Acknowledge a Donation in the Amount of \$125,000 from the Friends of Washoe County Library, Which Demonstrates Its Continued Support of Libraries, Literacy, the Arts, and Cultural Enrichment Throughout the Community

DATE: January 20, 2016

Background: Friends of Washoe County Library (FWCL) is a 501 (c) (3) non-profit organization, incorporated in January 1981 and currently with over 600 members dedicated to advocating, fundraising and providing support for the Washoe County Library System (WCLS). Its mission is to strengthen public libraries in Washoe County. Through its projects, the Friends of Washoe County Library strives to give children an educational head start, encourage all forms of literacy and foster lifelong learning and recreation for adults. Throughout the past thirty-five (35) years, the Friends of Washoe County Library, through its community projects and fundraising efforts, has raised over \$2.5 million for the Washoe County Library System. It supports free programs offered at the Library, enhances library technology and equipment, provides gift funds for Library materials and augments marketing and training endeavors, which benefit all Library patrons. The Friends community projects include operating the Secondhand Prose bookstore within the Northwest Reno Library, as well as managing voluminous book donations for book sales which take place in their Reno Town Mall location.

In December 2015, the Friends of Washoe County allocated \$125,000 to the Washoe County Library Gift Fund to assist our 2016 system-wide endeavors in direct support of technology, materials, programming, marketing, staff development and training. The unwavering support of the Friends of Washoe County Library is invaluable as it continues to enhance a multitude of diverse programs and projects benefitting the entire Washoe County Library System.

Recommendation: Staff recommends that the Library Board of Trustees acknowledge the \$125,000 donation from the Friends of Washoe County Library, which demonstrates its continued support of libraries, literacy, the arts and cultural enrichment throughout the community.

TO: Library Board of Trustees
FROM: Beate Weinert, Programs and Community Collaborations
RE: Acknowledge a Total Donation in the Amount of \$20,000 from the Friends of Washoe County Library's Second Century Endowment Council to Support the Betterment of Library Services
DATE: January 20, 2016

Background: Friends of Washoe County Library (FWCL) is a 501 (c) (3) non-profit organization with over 600 members dedicated to advocating, fundraising and providing support for the Washoe County Library System (WCLS). The Second Century Endowment Council is a subcommittee of FWCL, managing the Endowment Fund that was established in 2004. The Endowment's purpose is to ensure that there will be adequate additional funding to support items not enabled in the Library's budget.

In December 2015, the Second Century Endowment Council awarded \$19,500 to the WCLS Gift Fund. This grant is to be allocated as follows:

- \$16,000 for a \$2,000 grant to each of the eight largest library branches
- \$2,000 grant to the Internet Branch
- \$1,500 for a \$500 grant to each of the three partnership libraries (Verdi, Duncan and Senior Center)

In addition to the \$19,500 award, the Council also gave \$500 directly to the Gerlach Community Library.

These monies are to be used for library materials, technology, equipment and training of staff for the future of the Library System. It is the hope of the Friends that these funds be utilized for the betterment of services and training for the future of WCLS. The unwavering support from our FWCL's Second Century Endowment Council is truly appreciated.

Recommendation: Staff recommends that the Board of Trustees acknowledge the donation of \$20,000 from the Friends of Washoe County Library's Second Century Endowment Council to support the betterment of library services.

TO: Library Board of Trustees
FROM: Jennifer Oliver, Development and Public Information
RE: Acknowledgment of Donations Received Between 10/01/15 and 12/31/15
DATE: January 20, 2016

Background: Washoe County Library System receives monetary and in-kind donations throughout the year that assist in providing services and materials. These donations are greatly appreciated by Library staff and the public and are normally brought to the Board on a quarterly basis.

In this acknowledgment, the list includes the names of donors from October 1 - December 30, 2015. The attached document identifies all cash donations and grants totaling \$ 162,247 and in-kind support.

Recommendation: Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the second quarter of Fiscal Year 2015-2016.

We receive monetary and in-kind donations throughout the year that assist in providing services and materials.

These donations are greatly appreciated by the Library Board of Trustees, staff and the public.

The list includes the names of donors from October 1, 2015 through December 31, 2015

CASH DONATIONS - \$ 7,470

Anonymous
Ann Knierim
Frank and Mary Mabry
Brian Sewell

JoD Davison
Hellen & Allen Kozinski
Martha McRae
Brad Stanley

Friends of Washoe County Library
Roger and Beth Kreidberg
Heidemarie Rochlin Trust
Katherine Stark

GRANTS RECEIVED \$ 154,777

Dermody Properties Foundation
Great Basin Exploration Fund: CFWN

Friends of Washoe County Library
State Grant in Aid: Collection Development

NON-CASH DONATIONS

Daughters of Penelope

NON-CASH DONATIONS - FREE PROGRAMS

Belcanto
Model Dairy
C.L. Hoang
Mike McStrol

Better World Books
Education Renaissance of Nevada Initiative
KNPB
Amber Stein

Community Foundation of Western Nevada
Historic Reno Preservatio Society
Alison Lee
Walgreens

AMAZON WISH LIST.COM

John Akerley	Wendy G. Alderman	Anonymous Donors
Librado Arzate	Terri L. Basso	Marci Bevans
Eileen Burbank	Robin M. Buxton	Albert Bowes
Kathleen and Nicholas Brothers	Bernadet Cervantes	Erin A. Ching
Maria Ana A Escueta	Jamie Eskridge	Melady A Frick
Genine Franklin-Clark	Marney Hansen	Thomas R. Kelleher
Lori Leonard	Catrina Gutierrez	Darcy Magnaghi
Susan E. Mayberry	Autumn Nelson	Joleen Nemeth
Mary Nork	Christy and Jeremy Ochsner	Dianna J. Pope
Emily Reed	Stefanie Scoppettone	Robert Smith
David Stratton	Jemima Villarete	Lesley Zepeda
	Antoinette Zudrewicz	

We strive to ensure that our donors and supporters are recognized accurately. If we have inadvertently not listed you, or if a mistake has been made, please let us know so we can correct it. Thank you!



Washoe County Library System Monthly Report

December 2015

Connect

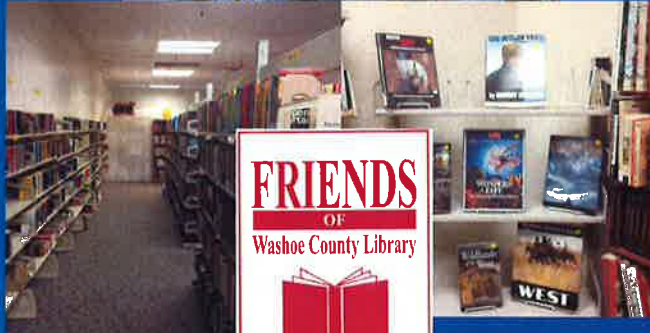
Gather

Explore

Friends of the Washoe County Library

Friends' commitment

- \$125,000 commitment to the Washoe County Library
- \$20,000 commitment from 2nd Century Endowment Council
- Book sale January 9-17
- Next meeting: Wednesday, February 3, 4:30pm, 2016 @ the Spanish Springs Library



Programs

System-wide

- **Santa Visits**

 - Visited eight branches

 - Special Santa baskets sent to Gerlach library

- **WCLS staff represented the library in the Sparks 29th Annual Hometowne Christmas Parade.**



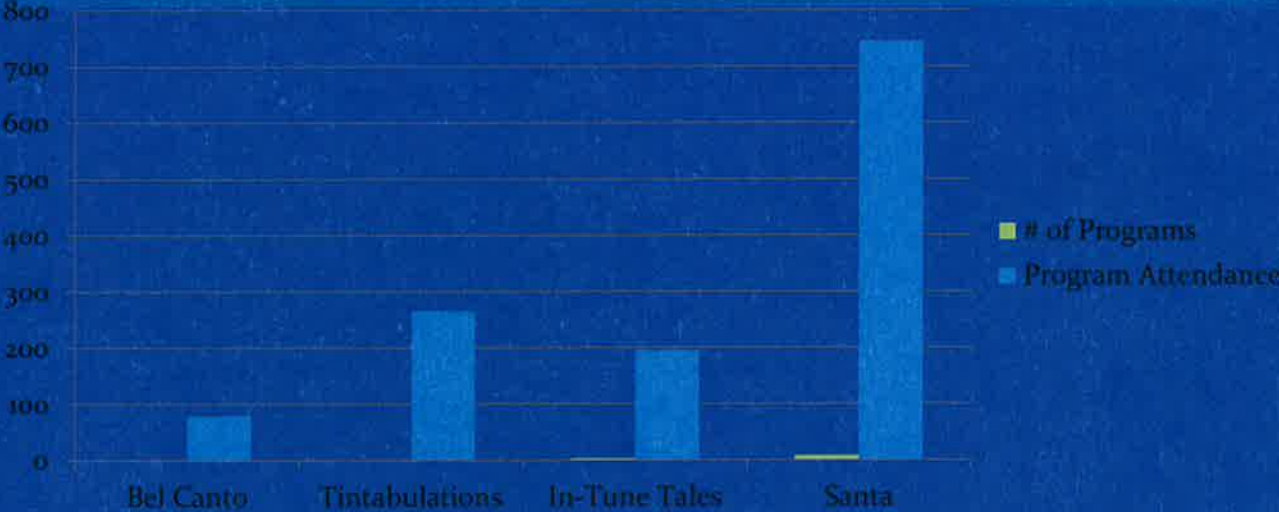
Programs

System-wide

- The Force is with Whom?
- Tintabulations\Bel Canto
- In-Tune Tales presents:
 - How the Grinch Stole Christmas
- North Star Chamber Players
- Workforce Initiatives
 - EON (April launch)
 - MT-1 (First class January 23)
 - 8 students enrolled



Program Attendance-December 2015



Collections

Lucky Day Collection

- December 16th the Lucky Day Collection launched at Downtown Reno.
- 88 copies of the hottest bestsellers
- Non-holdable, non-renewable, and check-out for two weeks
- Patrons see hottest books available
- 357 checkouts in first month
- Also featured at Senior Center Library



Outreach

Media appearances

- John Crocket, Debi Stears, and Jennifer Oliver had multiple radio segments for our MT-1 Program. They appeared on American Matters: Find a Job Fridays, Lotus Radio's Kozz Radio, Grow Nevada Team Radio and the Cheri Hill Show
- Library programs were also highlighted in the local print, radio, and TV news.



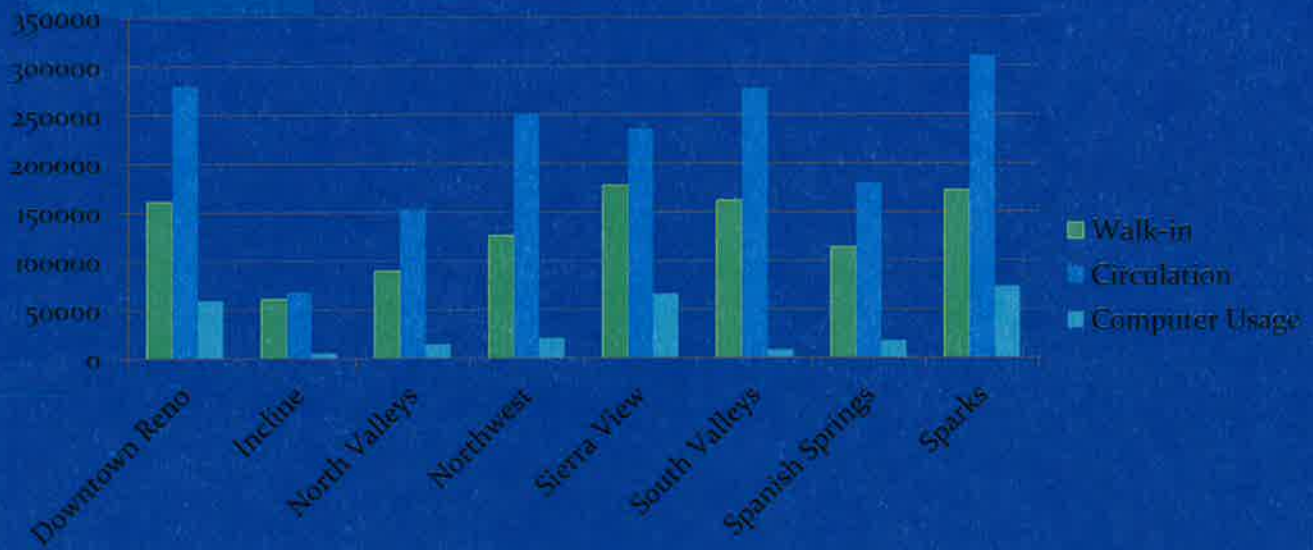
Operational

- Food for Fines: 18,000 lbs. collected
- Snow Removal
- Recruitments update
 - Assistant Library Director Interviews set for January 21st
 - LA II interviews to be held in February



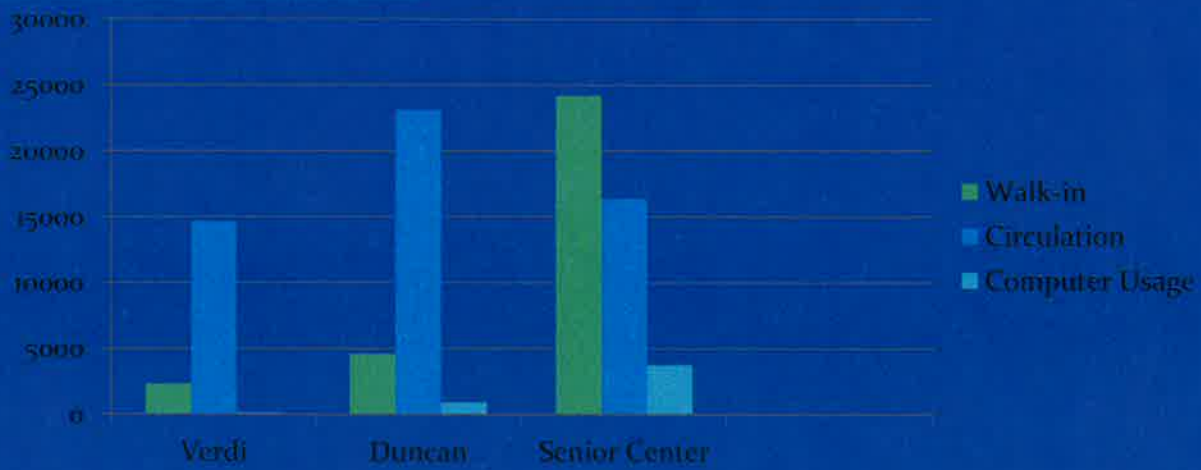
Statistics-Annual

Main Libraries



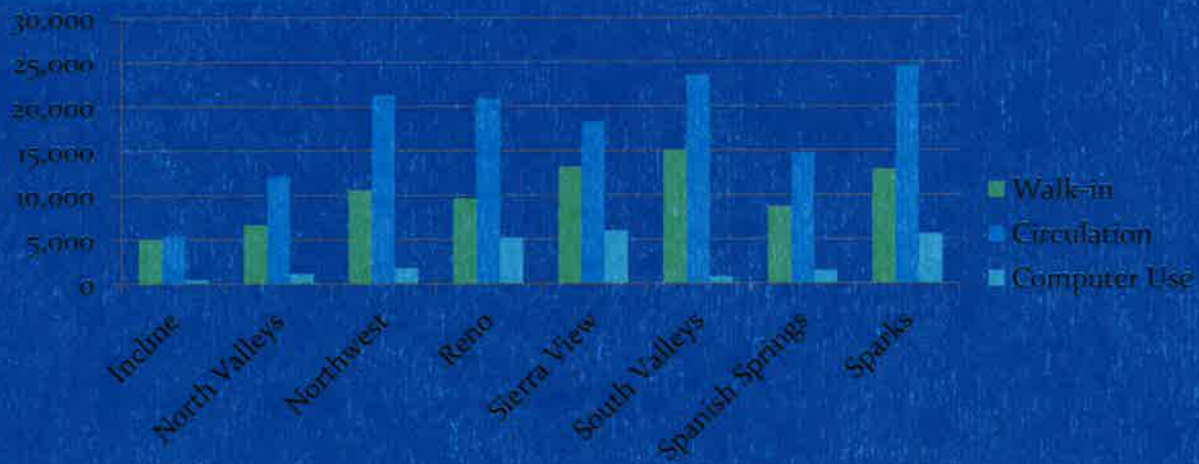
Statistics-Annual

Partnership Libraries



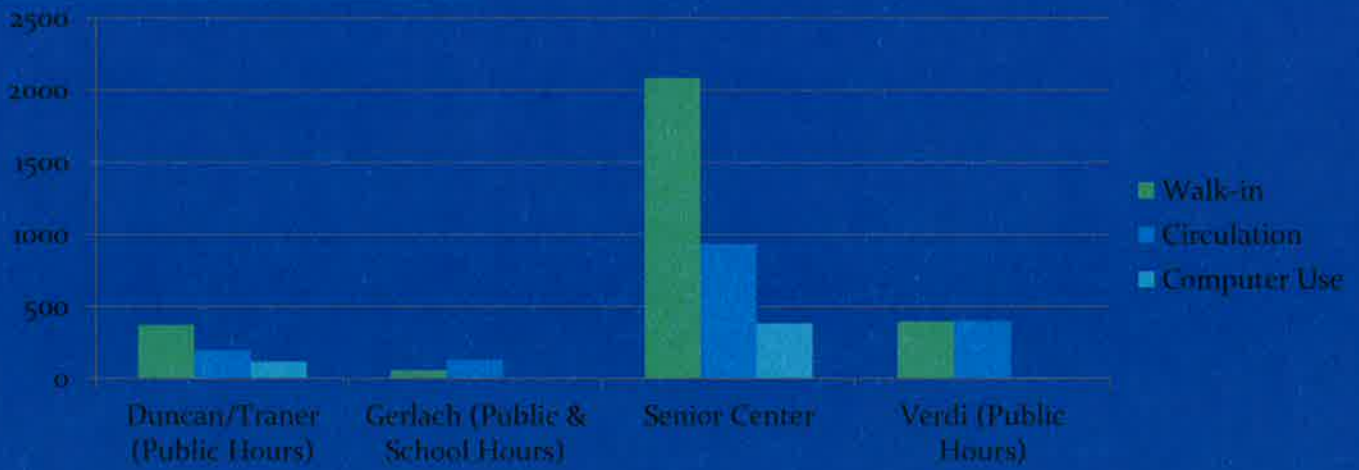
Statistics-December 2015

Main Libraries

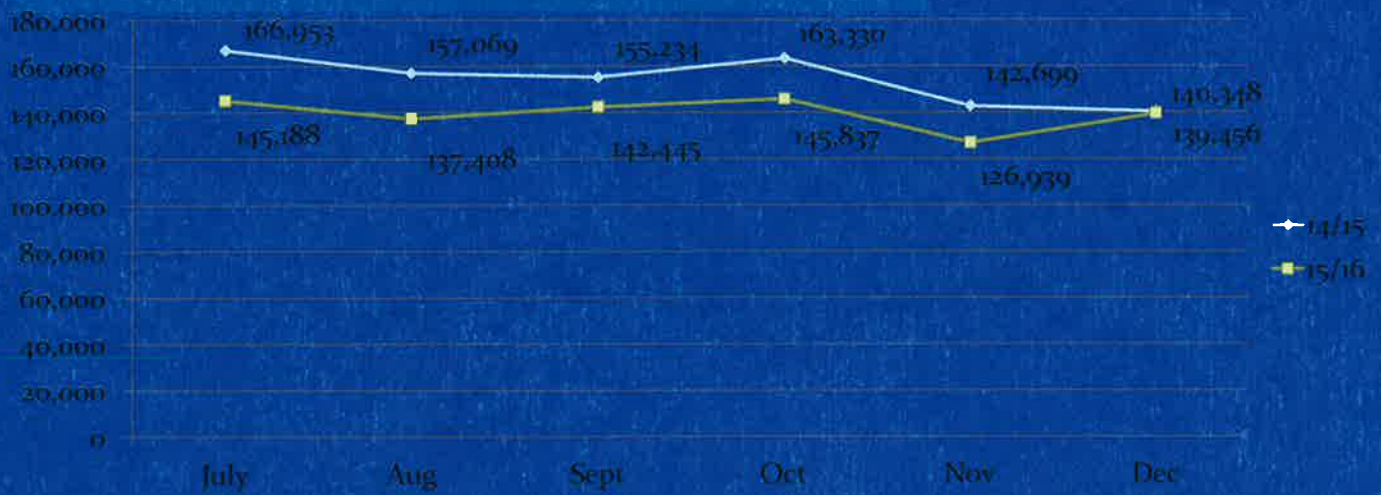


Statistics-December 2015

Partnership Libraries



Circulation Statistics- Monthly Trend Comparison



Historical Circulation Trends 2007-2015



Upcoming

Operational/Promotional

- WCSD Presentation
- Tour of DeLaMare
- County Strategic Plan Participation
- Vaughn Middle School Reading Week outreach by Spanish Springs Library
- WCSD Striving Readers School-wide Card Carrying/1st Grade Initiative
Hunsberger Jan. 14/Feb. 19

Upcoming Programs

- UNR Performing Arts Series
- Super Parents Supervise
- Historic Reno Preservation Society
- Pioneer Programs



Thank you!

Connect

Gather

Explore

TO: Washoe County Library Board
FROM: Zanny Marsh, Friends Liaison
RE: Friends Report
DATE: January 20, 2016

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

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

FY 2015 / 2016

6-Jan-16

<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	\$ 2,677,666	\$ 2,790,018	\$ 5,324,211	\$ 2,669,065	\$ 2,655,146	50%
EMPLOYEE BENEFITS	\$ 2,296,996	\$ 1,156,830	\$ 1,140,166	\$ 2,176,225	\$ 1,044,894	\$ 1,131,331	48%
SERVICES & SUPPLIES	\$ 496,386	\$ 359,240	\$ 137,146	\$ 426,252	\$ 332,435	\$ 93,817	78%
CAPITAL OUTLAY							
TOTAL:	\$ 8,261,066	\$ 4,193,736	\$ 4,067,330	\$ 7,926,688	\$ 4,046,394	\$ 3,880,294	51%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

8-Jan-16

F/Y 2015 / 2016

CURRENT YEAR

_____ PRIOR YEAR

<u>TITLE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 1,064,278	\$ 354,190	\$ 710,088	33%	\$ 679,995	\$ 323,116	\$ 356,879	48%
EMPLOYEE BENEFITS	\$ 445,296	\$ 149,886	\$ 295,410	34%	\$ 301,577	\$ 141,877	\$ 159,700	47%
SERVICES & SUPPLIES	\$ 1,152,423	\$ 548,038	\$ 604,385	48%	\$ 915,661	\$ 427,609	\$ 488,052	47%
CAPITAL OUTLAY			\$ -					
TOTAL:	\$ 2,661,997	\$ 1,052,114	\$ 1,609,883	40%	\$ 1,897,233	\$ 892,602	\$ 1,004,631	47%

ITEM 6d

GIFT FUND BALANCE AS OF DECEMEBR 31, 2015

ITEM 6e

<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>
CHILDREN'S COORDINATOR	\$ 5,616.59	\$ 5,616.59	\$ -
DOWNTOWN RENO	\$ 16,650.45	\$ 7,298.56	\$ 9,351.89
DUNCAN / TRANER	\$ 348.25	\$ -	\$ 348.25
GERLACH	\$ -	\$ -	\$ -
INCLINE	\$ 8,099.15	\$ 2,199.47	\$ 5,899.68
INTERNET	\$ 485.81	\$ -	\$ 485.81
NORTHWEST	\$ 11,341.66	\$ 295.63	\$ 11,046.03
NORTH VALLEYS	\$ 15,904.14	\$ -	\$ 15,904.14
SENIOR CENTER	\$ 1,966.15	\$ -	\$ 1,966.15
SIERRA VIEW	\$ 9,050.93	\$ -	\$ 9,050.93
SOUTH VALLEYS	\$ 16,279.32	\$ 2,621.00	\$ 13,658.32
SPANISH SPRINGS	\$ 20,844.47	\$ 1,469.39	\$ 19,375.08
SPARKS	\$ 16,138.48	\$ -	\$ 16,138.48
SYSTEMS OFFICE	\$ 26,303.29	\$ 26,166.85	\$ 136.44
SYSTEMWIDE	\$ 137,929.91	\$ 137,280.00	\$ 649.91
SYSTEMWIDE INTEREST	\$ 114,677.84	\$ -	\$ 114,677.84
TECHNICAL SERVICES	\$ 34,411.31	\$ 34,349.80	\$ 61.51
VERDI	\$ 2,633.60	\$ -	\$ 2,633.60
TOTALS:	\$ 438,681.35	\$ 217,297.29	\$ 221,384.06

Washoe County Library System

Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2014-2015/2015-2016

Accumulative	Checkouts			Library Visits			Patron Computer Use			Program Attendance			Digital Visits	
	2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2015 - 2016	% Change
July	166,953	145,188	-13.04%	98,714	87,648	-11.21%	25,347	22,764	-10.19%	6,956	6,406	-7.91%	160,421	0.00%
August	157,069	137,408	-12.52%	94,781	95,827	1.10%	22,807	22,562	-1.07%	6,308	5,206	-17.47%	218,167	0.00%
September	155,234	142,445	-8.24%	91,907	84,519	-8.04%	23,022	22,900	-0.53%	5,379	5,965	10.89%	207,273	0.00%
October	163,330	145,837	-10.71%	111,021	92,011	-17.12%	23,360	22,871	-2.09%	21,231	8,563	-59.67%	205,955	0.00%
November	142,699	126,939	-11.04%	79,964	74,043	-7.40%	20,666	18,913	-8.48%	6,749	6,051	-10.34%	188,732	0.00%
December	140,348	139,456	-0.64%	81,286	81,639	0.43%	21,187	21,329	0.67%	5,407	6,008	11.12%	201,106	0.00%
January	161,353	0	0	92,700	0	0	22,790	0	0	6,116	0	0	0	0.00%
February	142,907	0	0	87,713	0	0	20,447	0	0	7,545	0	0	0	0.00%
March	151,184	0	0	95,841	0	0	22,988	0	0	10,615	0	0	0	0.00%
April	146,691	0	0	91,129	0	0	23,070	0	0	8,682	0	0	0	0.00%
May	143,844	0	0	82,361	0	0	21,919	0	0	7,299	0	0	0	0.00%
June	137,787	0	0	85,910	0	0	22,678	0	0	5,871	0	0	0	0.00%
Totals	1,809,399	837,273	-9.55%	1,093,327	515,687	-7.53%	270,281	131,339	-3.70%	98,158	38,199	-26.58%	1,181,654	0.00%
Totals to Date	925,633			557,673			136,389			52,030			0	

Note 1: School checkouts are now being tracked separately from public hour checkouts, which will decrease the numbers in FY 15/16. FY 14/15 checkouts included school and public hours together. FY 15/16 reflects only public hour checkouts. Statistics from Gerlach are also included.

Note 2: 'Website Visits' has been changed to 'Digital Visits', which now includes website, catalog, and online services visits. FY 15/16 will establish base figures so there will be no comparisons.

**PLEASE NOTE:
CHECKOUT TOTALS
a. Reflect only public hours for Partnership Libraries
b. Do not reflect Gerlach or Collection Development

Washoe County Library System

Monthly Statistics Report for Fiscal Year 2015-2016

For The Month Of: DECEMBER



	Library Visits		Checkouts		Patron Computer Use		Program/Outreach Attendance					
	# visits	YTD	# checkouts	YTD	# signups	YTD	Adult		Youth			
							# adult	YTD	# youth	YTD		
BRANCH ACTIVITY												
Duncan/Traner (Public Hours)	512	2,549	79	1,107	88	584	0	0	0	0	0	0
Gerlach (Public & School Hours)	56	266	130	627								
Incline	3,938	29,435	4,595	31,957	275	2,423	67	599	384	1,966		
North Valleys	5,409	39,564	15,867	75,062	930	6,250	21	161	355	2,774		
Northwest	9,584	59,831	19,970	122,366	1,407	9,351	201	842	735	4,961		
Reno	12,539	73,072	19,571	120,939	4,785	30,538	10	344	247	1,506		
Senior Center	2,040	12,060	1,205	5,902	451	2,099	0	75	0	0		
Sierra View	12,216	82,608	18,932	110,193	5,752	32,585	0	703	314	1,863		
South Valleys	13,424	82,321	21,777	136,226	613	4,279	251	1,815	1,194	7,265		
Spanish Springs	8,590	52,899	12,749	85,013	1,334	8,507	95	632	1,653	8,729		
Sparks	13,016	79,239	23,950	144,582	5,667	34,655	76	454	405	3,510		
Verdi (Public Hours)	315	1,843	631	3,299	27	68	0	0	0	0		
Total:	81,639	515,687	139,456	837,273	21,329	131,339	721	5,625	5,287	32,574		
ADMINISTRATION OUTREACH												
ONLINE ACTIVITY												
Downloadable Materials (ebooks, audiobooks, magazines)			21,458	122,277								
Digital Visits (includes website, catalog, online services)	201,106	1,181,654										
Database Usage			7,255	59,371								
Social Media Reach									90,423	147,163		0
Total:	201,106	1,181,654	28,713	181,648					90,423	147,163	0	0
MISCELLANEOUS												
Read & Share			4,706	212,401								
GRAND TOTALS	282,745	1,697,341	172,875	1,231,322	21,329	131,339	91,144	152,888	5,287	32,574		

Washoe County Library System									
Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total – Thru December									
System Total Comparison For Fiscal Years 2014-2015 / 2015-2016									
	Meeting Room Use								
	2014-2015	2015-2016	% Change	2014-2015	2015-2016	% Change	2014-2015	2015-2016	% Change
	# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance
Administration Outreach									
Duncan/Traner	0	0	0.00%	0	0	0	0	0	0
Gerlach									
Incline	35	35	0.00%	438	516	17.81%			
North Valleys	6	10	66.67%	171	99	-42.11%			
Northwest	24	21	-12.50%	281	246	-12.46%			
Reno	66	64	-3.03%	1,056	1,010	-4.36%			
Senior Center	0	0	0	0	0	0			
Sierra View	4	7	75.00%	10	97	870.00%			
South Valleys	119	128	7.56%	2,365	2,888	22.11%			
Spanish Springs	78	81	3.85%	1,908	1,903	-0.26%			
Sparks	8	14	75.00%	109	181	66.06%			
Verdi	0	0	0	0	0	0			
Totals	340	360	5.88%	6,338	6,940	9.50%			

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