



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, September 21, 2016
4:00 P.M.**

**Incline Village Library
845 Alder Avenue
Incline Village, NV 89451**

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 August 17, 2016
- 4) Old Business
None
- 5) New Business
 - a. *For Possible Action:* Spanish Springs Library Gallery Furniture Request for Use of Gift Funds Not To Exceed \$12,000.00
 - b. *For Possible Action:* North Valleys Library Remodel Request for Use of Gift Funds and Fund Raised Monies Not To Exceed \$40,000.00
 - c. *Informational:* Expansion Fund Report
 - d. *Informational:* WCLS Annual Report FY2015-2016
- 6) Reports
 - a. Library Director's Presentation to Include System Programs and Activities, and Friends Report
 - b. Incline Village Programs, Activities and Operations
 - c. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
 - d. 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, AUGUST 17, 2016**

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

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

1) ROLL CALL

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

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Mary Jones

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JUNE 20, 2016

Trustee Stoess noted a correction on line two from Chair Stoess to Chair Wilson.

On motion by Trustee Stoess, seconded by Trustee Alderman, which motion duly carried, the Board approved the meeting minutes as noted from the Library Board of Trustee meeting of July 20, 2016. All in favor, none opposed.

Chair Wilson noted the arrival of Trustee Marsh at 4:02 pm.

4) OLD BUSINESS

None

5) NEW BUSINESS

None

6) REPORTS

a) LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS, AND ACTIVITIES, AND FRIENDS REPORT

Director Scott provided a Powerpoint presentation, updating the Board on Library System activities, programs, outreach and operations for the month of June 2016.

Upon questioning by the Board, Director Scott provided the following information:

- The most frequent requests from the Duncan Traner community are increased hours followed by evening security issues. The additional hours approved at the last Board meeting addresses both of the noted issues to some degree.
- These approved hours at Duncan Traner as well as the intent to increase Sierra View Library hours in January to seven days of public hours to meet the requirements of the negotiated lease will be stretching the resources of Sierra View Staff. The Library System is looking into other options including other

branches sharing the responsibility of providing staff for the Verdi and Senior Center Libraries.

- The Sierra View Lease negotiations were effective July 1, 2016 for a term of five years starting at \$87,000 per year, ballooning up to the full cost of \$224,000 per year.

b) SIERRA VIEW PROGRAMS, ACTIVITIES AND OPERATIONS

The Library Board reviewed the information submitted in the packet

John Crockett, Sierra View Managing Librarian, updated the Board on Sierra View programs, activities and operations. He provided an overview of the direction Sierra View Library is taking in outreach to the community.

Upon questioning by the Board, Mr. Crockett provided the following information:

- Bi-Lingual Storytime is a mix of English and Spanish interspersed into presented stories, similar to Sesame Street.
- Currently Bi-Lingual Storytime is twice a month with the intent to expand to weekly programs in January 2017.

Trustee Sattler suggested Sierra View Library provide Bailey Charter schools with a monthly newsletter.

Trustee Wilson noted that the Library System did not have control over lease negotiations between lessors and the County, and requested that staff keep the Board informed of any issues.

Mr. Crockett introduced Sarah Jaeck, Sierra View Librarian II and Partnership Manager, to update the Board on the programs, activities and operations at the three partnership libraries overseen by Sierra View staff.

Upon questioning by the Board, Ms. Jaeck informed the Board:

- Hosting programs at the Duncan Traner and Verdi Libraries can be difficult due to the small square footage of the branches. She noted that it is difficult to coordinate space and availability at the Verdi Nature Center adjacent to the Library due to programs hosted by the Nevada Department of Wildlife.
- Sierra View staff has not contacted the schools to determine what the students are being asked to read as the branch is working on updating the adult collection first.

Trustee Marsh noted appreciation to staff for openly discussing how updating the collection is resulting in providing newer materials and creating space. She asked the library ensure this information is pushed out to the communities that are most impacted as it is being done in response to their needs and removes some of the negative connotations associated with the term "weeding."

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

The Library Board reviewed the information submitted in the packet.

d) MONTHLY LIBRARY USAGE

The Library Board reviewed the information submitted in the packet.

Director Scott highlighted changes to statistical reports including the addition of the number of programs and program attendance that was requested by the Board.

Upon questioning by Trustee Marsh, Julie Machado, Spanish Springs Managing Librarian confirmed that there has been a slight impact upon Spanish Springs Library statistical information caused by the construction on Pyramid Highway. She also noted that the most notable decrease to statistical data occurred when the median barrier was placed between the directional lanes.

Upon questioning by the Board, Director Scott confirmed that the libraries were all Pokeman Go “pokestops” and that the branches provide stickers for visiting players and advertise phone charging stations.

7) PUBLIC COMMENT

Dania Reid, Legal counsel, advised that Herb Kaplan would be attending the September Library Board of Trustee Meeting in her stead.

8) BOARD COMMENT

Upon being commended for the media response in regards to the culling of the collection by the Board, Debi Stears, Resources Librarian, replied that the credit for how well it was done belongs to Reporter Mark Roberson.

Trustee Alderman stated she was excited to see how Sierra View Library staff is connecting with charter schools as there are a large number in Washoe County.

Upon comments and questions by the Board, Director Scott clarified the following:

- Systemwide Bi-Lingual Storytimes: He stated the Library is moving towards more Bi-Lingual Storytimes in other branches as a system.
- Reporting in-house use statistics: Reporting this statistic requires staff to complete an extra step when utilizing iPads in the branches. The Library System is moving towards RFID, which has the capability of providing this statistic. He stated the Library would look into this once RFID is implemented.
- Providing Expansion Fund Projection information: The Expansion Fund will continue to increase as it is tax based. The Director will provide an updated report.

9) ADJOURNMENT

Chair Wilson adjourned the meeting at 4:55 pm.

TO: Library Board of Trustees

FROM: Julie Machado, Spanish Springs Library, Managing Librarian

RE: Spanish Springs Library Gallery Furniture Request for Use of Gift Funds
Not To Exceed \$12,000

DATE: September 21, 2016

Background: In keeping with our goal to keep libraries in good shape for the future, Spanish Springs Library is requesting to use up to \$12,000 in Spanish Springs Library gift funds to purchase furniture for the gallery area. Previously shelving had been in front of the gallery, but the shelving was removed, a kiosk was removed, and the carpet was repaired so there is a distinct gallery area. In addition, a café was reintroduced to the Spanish Springs Library, so any furniture for that feature is now in use at the café. This new furniture would allow families to sit and view art, meet at a table, or read in movable wedge-shaped couch sectionals. Twelve additional chairs for tables around the library are also being purchased.

Recommendation: The Washoe County Library Board of Trustees approve the use of Spanish Springs Library gift funds, up to \$12,000, to purchase furniture for the gallery area, effective September 21, 2016.



Quotation

50 E. Greg St #112 6435 Sunset Corporate Dr
 Sparks, NV 89431 Las Vegas, NV 89120
 Tel (775) 329-3145 Tel (702) 263-8800
 Fax (775) 786-5710 Fax (702) 263-8801

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
70665	06/27/16		WAS209	LOGAN WILLIAMSON	

QUOTE TO:

SHIP TO:

ACCOUNTS PAYABLE
 WASHOE COUNTY NEVADA
 P.O. BOX 11130
 RENO, NV 89520

JULIE MACHADO
 WASHOE COUNTY NEVADA
 SPANISH SPRINGS LIBRARY
 7100A PYRAMID LAKE HWY
 Sparks, NV 89436

P: 1.775.328.2557

P: 1.775.424.1844





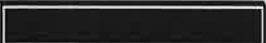

Terms: NET 30

Sales Loc.: SP & CO.

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
PRICING INCLUDES COMPLETE DELIVERY AND INSTALLATION DURING OUR STANDARD BUSINESS HOURS OF 7 AM TO 4 PM MONDAY THRU FRIDAY. PRODUCT IS SPECIAL ORDER. NOT SUBJECT TO CANCELLATION OR RETURN. PRICING DOES NOT INCLUDE REMOVAL OR RECONFIGURATION OF EXISTING OFFICE FURNITURE. A QUOTE FOR THESE SERVICES AVAILABLE UPON REQUEST. THIS QUOTE IS VALID FOR 30 DAYS. PRICING REFLECTS CURRENT WSCA/NASPO CONTRACT.				
1	4	451-3730FIK Circa; Seat-30 degree wedge, Inside facing, 4 legs, Contrasting fabric HIGH_GRD:PG07 PRICE FOR GRADE 7 FABRIC BACK :5999 MISC FABRIC ARC COM FABRICS Purchaser: VENDOR Pattern: CHIT-CHAT Color: CORNFLOWER -69298 Direction: VERTICAL LEGSELT :3422 FC/OP MEDIUM CHERRY SEAT :GR07 GRADE 7 TEXTILE SELECTION STEELCASE TEXTILES Purchaser: VENDOR	792.48	3,169.92

Accepted by _____ Title _____ Date _____

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
70665	06/27/16		WAS209	LOGAN WILLIAMSON	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Pattern: COGENT: TRAILS -904900222 Color: TIGER EYE -5S90 Direction: VERTICAL OPTIONS * * OPTIONS * * FAB BACK *OPT:ACRYLIC LATEX BACKING NOBACKER FABRIC BACKER NOT REQUIRED Line Finish Summary 3422 FC/OP MEDIUM CHERRY  5999 MISC FABRIC: No Image Available ?/69298 GR07 GRADE 7 TEXTILE: No Image Available 904900222/5S90 PG07 PRICE FOR GRADE 7 No Image Available FABRIC		
2	2	45-T1815H Circa; Table-Freestanding, 15 degree wedge, High, 4 legs, 28D x 18 1/2W x 22 1/2H LEGSELT :WTMF WOOD TO MATCH FRAME WDFRAME :3422 FC/OP MEDIUM CHERRY Line Finish Summary 3422 FC/OP MEDIUM CHERRY  WTMF WOOD TO MATCH FRAME No Image Available	1,077.96	2,155.92
3	2	BFR48P Table-Round, 48 dia EDGE :6000 BLACK TOP-SURF:2412 NATURAL CHERRY Line Finish Summary 2412 NATURAL CHERRY  6000 BLACK 	262.08	524.16
4	2	BX36 Base-X, 36W BASE :7207 BLACK COLUMN :7207 BLACK Line Finish Summary 7207 BLACK  7207 BLACK 	177.66	355.32

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
70665	06/27/16		WAS209	LOGAN WILLIAMSON	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
5	12	39D-GRXX TIMBERLANE, GUEST, ARMLESS, DOUBLE PANEL BACK UPHOLSTERY GRADE MOMB MOMENTUM GRADE B 09113267 KNACK TEAK FINISH AC AUTUMN SS Line Finish Summary <hr/> 113267 KNACK TEAK No Image Available AC AUTUMN No Image Available	303.74	3,644.88
6	1	DELIVERY/INSTALL LABOR TO RECEIVE, DELIVER AND INSTALL DURING REGULAR BUSINESS HOURS. REFLECTS WSCA/NASPO CONTRACT 3.5% OF LIST PRICE.	715.26	715.26

QUOTATION TOTALS

Sub Total	10,565.46
COM FABRIC, LINE 1 CIRCA LOUNGE	350.56
WASHOE-NONTAX	0.00
Grand Total	10,916.02







Images are provided as a preliminary color and type representation and should not be used for final color and product selection. Due to individual computer/monitor/printer settings: color, texture, pattern, size and feature rendering may vary from the actual sample. For accuracy, order and view an actual sample.

*****End of Quotation*****

Accepted by _____ Title _____ Date _____

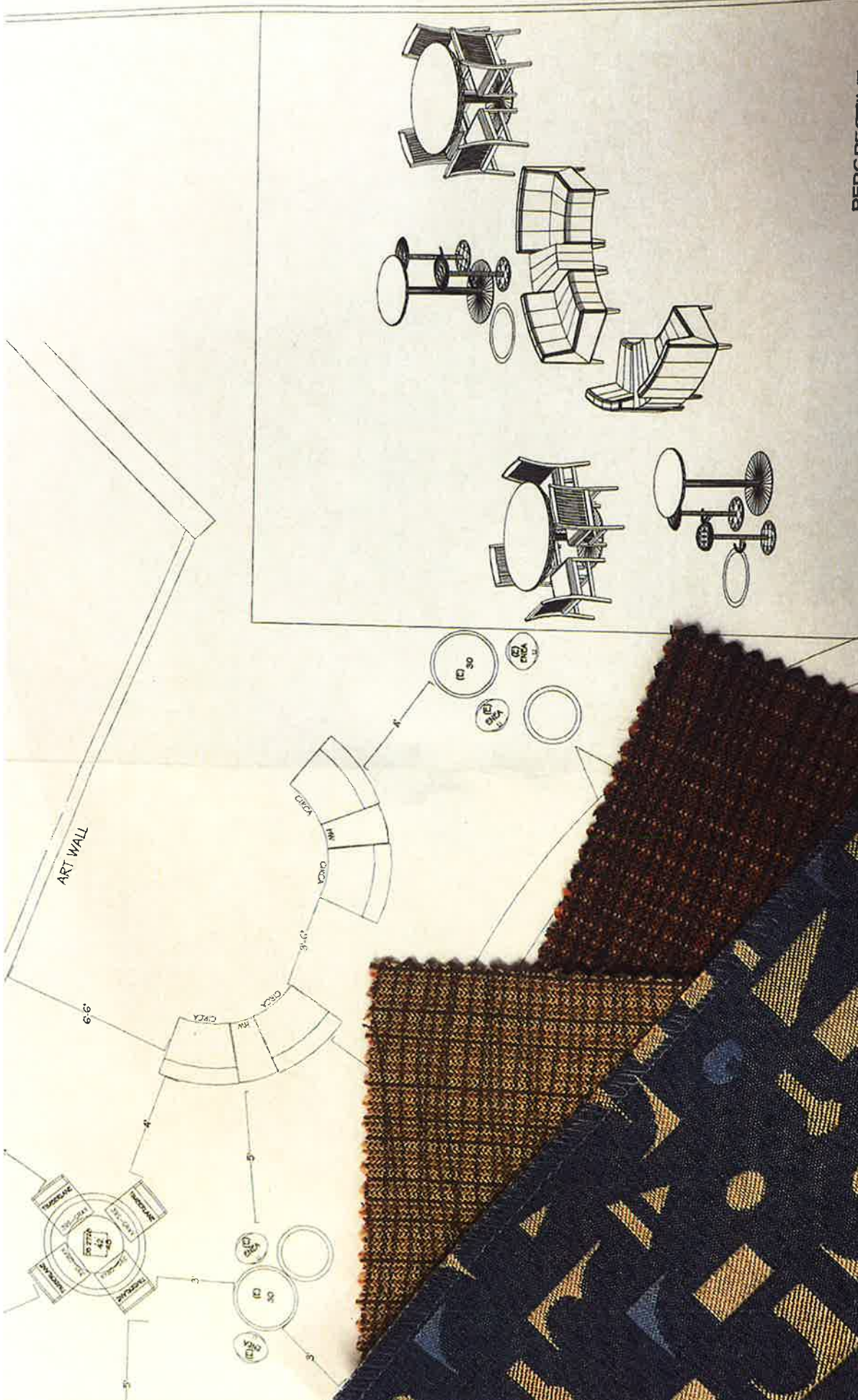
Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
70665	06/27/16		WAS209	LOGAN WILLIAMSON	

Finish Summary

Product Type	Finish Group Description	Finish Description	Finish
Table	WOOD FRAME	FC/OP MEDIUM CHERRY	
	LEG SELECTIONS	WOOD TO MATCH FRAME	No Image Available
Seating	LEG SELECTIONS	FC/OP MEDIUM CHERRY	
	BACK	MISC FABRIC: ?/69298	No Image Available
	SEAT	GRADE 7 TEXTILE: 904900222/5S90	No Image Available
	SELECT HIGH GRADE FOR PRICING	PRICE FOR GRADE 7 FABRIC	No Image Available
	UPHOLSTERY GRADE FINISH	KNACK TEAK AUTUMN	No Image Available No Image Available
Worksurface	TOP SURFACE	NATURAL CHERRY	
	EDGE	BLACK	
Support or Bracket	BASE	BLACK	
	COLUMN	BLACK	

Images are provided as a preliminary color and type representation and should not be used for final color and product selection. Due to individual computer/monitor/printer settings: color, texture, pattern, size and feature rendering may vary from the actual sample. For accuracy, order and view an actual sample.

Accepted by _____ Title _____ Date _____



PERSPECTIVE / 3D

ERY

SALES	LOGAN W.	REV. DATES	04/26/16
DESIGNER	RK	05/10/16	
DATE	04/12/16	SHEET NO.	5P
SCALE	NTS		

TO: Library Board of Trustees

FROM: Jonnica McClure, North Valleys Library, Managing Librarian

RE: North Valleys Library Remodel Request for Use of Gift Funds and Fund Raised Monies Not to Exceed \$40,000

DATE: September 21, 2016

Background: As noted at the July Board meeting, North Valleys Library had begun to plan a fundraiser to replace the carpet in the building. The carpet has been an issue and WCLS determined that it would be in our best interest to have the carpet replaced using a mix of Gift Funds and Fund-raising. The Library System believes that this is an opportunity to take advantage of remodeling the North Valleys Library and expanding the children's area while the branch is closed for carpet repair.

Recommendation: The Washoe County Library Board of Trustees approve the use of gift funds and fund-raising monies, up to \$40,000, to re-carpet and remodel North Valleys Library while authorizing the branch to close during this process, effective September 21, 2016.

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen

Modified: 6/22/2016

- Staff morale
- Public technology (computers)
 - Improved layout
 - Assessment of needs (more computers or less?)
 - Improved privacy and safety
- Revised Service Delivery Model
 - Response to changes in facility layout
 - Will also inform decisions in new layout

How will these problems be solved?

- Collaboration:
 - Washoe County departments
 - Washoe County Library System
 - Contractors/vendors
 - Staff buy-in
- Collection Maintenance
 - Collection HQ
 - User needs/usage
 - Expedite collection maintenance project in branch

Metrics: Baseline information to be collected before official start of project.

Collection/circulation numbers:

- Megan will collect and present options to team
- Collection HQ data
 - Ratio of floor space to circulation (real numbers)
 - Usage rates by collection type
 - What is our essential collection description going forward after remodel?
 - All above will inform collection reduction plan

Work Flow

- Turn around of materials processing in current workspace – efficiency report
- Technology usage
 - Qimo
 - Awe
 - Public computers
 - Wifi/wifi space

How do we know when the project is done?

- Library is open officially for public use

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen
Modified: 6/22/2016

Meeting 1: 6/7/2016

Present: Jonnica McClure (facilitator); Megan Conelly; Pam Larsen

Definition of project:

North Valleys Library carpet replacement

Goals:

1. New Carpet
 - a. Facility remodel
 - b. Revised service delivery

What problem are we solving with this project?

- Worn carpet (building wide)
 - Addresses safety (public & staff): condition with tears, tape, thread bare, rolls/bubbling
 - Aesthetics - Installed 1988 (shy of 30 years)
 - Makes us competitive with other branches in system
 - Attractive to retain existing and attract new users
- Facility Layout
 - Aged: Current services do not align with those provided when we took use of facility 30 years ago
 - Outgrown space – project will adjust to current needs.
 - Service and facility demand is vastly different – heavy furniture/fixtures are not conducive to current services but difficult to rearrange – project will allow resources and safe environment for modification/changes.
 - Aesthetics
 - Will encourage browsing and engaging with collection.
 - Will create environment that is attractive and desirable to current & prospective library users.
 - Safety
 - Line of sight/visibility – will be assessed and improved
 - Earthquake – can be assessed and improved
 - ADA – will be assessed and improved
 - Staff Resources
 - More efficient and fiscally responsible use of staff time/work
 - Staff redeployment
 - Programs and outreaches
 - Convenience (customers)
 - Improved service delivery
 - Facilitated by facility layout changes
 - Handled as a sub-project
 - Return on investment for patrons & staff

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen
Modified: 6/22/2016

How will we evaluate the project?

- Establish benchmarks (during planning stages)
 - Weighted against pre-project metrics: Circ, computers, gate
- Anecdotal
 - Public
 - Staff
- Project team feedback
 - Logistics
 - Collaborations
 - Anecdotes

Life cycle of project:

Stage 1: Initiate project

- ✓ Received consent to initiate the project:
 - Research
 - Negotiate vendors/estimate costs
 - Supported by Director Scott; Property owners; Washoe County Facilities; Library Branch

Elements:

- ✓ Define project: 6/7/2016
- ✓ Developed scope: 6/7/2016
- ✓ Identify stakeholders – 6/7/2016
 - Washoe County
 - WCLS
 - Staff
 - Current/Future patrons
 - Shopping Center

Estimated Cost: underway

- Carpet
- Machabee

Plan resources – Meeting two--**June 21, 2016**

Hold Backs to Program Potential Start Dates:

- SRP – Ends Aug 31

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen

Modified: 6/22/2016

- Time to gather metrics
- Staff approved leave
- System outreach coverage by NV
 - 39ND – June, July, August
 - Pride - June
 - Mini Maker Faire – July

Estimated Project schedule:

Scenario 1:

Total time: Approximately 19 weeks – Approximately 10 weeks closed to public

1. **September 1-20:** Metrics collection & analysis
2. **October 1:** Collection Reduction – **Open to Public** (6-8 weeks)
3. **November 29-December 13:** Packing – **Closed to Public** (2 weeks)
4. **December 14-January 4:** Removal of fixtures/furniture; removal old carpet, new carpet install – **Closed to Public** (2-3 weeks)
5. **January 5-January 25:** Install new/old fixtures/furniture; data lines; power; install new workspace – **Closed to Public** (2-3 weeks)
6. **January 26-February 9:** Unpack materials – **Closed to Public** (2 weeks)
7. **February 10, 2017:** Soft reopening

Benefits to scenario 1:

- More lead time to pre-plan (metrics) and prepare
- More time for public notice of closure
- More lead time for LBOT approval

Negatives to scenario 1:

- Closed through most holidays
 - Could be problem with scheduling for vendors/contractors/ other departments
- Winter weather risks
- Closed during coldest months (service to public in need)

Scenario 2:

Total time: Approximately 13.5 weeks – Approximately 10 weeks closed to public

1. **August 1-31:** Metrics collection & analysis
2. **September 7-30:** Collection Reduction – **Open to Public** (3.5 weeks)
3. **October 4-15:** Packing – **Closed to Public** (2 weeks)
4. **October 17-November 5:** Removal of fixtures/furniture; removal old carpet, new carpet install – **Closed to Public** (2-3 weeks)

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen

Modified: 6/22/2016

5. **November 7-26:** Install new/old fixtures/furniture; data lines; power; install new workspace – Closed to Public (3 weeks)
6. **November 28-December 10:** Unpack materials – Closed to Public (2 weeks)
7. **December 13:** Soft reopening

Benefits to scenario 2:

- Open for winter break (families/students)
- Open for coldest months (patrons in need)
- Covers fewer holiday
 - Less staff time being adjusted
 - Better options for vendor/contractor scheduling
- Better weather (hopefully)

Negatives to scenario 2:

- Less lead time preparation time
- Less public notice of closure
- Less time for LBOT approval

Public Survey:

Timeline for implementation: Now until June 30, 2016

What do we want to know?

- What brings people to North Valleys Library?
- What is their “pie in the sky” ideal layout or space allocation in this library?
- How often do they visit (context of experience in the library)?

How will the survey be designed?

- Targeted audience
 - Close section
 - Current users
- Total questions – 5 or less
- Conducted in-house only

Next Steps in Project:

June 21, 2016, 2:00 PM -- Meeting: Jonnica; Megan; Pam

Goals:

- Begin facility layout plan
 - Will need to have baseline metrics review for collection usage
 - Assigned to Megan
 - Will need to have baseline metrics review for technology usage
 - Assigned to Pam

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen

Modified: 6/22/2016

- Jonnica will follow up and report to Jeff
 - Update on cost estimates
 - Establish realistic timeline for LBOT approvals based on presented scenarios
- Continue with Project plan
 - Talk about
 - Staff allocation and assignments through life cycle of project
 - Compile list of project resources – defined
 - Staff
 - Financial
 - Collaborative
 - Volunteers
 - Other

Meeting 2: June 21, 2016 present: Jonnica McClure (facilitator); Megan Conelly; Pam Larsen

Review of Metrics for planning facility layout changes:

Collection Metrics: % holdings to % circulations

Suggestions are for changes to holdings not footprint, but will inform changes to footprint in remodel phase.

<u>Right Sized (by collection)</u>	<u>Wrong Sized (to be reduced)</u>	
General & juv. Music	*Fiction (general) 50%	*YA fic 25-30%
Read along	Juv non-fic 25%	YA non-fic 75%
Juv CD book	Juv bio. 50%	General non-fiction 1/3
Big Book	Easy (20-25%)	
YA CD Book	*Juv fiction	
*Juv Easy =	Juv foregin Lang.	
	Periodical	
	Juv reference	
	General reference	
	LP non-fic 50%	
	Nevada	
	General non-fic 1/3	

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen

Modified: 6/22/2016

Wrong Sized (to be built)

*Juv fiction

DVDs (all)

*Fiction (general)

LP fiction

*Juv easy =

Juv board books

YA fiction

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen

Modified: 6/22/2016

*Denotes collections that may require combination of modifications such as initial reduction based on CREW standards but then rebuilt for improvement of overall holdings.

Technology Metrics: Patron Usage and possible trends towards patron preference of technology type.

Public computers:

Nova Stations

8 units

4 users for every 8 units per hour of business day =
½ of units are in constant use

Pros/Cons

Can't assist users who have extreme skill deficiency as easily = cost of additional staff time per transaction

Good for privacy

Can encourage dangerous behaviors by some patrons because of covered cabinets

Upright Units:

6 Units

3 users for every 6 units per hour of business day =
½ of units are in constant use

Pros/Cons

Easier to assist users with extreme skill deficiency = less cost of staff time per transaction

Less privacy protection

Can expose other patrons to potentially harmful content

Juvenile Technology

AWE Units

2 units

Average usage per day = .8/hr

Pros/Cons

Cool appearance, newer technology (touchscreens, sleek design)

smaller footprint

Software is supported

Loud without headphones

Qimos Units

6 units

No ability to harvest usage data

Pros/Cons

Old/unattractive appearance

Unsupported software platform (no longer updated for new games/content)

Eats up real estate

Units are paid for free and clear

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen
Modified: 6/22/2016

Alternative option if one of the two juvenile technologies is removed: **Kano Computer Kits**

Have 10 units

- Sleek new appearance
- Up to date technology/platform
- Supported software
- STEM
- Mobile
- Smallest footprint of three technologies

Based on above analysis, a preliminary decision has been made to either reduce by 50% or 100% of the Qimo units.

Other Metrics:

To be collected: **Mobile/reference** stats in stacks (while staff use tablets and Bluetooth scanner)

Will be used as baseline for after project evaluation of service model

Megan will create individual use tally sheets for easy deployment with staff

To be collected: Back workroom efficiency stats (returns/holds processing)

Will be used to establish a baseline for project evaluation of new workspace that is created in relation to improvement of work time and processing outputs.

Jonnica will work on recording method and implement

Evaluation of Project Resources

Project resources are defined as human, financial, material

People

- Branch staff (8)
- System staff
 - Jeff
 - Joan
 - Jennifer O.
 - John A.
 - Emily Coe
 - Systems team

- John Crockett
- Theresa K.
- Debi S.
- Trustees
- Washoe County Staff
 - Sheriff Trustees
 - Facilities, Leticia
 - Dave Solaro
 - Brian Fagan
- Volunteers

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen

Modified: 6/22/2016

System & Branch

High school (service hours) & scouts

Vendors/Contractors

Unknown – carpet contractor(s)

Action electric

Machabee Office Solutions

Demco, et. Al

Project Stakeholders

Library System (organization)

NV branch staff

Trustees

Washoe County (organization)

North Hills Shopping Center

By proxy of outcome, North Valleys community residents and businesses

Materials

RN surplus of Nova stations

RN concierge station

Other branches for possible surplus as needed (defined in facility layout plan)

NV current shelves to reuse

NV blue benches

NV Pieces – technology

Financial

Gift funds – Local (NV)

As of March 2016:

Total: \$18, 1941

Restricted: \$2,947

Available: \$15,994

Possibilities:

Property Owners?

System Gift Funds ?

Washoe County Funds?

Friends of the Library?

Staff Assignments for project lifecycle

Staff are participants in developing facility/service plan

- Will require modified work schedules to allow enough time to facilitate productive meetings and to allow all team members to be present.
- Will develop a series of weekly planning meetings.
- Estimated meeting schedule is Friday mornings 8:00 AM – 10:00 AM July 22-August 19
 - 10 hours total of planning time
- Outcome: completed facility layout and service delivery model plan(s)
- Meetings will be structured with Jonnica facilitating
 - Leadership team will prepare meeting goals for each session to increase productivity
 - Not all parts of plan will be negotiable
- Preliminary points for team to consider:
 - Talking points/scripts about the project for staff to transmit to public

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen

Modified: 6/22/2016

- Roleplay for training
- Will include points about before, during and after project questions from public
 - Plan debrief/after action meeting with staff as part of close of project.

Collection Maintenance (weeding)

- Will be open to the public project assignments will be performed in tandem with regular customer service requirements.
- Will be assigned areas of collection to process with deadlines

Packing

- Closed to public service
- Team will report to NV for work
- Focused assignments related to project
 - Packing collections
 - Packing other materials
 - Facility preparation
- Possibility for some modified / abbreviated public service such as processing holds – to be determined

Removal of fixtures/furniture & Installation

- Closed to the public
- Possibility of limited staff work at NV facility
- Eventually, staff will not be able to directly assist in this part of project tasks
 - Staff to be redeployed to predesignated branches for service delivery training
 - SP – concierge
 - SP & SV – Self-Check
 - Field trip to other branches as determined by leadership for observation of workflow/service
 - Staff redeployed to otherh branches to directly assist with CHQ weeding assignments
 - RN & SP
 - Opportunity for delivering NV service area outreaches to schools and other partners/community hubs
 - Will need to be pre-planned and scheduled prior to this stage in project lifecycle.

Unpacking – moving back in to space

- Closed to the public
- Staff will report for duty at NV facility
- Staff will be tasked with facilitating unpacking and moving back into remodeled space
- Training will be delivered for new technology/service needs

**North Valleys Library
Facility Remodel Project Plan**

Team Members: Jonnica McClure; Megan Conelly; Pam Larsen

Modified: 6/22/2016

- Possibility of providing limited public service such as processing holds, etc.

Final Stage in project: soft reopening

- Staff will report for regular duty at NV facility
- Provide customer service according to new service delivery model
- Staff will participate in varying levels of closure of project (reports, evaluations, etc.)

Next steps in project:

July 5, 2016, 2:00 PM – Meeting: Jonnica; Megan; Pam

Goals:

- Begin outline for Facility Layout redesign (“footprint”) – shelving and collection
 - Assigned to Megan
- Preview current facility furnishings/evaluate future use
 - Assigned to Team at next meeting
- Create a list of considerations and best practices for individual roles in project (to be applied to NV team)
 - Consider personal spaces/property in project
 - Roles
 - Project considerations
 - Assigned to Pam
- Create Project Charter
 - Assigned to Jonnica
- Create options/scenarios of viable service delivery models for NV team to consider in Facility/service planning meetings
 - Assigned to Jonnica
- Create RFID/AMH information for team education and consideration in facility/service planning meetings
 - Assigned to Jonnica
- Touch base with Theresa Kenneston re: options for accelerated HQ reports to achieve collection maintenance goals for project.
 - Assigned to Jonnica



WASHOE COUNTY

DRAFT

ITEM 5c

Office of the Comptroller

Accounting / Collections / Purchasing / Risk Management

Cathy Hill, Comptroller

1001 E. 9th Street

P.O. Box 11130

Reno, NV 89520-0027

Phone: (775) 328-2552

Fax: (775) 328-6120

www.washoecounty.us/comptroller

August 9, 2016

TO: Jeff Scott, Library Director

FROM: Martin Williams, Comptroller's Office

SUBJECT: Library Expansion Fund Financial Reports for the Fiscal Year Ended June 30, 2016

These reports are for the information of Washoe County management and are not intended for any other purpose.

COMPLIANCE: No violations of statute, county policies or ordinances were noted during the preparation of these reports.

FINANCIAL HIGHLIGHTS: The Library Expansion Fund, a special revenue fund, accounts for voter approved ad valorem taxes and related investment earnings specifically appropriated to fund expansion of the Washoe County library system.

The actual ending fund balance increased over prior year by \$359,281. Total expenditures increased by \$315,473 because of the added part time library staff and an increase in Library Current titles expenses, but it was partially offset by an decrease in professional services because of the consultation done for a new library master facility plan, website services, and a new subscription to Lynda.com in FY 2016.

Other supporting information, including debt service schedules, if applicable, can be provided upon request. If you have any questions about the reports or require additional information, please contact me at 328-2562.

c: Financial Report User Group (Marsha Berkbigler, Bob Lucey, Kitty Jung, Vaughn Hartung, Jeanne Herman, John Slaughter, Kevin Schiller, Cathy Hill, Mary Solorzano, Robert Andrews, Alison Gordon, Felicia O'Carroll, Nielsine Sherk) Lori Cooke

**WASHOE COUNTY
LIBRARY EXPANSION FUND
COMPARATIVE BALANCE SHEET
JUNE 30, 2016 AND 2015**

DRAFT

	<u>2016</u>	<u>2015</u>
Assets		
Cash and investments	\$ 1,763,324	\$ 1,416,153
Property taxes receivable	23,740	31,287
Interest receivable	4,660	3,917
Due from other funds	-	-
Total Assets	<u>\$ 1,791,724</u>	<u>\$ 1,451,357</u>
Liabilities		
Accounts payable	\$ 4,598	\$ 20,037
Accrued salaries and benefits	55,762	37,928
Due to other governments	-	14,233
Total Liabilities	<u>60,360</u>	<u>72,198</u>
Deferred Inflows of Resources		
Unavailable revenue - property taxes	<u>20,171</u>	<u>27,247</u>
Fund Balances		
Restricted	1,211,068	893,047
Committed	<u>500,125</u>	<u>458,865</u>
Total Fund Balances	<u>1,711,193</u>	<u>1,351,912</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 1,791,724</u>	<u>\$ 1,451,357</u>

WASHOE COUNTY, NEVADA
LIBRARY EXPANSION FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2016
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2015)

	<u>2016</u>			<u>2015</u>
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Actual</u>
Revenues				
Taxes:				
Ad valorem	\$ 2,606,834	\$ 2,658,535	\$ 51,701	\$ 2,494,010
Miscellaneous:				
Investment earnings	15,000	23,716	8,716	15,372
Net increase (decrease) in the fair value of investments	-	17,543	17,543	-
Other	-	-	-	-
Total Revenues	<u>2,621,834</u>	<u>2,699,794</u>	<u>77,960</u>	<u>2,509,382</u>
Expenditures				
Culture and Recreation Function:				
Salaries and wages	1,064,278	768,164	296,114	631,706
Employee benefits	445,296	302,724	142,572	281,078
Services and supplies	<u>1,152,423</u>	<u>1,053,787</u>	<u>98,636</u>	<u>896,418</u>
Total Expenditures	<u>2,661,997</u>	<u>2,124,675</u>	<u>537,322</u>	<u>1,809,202</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(40,163)	575,119	615,282	700,180
Other Financing Sources (Uses)				
Transfers:				
Debt Service Fund	<u>(215,862)</u>	<u>(215,838)</u>	24	<u>(217,138)</u>
Net Change in Fund Balances	(256,025)	359,281	615,306	483,042
Fund Balances, July 1	<u>1,354,917</u>	<u>1,351,912</u>	<u>(3,005)</u>	<u>868,870</u>
Fund Balances, June 30	<u>\$ 1,098,892</u>	<u>\$ 1,711,193</u>	<u>\$ 612,301</u>	<u>\$ 1,351,912</u>



WASHOE COUNTY
LIBRARY SYSTEM

Washoe County Library System Annual Report

FY 2015-2016



Connect

Gather

Explore



Your Washoe County Library

Connect

Gather

Explore

Now open 36
more hours a
week, more
Mondays!



E-books,
magazines, and
more available
online 24/7

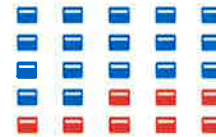


83,000 Program
Attendance

1.6 Million Check-outs
513,396 Books



267,000 Computer Uses



61% own a
library card

Collection Development

Collection Usage

- 1.6 million check-out
 - 4 check-outs per person
 - If Washoe County citizens had to pay for each book it would cost the community \$40,000,000



Collection Development

Collection New Directions

- Digital
- Lucky Day
- Children's
- Book Drive
- More Funding for Children's Materials
- Expansion of Children's Sections
- Fundraise, Grant-write, and partner with Early Literacy centers to provide more books



Library Cards

Increased Access to Library Services

- 61% of Washoe County Citizens own a library card
- This year, goal was 90% of school-aged children would get a library card
- Next year, School Enrollment Program
 - Get every student a library card



Programs

Focus on Early Literacy and Makerspaces

- Storytimes
- 1,000 Books before Kindergarten
- Outreach to School
- Outreach to Early Literacy Centers
- Hospital Partnerships
- School Partnerships
- University of Nevada, Reno Partnership



Hours

More Hours, More Mondays

- 36 more weekly hours
- Open more Mondays



Computer Usage

Free Internet and information

- Wireless internet at all branches
 - Duncan-Traner available by end of year
- Chromebook Labs
- Digital Makerspace Labs



267,000 Computer Uses

Budget

- **Budget Priorities:**

- New North Valleys Library \$10m

- RFID Project (\$500,000)

- Increase Collection Development Funds (goal to hit \$1M)

- Increase funding for Furniture, Fixtures, and Equipment (FFE)

- Increase Technology Budget

- Restoration of Programming at Partnership Libraries



Highlights

An Exciting Year

- Increased Hours
- More Staff
- Duncan-Traner
- Focus on
 - Early Literacy
 - Makerspace
 - Renovating Facilities
- Idea Boxes
- Coding Camp
- Start-up School
- Service restored at Partnership Libraries, Verdi and Duncan-Traner
- Spanish Springs Java Lounge
- Library In-Service



Support

Friends, Commissioners, and Citizens

- \$145,000 from Friends of Washoe County Library funds:
 - Summer Reading Program
 - Technology
 - Branch Improvements
- \$13,000 from Board of County Commissioners Special District Funds
 - Improvements at Duncan-Traner
 - STEAM programs at South Valleys
 - STEAM programs at Sierra View



Upcoming

Service Delivery

- Chromebook Labs
 - Provide coding camps and afterschool help
- Library Card for School Children
- Children Fine Free accounts
- RFID Security for automation
 - Books check-in automatically





WASHOE COUNTY
LIBRARY SYSTEM

Thank you!

Connect

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Explore



WASHOE COUNTY
LIBRARY SYSTEM

Washoe County Library System Monthly Report

August 2016

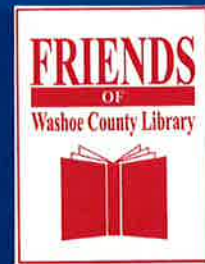
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Explore

Friends of the Washoe County Library

- Friends of Washoe County Library Board of Directors met Wednesday, September 7, at the North Valleys Library.
- September Book Sale @ Reno Town Mall
 - Hours: 10a.m. to 5p.m. including week days
 - Saturday, September 17 is half price day and Sunday, September 18 is \$5 bag day
 - Featured this Sale: "Undressed Volumes (no jacket covers) and Shady Characters".
 - Book donations are accepted during book sales. Or you can donate books at the back of Reno Town Mall Tuesday through Saturday 10 a.m. to Noon. Look for the two RED doors.
- Secondhand Prose, located inside the Northwest Reno Library, will be featuring a Harvest Sale throughout the month of October.
 - Save the date: Secondhand Prose 12th Annual Open House @ NW, Saturday, December 3, 10am-3pm
- Amazon Sales: August boasted 56 books selling for a total of \$1,837.26. For more information regarding the Friends Amazon endeavors, please visit
- Next Meeting: Wednesday, October 5, 4:30pm @ the Friends Book Sale Site @ Reno Town Mall



Programs

System-wide

- Summer Reading Program Olympics
- Storytime Stay and Play (LSTA funded)
- Wild Things
- So You Want to Have a Pet Snake?
- Nevada Bugs and Butterflies



Programs

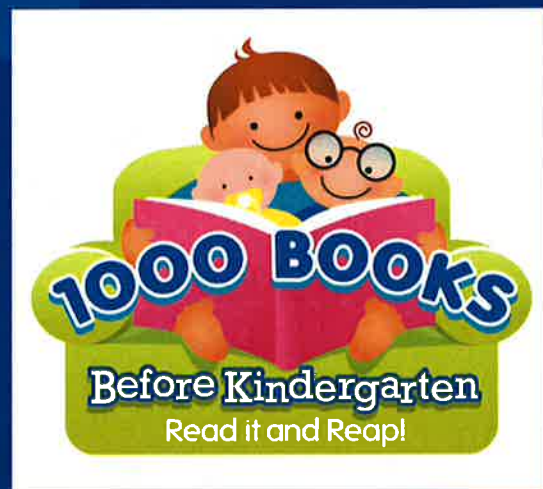
Branches

- Downtown Reno
 - PRSA Sierra Nevada PR to Go
- Incline Village
 - Dr. Mary Jan Bancroft of Make Way for Books
 - Assist with IVGID's Senior Conversation Café
 - Apartment Story Time Outreaches
 - Annual Sierra Nevada College Common Read: Into the Beautiful North
- South Valleys
 - Full STEAM Ahead (Is there Math in a quilt?)
- North Valleys
 - Coding Camp



Collection Development

- Collection Maintenance (Weeding) paying off
 - Increase in circulation 8%
 - Downloadable Audio up 36%
 - E-book use up 22%
- Support 1,000 Books before Kindergarten
 - State Grant in Aid will provide \$7,013.00 to replace well-loved (and worn out) picture books
 - 33% of our picture book collection has circulated more than 40 times. With many copies that have circulated more than 150 times!
- Children's Book Drive
 - Goal is to raise \$20,000 = 1,000 new books
- RFID
 - Vendor Selected
 - Working on timeline



Collection Development

- Collection Maintenance AV
 - Review ahead of RFID tagging (most time consuming media)
- August In-Service
 - Readers Advisory All-Staff
 - Breakout session children and teen
- Training/Reference Team Meeting
 - Identifying training needs
 - Training implementation
 - Training Calendar
- Koha US User Group Conference
 - Get more familiar with Bywater staff
 - Connect with Roseville and Fargo libraries who have many of the same issues as WCLS
 - Bywater is ready to add the EDI plugin for us.
- Review of Koha Schema
 - New Book Status for Children
 - Baker and Taylor CLS fully automated
 - No longer need to check for errors and edits
 - Library Aware Training Coming



Internet Branch

	August 2016	YTD (FY17): July 2016 - August 2016		August 2016	YTD (FY17): July 2016 - August 2016
Visits - Website	70,311	136,115			
Visits - Total	235,008	434,590	EBSCO	2,890 uses (36.2%)	8,311 uses (49.2%)
Downloads - Total	26,004	49,576	lynda.com	2,790 video views (34.9%)	4,613 video views (27.3%)
OverDrive Ebooks	12,342	25,016	Downloadable Materials		26,004
OverDrive Audiobooks	9,318	18,363	Digital Visits		235,008
Tumblebooks Ebooks	3,552	4,627	Database Usage		7,994
Learning Express Ebooks	69	225	Social Media Reach (adult)		44,948
EBSCO Ebooks	691	1,237			
Zinio Digital Magazines	802	1,641			
Hipster Digital Magazines	32	108			
Database Usage	7,994	16,879			

Washoe County Library in the News

- Reno News & Review: once again RN was voted the best local library by RN & R readers
- 1,000 Books before Kindergarten picked up by local TV
- Incline Village: Sierra Sun
 - Community Notes
 - Back to School
 - Summer at the Library
- American Libraries: September/October
 - Koios Plug-in Empowers Readers



Outreach

- Sparks Open Streets
- Downtown Reno Foodbank of Northern Nevada (FBNN) Supplemental Nutrition Assistance Program (SNAP) outreach
- Assist Northern Nevada International Center relocation program
- Summit Farmer's Market
- Back to School Night



Operational

- Quarterly In-Service Day
 - Emphasize Early Literacy
 - New Service Team Directions
 - Reference Team
 - Staff Training
 - Readers Advisory
 - Koha
 - RFID
 - NC Labs Coding



Ongoing Issues

Operational/Promotional

- Downtown Reno Nighttime Security Successful
 - Shrubbery cut back eliminates abandoned property behind library
- South Valleys
 - AC in large study room repaired, possible Light/LED replacement in room
- North Valleys Project



Upcoming

Upcoming Programs

- 30 Million Word Deficit Display has migrated its way off the mountain from summering @ Incline to spend September at the Sparks Library
- Read 1,000 Books Before Kindergarten officially launched September 1st with some media coverage.

Sharing just one book a night gives your child the building blocks for lifelong success!

- 2016-2017 UNR Performing Arts Series www.unr.edu/pas @ WCLS (FWCL funded)
- R, Carlos Nakai: Native American Flute
 - Tuesday, September 13, 5:30pm @ Spanish Springs Library
 - Wednesday, September 14, 3:30pm @ Downtown Reno Library
- Julie Fowlis: Exploring Gaelic Music
 - Tuesday, October 11, 5pm @ the Northwest Reno Library
 - Wednesday, October 12, 11:15am @ South Valleys Library for Story Time
 - Wednesday, October 12, 5pm @ the Incline Village Library
- Spellbinders Magic Extravaganza Friday, October 14-Sunday, October 16, 2016:
 - Back by popular demand, Larry Wilson has once again brewed up an amazing opportunity for our community starting with WCLS and a number of FREE magic shows at 6 library locations, along with a FREE Spellbinder Magic Extravaganza at the Pioneer Center on Saturday, October 15. www.spellbindersfestival.com2016

Upcoming

Upcoming Programs

- **Fall Family Estate Planning Workshop Series Fall 2016:**

Wednesdays, September 21-Nov 2, 2016

Workshops take place over seven weeks. Attend any of the workshops.

Underwritten by KNPB Channel 5 and the Community Foundation of Western Nevada, along with a number of other community sponsors.

- **Historic Reno Preservations Society (HRPS) presents: Meet Jack Harpster, author of Genesis of Reno: The History of the Riverside Hotel and the Virginia Street Bridge on Sunday, October 30, 1-2:30pm @ the Downtown Reno Library.**

- **NV Reads! October 2016-February 2017** The Nevada Center for the Book, a program of the Nevada State Library, Archives and Public Records, introduces *Grind* by Nevada author Mark Maynard www.markmaynard.info, as the 2016 NV Reads title. Check out a copy today at your local library. Funding provided by the Institute of Museum and Library Service NV Humanities

- **Meet Mark Maynard at the following libraries**

Sunday, October 9, 2pm-4pm @ the Spanish Springs Library as part of Indie Author

Thursday, October 13, 3pm-5pm @ the South Valleys Library

Tuesday, November 15, 6:30pm-8:30pm @ the Incline Village Library

Sunday, November 20, 1pm-3pm @ the Downtown Reno Library



WASHOE COUNTY
LIBRARY SYSTEM

Thank you!

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WCLS Board of Trustees Report
Incline Village Library 2015-2016

Submitted by: Pam Rasmussen, Managing Librarian

1. Branch or department highlights, accomplishments, significant changes or innovations.

- **Tahoe Talks:** A monthly series of community conversations on timely topics with guest experts and open discussion by all. Topics have included: *Is the Constitution Relevant in the 21st Century*, *The Bomb; modern warfare*, *Returning Veterans Issues*, *Medical Marijuana*, *Immigration*, *Gun Control*, and *Recreational Marijuana/Question 2*.
- **Artist-in-Residence:** Sara Smith, our original mural artist, returned to kick off a series of presentations by our exhibiting artists. Sarah adapted the mural from the old coffee bar, now the Studio, to reflect the space's current use. Local artist and teacher, Alison Lee, created and donated a sign that hangs over the entrance of the Studio.
- **Book Arts Festival:** "Exploring Boundaries: The Book as Art" Various book artists created displays and demonstrations throughout the library.
- **Quilt Expo:** Bee Inclined Quilt Club exhibited quilts and quilted art, as well as demonstration stations.
- **Early voting:** 909 citizens voted at the library for the May/June primary.
- **Idea Boxes:** LSTA grant funded idea & experience boxes arrived each month, October-June. They were a big hit in the Studio.
- **Northern Nevada Literacy Council Family Reading Program:** 4-part series bringing families together to learn literacy skills.
- **Nevada Humanities Pop-up Salon:** our first after-hours program hosted in the main part of the library, with Pulitzer prize-winning journalist, John Branch.
- **North Tahoe Chamber of Commerce 2015 Non-profit of the Year nomination**
- **Robotics Club:** a 2-part trial STEAM program to gauge interest and was a big hit.
- **Community outreaches** including the first annual Tahoe Book Wave Literary Festival, We Care Volunteers Homeless Services Days, Red, White & Tahoe Blue Community Fair, Reno Mini Maker Faire, Hospitality Holidays Chamber of Commerce shop local event and mixers, Seniors Conversation Café, Bonanza community meetings, Village Pre-school story times, Incline Village Elementary School Literacy Fair, and Latino apartment complex story times.
- Initiated the creation of a **senior community focus group** with IVGID to identify unmet needs of the senior community, and work to find solutions to meet those needs.
- Popular branch **geocache** with Basin visitors.
- **Edible Book Festival.**

2. Facility-related projects completed or in progress.

- New **topical user-friendly shelf signage** in children's NF.
- New **marketing monitor** at front desk to advertise library programs.
- Removal of one unit of shelving at the end of each row in adult non-fiction.
- **Coloring and puzzle** stations.
- Creation of **Tahoe/Nevada permanent art exhibit**, local history, and information of interest board.
- Additional hanging rails for art exhibits.

3. Upcoming programs/initiatives/projects/services, and ideas under consideration

- Bi-monthly adult DIY programs.
- Monthly story times at Latino apartment complex.

4. Professional Development

- NLA Catalyst for Change Leadership Institute
- Nevada Reading Week Conference presentation
- Public Library Association Conference
- Hosted WCLS Programs & Outreach Retreat



WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

F/Y 2016 / 2017

12-Sep-16

	<u>CURRENT YEAR</u>		<u>PRIOR YEAR</u>					
<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	\$ 5,450,444	\$ 875,256	\$ 4,575,188	16%	\$ 5,467,684	\$ 431,610	\$ 5,036,074	8%
EMPLOYEE BENEFITS	\$ 3,003,191	\$ 493,754	\$ 2,509,437	16%	\$ 2,296,996	\$ 196,365	\$ 2,100,631	9%
SERVICES & SUPPLIES	\$ 858,591	\$ 178,099	\$ 680,492	21%	\$ 496,386	\$ 47,288	\$ 449,098	10%
CAPITAL OUTLAY								
TOTAL:	\$ 9,312,226	\$ 1,547,109	\$ 7,765,117	17%	\$ 8,261,066	\$ 675,263	\$ 7,585,803	8%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

F/Y 2016 / 2017

12-Sep-16

PRIOR YEAR

CURRENT 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	\$ 868,989	\$ 133,023	\$ 735,966	15%	\$ 1,164,278	\$ 45,105	\$ 1,119,173	4%
EMPLOYEE BENEFITS	\$ 450,274	\$ 70,286	\$ 379,988	16%	\$ 495,296	\$ 23,012	\$ 472,284	5%
SERVICES & SUPPLIES	\$ 1,103,603	\$ 238,888	\$ 864,715	22%	\$ 1,002,423	\$ 103,637	\$ 898,786	10%
CAPITAL OUTLAY			\$ -					

TOTAL:	\$ 2,422,866	\$ 442,197	\$ 1,980,669	18%	\$ 2,661,997	\$ 171,754	\$ 2,490,243	6%
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ITEM 6c

GIFT FUND BALANCE AS OF AUGUST 31, 2016				
<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>	
CHILDREN'S COORDINATOR	\$ 6,502.06	\$ 6,502.06	\$ -	
DOWNTOWN RENO	\$ 20,212.08	\$ 7,018.25	\$ 13,193.83	
DUNCAN / TRANER	\$ 9,355.75	\$ 9,007.50	\$ 348.25	
GERLACH	\$ 500.00	\$ 500.00	\$ -	
INCLINE	\$ 8,878.43	\$ 3,175.18	\$ 5,703.25	
INTERNET	\$ 1,285.81	\$ 1,285.81	\$ -	
NORTHWEST	\$ 14,299.90	\$ 1,266.84	\$ 13,033.06	
NORTH VALLEYS	\$ 17,518.54	\$ 497.70	\$ 17,020.84	
SENIOR CENTER	\$ 23.79	\$ -	\$ 23.79	
SIERRA VIEW	\$ 13,823.67	\$ 2,633.59	\$ 11,190.08	
SOUTH VALLEYS	\$ 15,657.10	\$ 2,056.73	\$ 13,600.37	
SPANISH SPRINGS	\$ 23,044.74	\$ 2,829.55	\$ 20,215.19	
SPARKS	\$ 23,048.28	\$ 2,023.23	\$ 21,025.05	
SYSTEMS OFFICE	\$ 35,568.84	\$ 35,432.40	\$ 136.44	
SYSTEMWIDE	\$ 146,377.80	\$ 145,610.59	\$ 767.21	
SYSTEMWIDE INTEREST	\$ 104,670.23	\$ -	\$ 104,670.23	
TECHNICAL SERVICES	\$ 64,279.81	\$ 64,218.70	\$ 61.11	
VERDI	\$ 2,389.98	\$ -	\$ 2,389.98	
TOTALS:	\$ 507,436.81	\$ 284,058.13	\$ 223,378.68	

Washoe County Library System

Monthly Statistics Report for Fiscal Year 2016 - 2017

For The Month Of: JULY



BRANCH ACTIVITY	Checkouts			Reference			Patron Computer Use			Library Visits			Miscellaneous					
	# checkouts	YTD	Count	YTD	# signups	YTD	# visits	YTD	Digital Visits	YTD	Database Usage	YTD	Social Media Adult	YTD	Read & Share			
Digital Branch	26,004	49,576	368	772	49	116	4,392	10,237	235,008	434,590	7,994	16,879	44,948	92,407	0			
Duncan/Traner	104	130					34											
Gerlach	74	165																
Incline	6,114	12,092	1,139	2,086	183	538	5,757	11,290							403			
North Valleys	11,946	23,909	1,131	2,450	1,045	1,974	7,491	7,491							595			
Northwest	22,737	46,851	3,311	6,921	1,846	3,595	14,463	28,660							810			
Reno	17,989	34,584	3,414	5,593	5,385	10,259	13,410	25,493							146			
Senior Center	780	1,783	531	970	781	1,465	3,627	6,149							0			
Sierra View	19,499	37,040	3,063	6,936	3,816	7,314	13,410	26,280							328			
South Valleys	24,988	50,289	2,924	5,550	1,030	1,928	16,169	30,854							1,318			
Spanish Springs	14,408	28,035	3,988	6,537	1,269	2,387	10,215	20,284							0			
Sparks	22,864	46,848	5,397	11,354	4,535	10,588	14,353	28,461							1,610			
Verdi	430	907	62	69	3	6	273	411							0			
Total:	167,937	332,209	25,328	49,238	19,942	40,170	103,560	195,644	235,008	434,590	7,994	16,879	44,948	92,407	5,210			
PROGRAMS/ OUTREACH	# of Programs			Program Attendance			# of Outreach			Outreach Attendance								
	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth			
Digital Branch	0	0	0	7	0	0	0	219	0	0	0	0	0	0	0			
Duncan/Traner	10	15	9	20	152	532	295	684	7	9	2	140	415	64	64			
Gerlach	4	7	10	22	27	52	374	590	0	0	0	0	0	0	0			
Incline	6	18	24	51	69	246	969	1,934	0	0	0	0	0	0	0			
North Valleys	7	14	9	20	28	42	123	379	0	0	0	0	0	0	0			
Northwest	10	20	0	0	105	178	0	0	7	7	0	0	0	0	0			
Reno	0	2	19	47	0	4	361	802	0	0	1	2	0	0	0			
Senior Center	17	37	36	65	256	635	1,358	2,413	0	1	0	1	53	0	78			
Sierra View	11	21	52	103	138	272	1,179	2,279	1	2	4	5	60	108	53			
South Valleys	7	14	27	53	60	125	769	1,388	0	0	3	3	0	0	150			
Spanish Springs	0	1	0	1	0	17	0	12	0	0	0	0	0	0	0			
Sparks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Verdi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Total:	72	149	186	389	835	2,103	5,428	10,700	15	19	10	13	165	528	234			
Administration Outreach									3	9	1	2	175	772	78			
ITEM 6d																		

Note: Digital Branch includes ebooks, audiobooks, magazine checkouts
 Duncan Traner & Verdi reflect public hours only
 Gerlach reflects both public and school hours

Washoe County Library System

Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2015-2016/2016-2017

Accumulative		Checkouts		Reference		Patron Computer Use		Library Visits		Digital Visits		
2015 - 2016	2016 - 2017	2015 - 2016	2016 - 2017	2015 - 2016	2016 - 2017	2015 - 2016	2016 - 2017	2015 - 2016	2016 - 2017	2015 - 2016	2016 - 2017	
		% Change	% Change			% Change	% Change			% Change	% Change	
July	145,188	164,272	13.14%	23,910		22,764	20,228	90,649	92,084	160,421	199,582	
August	137,408	167,937	22.22%	25,328		22,562	19,942	95,827	103,560	218,167	235,008	
September	142,445	0	0	2,616		22,900	0	84,519	0	207,273	0	
October	145,837	0	0	0		22,871	0	92,011	0	205,955	0	
November	126,939	0	0	0		18,913	0	74,043	0	188,732	0	
December	139,456	0	0	0		21,329	0	81,639	0	201,106	0	
January	138,195	0	0	0		22,440	0	80,390	0	219,260	0	
February	132,559	0	0	0		22,989	0	88,435	0	209,689	0	
March	144,834	0	0	0		25,143	0	98,017	0	221,278	0	
April	139,703	0	0	0		23,442	0	92,016	0	210,286	0	
May	135,964	0	0	0		21,994	0	89,978	0	181,959	0	
June	145,066	0	0	0		20,577	0	103,777	0	137,913	0	
Totals	1,673,594	332,209	17.56%	51,854		267,924	40,170	1,071,301	195,644	2,362,039	434,590	
Totals to Date	282,596			0		45,326		186,476		378,588		
# of Programs												
	2015 - 2016	2016 - 2017	% Change	2015 - 2016	2016 - 2017	% Change	2015 - 2016	2016 - 2017	% Change	2015 - 2016	2016 - 2017	% Change
July	190	280	47.37%	6,114	6,540	6.97%	9	7	-22.22%	387	474	22.48%
August	233	258	10.73%	4,642	6,263	34.92%	11	25	127.27%	783	399	-49.04%
September	249	0	0	5,670	0	0	9	0	0	414	0	0
October	294	0	0	7,844	0	0	10	0	0	774	0	0
November	209	0	0	4,376	0	0	14	0	0	1,690	0	0
December	262	0	0	5,734	0	0	6	0	0	274	0	0
January	280	0	0	5,695	0	0	11	0	0	1,542	0	0
February	273	0	0	5,582	0	0	24	0	0	2,049	0	0
March	281	0	0	7,104	0	0	19	0	0	1,489	0	0
April	300	0	0	6,559	0	0	16	0	0	861	0	0
May	287	0	0	6,663	0	0	10	0	0	294	0	0
June	280	0	0	6,192	0	0	9	0	0	485	0	0
Totals	3,138	538	27.19%	72,175	12,803	19.03%	148	32	60.00%	83,217	873	-25.38%
Totals to Date	423			10,756			20					

ITEM 6d

Note: There are no reference numbers for FY 2015/2016 for comparison.

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 By Branch / Cumulative By Month / Resulting In Yearly Total- Thru August

System Total Comparison For Fiscal Years 2015-2016 / 2016-2017

	Meeting Room Use						% Change Attendance		
	2015-2016		2016-2017		2015-2016			2016-2017	
	# of Meetings	% Change	# of Meetings	% Change	Attendance	% Change		Attendance	% Change
Administration Outreach									
Digital Branch									
Duncan/Traner	0	0.00%	0	0.00%	0	0	0	0	0
Gerlach									
Incline	10	30.00%	13	30.00%	151	123	151	123	-18.54%
North Valleys	4	0	0	0	8	0	8	0	0
Northwest	8	37.50%	11	37.50%	66	126	66	126	90.91%
Reno	19	0.00%	19	0.00%	210	344	210	344	63.81%
Senior Center	0	0	0	0	0	0	0	0	0
Sierra View	4	-50.00%	2	-50.00%	9	85	9	85	844.44%
South Valleys	46	2.17%	47	2.17%	871	858	871	858	-1.49%
Spanish Springs	26	-7.69%	24	-7.69%	452	434	452	434	-3.98%
Sparks	8	0.00%	8	0.00%	102	154	102	154	50.98%
Verdi	0	0	0	0	0	0	0	0	0
Totals	125		124	-0.80%	1,869	2,124	1,869	2,124	13.64%

ITEM 6d

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