



LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, August 18, 2021
4:00 P.M.
Downtown Reno Library
301 South Center Street, Reno NV 89501

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

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

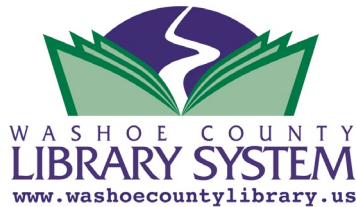
Support documentation for items on the agenda is available to members of the public at the Downtown Reno Library Administration Office, 301 South Center Street, Reno, Nevada, and may be obtained by contacting L J Burton at (775) 327-8343 or by email at ljburton@washoecounty.us. We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend meetings. Should you require special arrangements for any Trustee meeting, please contact our office at (775) 327-8341, at least 24 hours prior to the date of the meeting.

The Library Board can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Board, however, responses from Trustees to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Trustees will consider, Trustees may choose not to respond to public comments, except to correct factual inaccuracies, to ask for library staff action, or to ask that a matter be listed on a future agenda. The Board may do this either during the public comment item or during the following item: "Board Comment – limited to announcements, strategic plan activity updates, or issues proposed for future agendas and/or workshops."

The Library Board of Trustees conducts the business of the Washoe County Library System during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient, or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place, and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

The Library Board of Trustees may take agenda items out of order, consider two or more items in combination, remove one or more items from the agenda, or delay discussion on an item.

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



The Board of Trustees may take action only on the items below that are preceded by the words "For Possible Action." The Board will not take action on any other items.

- 1) Roll Call
- 2) Public Comment 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 July 21, 2021
- 4) Old Business
None
- 5) New Business
 - a) *Informational Only:* Library Board of Trustees Strategic Planning Exercise
- 6) Reports
 - a) Library Director's Report
 - b) Reference Technology Team Update
 - c) Tacchino Trust Update
 - d) Quarterly Stats Report
 - e) Quarterly Financial Report
 - f) Board Task Report
- 7) Staff Announcements - Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda.
- 8) Public Comment 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.
- 9) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 10) Adjournment



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

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

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

1) ROLL CALL

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

Board Members Absent: None

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

Public Present: None noted

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. Approval of Minutes from the Library Board Meeting of April 21, 2021

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

4) OLD BUSINESS

None

5) **NEW BUSINESS**

a. **Election of Chair for Library Board of Trustees for Fiscal Year 2021-2022**

On motion by Chair Marsh, seconded by Trustee Ghilieri, which motion duly carried, the Board elected Wayne Holland as Chair for the Library Board of Trustees for Fiscal Year 2021-2022. All in favor, none opposed.

b. **Election of Vice-Chair for Library Board of Trustees for Fiscal Year 2021-2022**

On motion by Trustee Stoess, seconded by Chair-Elect Holland, which motion duly carried, the Board elected Amy Ghilieri as Vice-Chair for the Library Board of Trustees for Fiscal Year 2021-2022. All in favor, none opposed.

Chair Marsh asked new Trustee Frank Perez to share a little about himself. Trustee Perez stated he was born and raised in Northern Nevada and had attended Western Nevada College, later transferring to the University of Nevada-Reno. He obtained his Bachelor of Arts in Political Science in 2016 and had served on a few other public Boards, including the Community Health Alliance and the Pinecrest Academy Charter School Board in Spanish Springs, Nevada. He was excited to serve on the Library Board of Trustees, with a passion for libraries stemming from his lifelong love of reading. He indicated he was happy to be a part of and support the team.

c. **Appointment of One Library Board Trustee as Friends of Washoe County Library Liaison**

Trustee Stoess nominated Chair-Elect Holland and herself as co-liaisons. Chair-Elect Holland recalled that Vice-Chair-Elect Ghilieri had previously mentioned her interest in serving as a liaison, and he asked whether she would still be interested in doing so. Vice-Chair-Elect Ghilieri answered affirmatively. Chair Marsh then nominated Trustee Stoess and Vice-Chair-Elect Ghilieri to serve as co-liaisons, and Trustee Stoess expressed agreement with this latter nomination.

On motion by Trustee Stoess, seconded by Chair-Elect Holland, which motion duly carried, it was the Board elected Trustee Stoess and Vice-Chair-Elect Ghilieri as co-liaisons to the Friends of the Washoe County Library. All in favor, none opposed.

d. **Approval of Library Board of Trustees Meeting Schedule 2021-2022**

Chair Marsh observed future meetings had been scheduled predominately in the Downtown Reno Library location. Library Director Jeff Scott explained that, with the introduction of hybrid Zoom and in-person meetings, it would be best to keep the meetings in one central location at first, to reduce the possibility of technical difficulties. Meetings could then be rotated through other library locations through the remainder of the fiscal year, depending on COVID-19 capacity and

On motion by Chair-Elect Holland, seconded by Trustee Stoess, the Library Board of Trustees Meeting Schedule for fiscal year 2021-2022 was approved. All in favor, none opposed.

e. **Approval of Library Hours for October 4, 2021**

Library Director Jeff Scott explained that plans to implement new Library hours had been delayed to October 2021 to allow more time for hiring and on-boarding of new staff. He noted the Library System had done a lot of work behind the scenes to prepare for the new Librarian I and Library Assistant II positions, in addition to filling multiple existing and upcoming vacancies.

Chair-Elect Holland inquired as to whether more time might be needed, given the extensive and ongoing hiring and onboarding processes. Director Scott indicated staff hoped to stay on track with the planned October changes in branch hours, but as had been the case over the past several months, the situation remained fluid and flexibility would be helpful. Updates could be brought back for the Board's approval if needed, and a press release would be prepared to notify the public of any changes prior to their implementation.

On motion by Trustee Perez, seconded by Vice-Chair-Elect Ghilieri, which motion duly carried, the Board approved the planned Library Hours to be implemented effective October 4, 2021. All in favor, none opposed.

f. **Approval of Holiday Calendar for Washoe County Libraries 2021-2023**

On motion by Chair-Elect Holland, seconded by Trustee Stoess, which motion duly carried, the Board accepted the Holiday Calendar for Washoe County Libraries 2021-2023 as described in the packet. All in favor, none opposed.

g. **Approval of Strategic Planning Process for New 2022-2025 Plan**

Library Director Jeff Scott explained staff would be undertaking a strategic planning process in support of a new tax initiative to benefit the Library System after Washoe County's current 30-year, two-cent Property Tax Override, first approved in 1994, expired in 2024. Staff hoped this important funding would be renewed during the November 2024 election, and the Leadership Team was currently working on surveys to assist with capturing and defining the community's future library service needs. The surveys were expected to launch in August with anticipated wrap-up by September; staff hoped to have results for the Board to review and provide feedback by the September meeting. A strategic plan draft review was scheduled for the Board's November 2021 meeting. Director Scott briefly reviewed the planned survey processes, including utilization of the Library System website, paper surveys, and community forums where residents would be invited to provide feedback.

On motion by Trustee Perez, seconded by Chair Marsh, which motion duly carried, the Board approved the strategic planning process for the new 2022-2025 plan. All in favor, none opposed.

h. **Schedule for Library Service Team Presentation to Library Board of Trustees**

There was no further discussion regarding this information-only topic.

i. **Approval of Library Board of Trustee Bylaws for Fiscal Year 2021-2022**

Trustee Stoess inquired regarding the term lengths for the Chair and Vice Chair. Library Director Jeff Scott explained the Chair could serve a term of one year at the pleasure of the Library Board of Trustees. Trustee Stoess wondered whether there might be inconsistency between the stated terms for the Chair and the Vice Chair.

Assistant District Attorney Keith Munro indicated that, per the Bylaws, the Board had an option to re-elect a Chair after one year if it chose to do so; a motion could be made to amend the term for the Vice Chair if changes were desired. Trustee Stoess stated she did not intend to make a motion to amend.

On motion by Chair-Elect Holland, seconded by Trustee Stoess, which motion duly carried, the Board approved the Library Board of Trustee Bylaws for Fiscal Year 2021-2022. All in favor, none opposed.

6) **REPORTS**

a. **Library Director's Report**

Library Director Jeff Scott reiterated previous comments regarding the extensive hiring currently underway throughout the Library System. He indicated five new Librarian I (L1) positions had recently been filled in addition to one existing L1 vacancy, and the Library's recent recruitments had attracted hundreds of applicants, with some candidates even applying from outside the state. One new Librarian I would be coming to Washoe County from the Los Angeles County Library System, and another was relocating from Phoenix, Arizona. Staff were busy preparing for the next wave of interviews slated to take place in August to fill multiple Library Assistant III (LAIII) vacancies left after recent promotions and retirements; the LAIII hires would likely lead to new vacancies at the Library Assistant II levels, and so on.

Director Scott continued, delaying changes to Library hours from September to October would give staff more time for interviews, onboarding, and training. A book machine had also been installed at the Incline Village Library, which would help to extend the hours during which community members in that area would be able to access library materials.

With excess funds available at the end of the Fiscal Year, the Library System had recently ordered a replacement courier van as its oldest van was regularly in the shop with mechanical issues and nearing the end of its usable lifespan. Staff hoped to take delivery of the new van before winter, though national supply chain shortages were expected to cause some delays.

Director Scott discussed a new collaborative outreach program being done in cooperation with the University of Nevada-Reno and National Public Radio (NPR), with short segments called "On the Shelf" and "On the Kids' Shelf". These broadcasts had a combined reach of more than 23,000 local listeners and could be heard during NPR's Morning Edition at 6:45 a.m.; staff members discussed both adult and children's books and the early literature programs at the Washoe County Library System. Feedback had been very positive with many calls and compliments from community members.

Vaccination outreach and clinics would begin in various Library locations at the end of July, and Community Court programs were slated to return on Wednesday mornings. Director Scott noted recent increases in COVID-19 case transmission, hoping that the vaccine clinics might help the community reach its goal of a 70 percent vaccination rate and reduce the chances of a resurgence or new wave of infections.

b. Marketing and Communications (MARCOM) Update

Public Information Officer Andrea Tavener presented the Marketing and Communications Team (MARCOM) report. She conducted a PowerPoint presentation and reviewed slides with the following titles: The Explorer; Current Projects (4 slides); MARCOM Updates; and Stay in the Know with MARCOM.

Ms. Tavener noted the Explorer publication for June through August 2021 had been printed in a larger magazine-style format for easier reading. Trustee Stoess expressed appreciation for the new format, and Ms. Tavener noted the next edition would be available soon. She thanked the Library staff members who had contributed to the publication and stated she was pleased to be a part of that group.

Ms. Tavener explained the Library System's websites received more hits than any other Washoe County department, and the impact of its recent virtual programming had been enormous. She stated the talent of the MARCOM team, volunteers, and contributors was system-wide, with wonderful video, program, and content editors who had stepped up during the early days of the COVID-19 pandemic and shutdowns and remained active since that time. While many public programs and meetings were suspended during the shutdowns, the Washoe County Library System (WCLS) had embraced and expanded virtual programming; without the efforts of its many dedicated staff members, none of that would have been possible.

Ms. Tavener explained the Fall edition of the Explorer would be even larger, and she hoped in-person programming might begin resuming around that same time. She suggested anyone interested in learning more about the WCLS or its upcoming events consider signing up for informational newsletters at <https://washoecountylibrary.us/about/newsletters.php>. She indicated she would be happy to send new Trustee Frank Perez and any other Trustee who was interested but not currently subscribed an invitation to sign up via email.

Ms. Tavener played a short video of a staff member who had recently joined the MARCOM team and stated she was excited to see everyone's enthusiasm and creativity over the next year. She invited Internet Services Librarian John Andrews to provide additional commentary regarding the MARCOM report.

Mr. Andrews agreed the Library System's newsletters had been an important marketing tool and he thanked the staff members who had regularly assisted with the content and promotion of the Library's services. He felt the entire MARCOM team was fantastic and agreed that many staffers had jumped in to help keep the Libraries afloat with digital content since the first day of the shutdowns. He reiterated it had been a joy to work with everyone over the past year and a half while working together to overcome the many business challenges the pandemic had presented.

Ms. Tavener said the Library System benefitted from a great relationship with local media outlets, who often picked up the Library's press releases and promoted them on television and radio. She was pleased to share WCLS had recently been awarded the 2021 Achievement Award for Virtual Literacy Plus from the National Association of Counties, and she thanked local news outlet This is Reno for sharing that story.

c. **Downtown Reno Library Report**

Branch Manager Kristen Ryan presented the Downtown Reno Library Report. She conducted a PowerPoint presentation and reviewed slides with the following titles: Staff Accomplishments (2 slides); Staff Have Been Busy!; Things Are Moving (3 slides); Facility Updates (3 slides); and Community Court is Back!

Ms. Ryan provided a brief overview of recent staff promotions and accomplishments and the ways in which her team members had contributed during the pandemic shutdowns. She noted several staff had assisted the Washoe County School District and the Health District with COVID-19 contact tracing efforts while others worked to prepare virtual events for the public and staff team building.

Ms. Ryan noted there had been many changes to the Library's layout and location of various collections and resources. Some materials had been consolidated or relocated to improve patrons' experience when researching local topics. She also discussed plans to improve reservable meeting room space within the Branch and provide more ways for patrons to connect for interviews, Zoom meetings, and other important online interactions.

Ms. Ryan shared that installation of the Automated Material Handling system had reduced phone calls and time-consuming shelf checks. She also noted new security lights in the back alley had greatly improved staff and patron after-hours safety and comfort, and she expressed gratitude regarding the County's approval of funding to replace the Branch's aging elevator, which had become an eyesore and was too small to accommodate the modern medical gurneys used by first responders.

Ms. Ryan reiterated Director Scott's previous comments regarding the return of Community Court after a long hiatus. Staff hoped the reopening of the Community Court as well as providing resources such as free immunization clinics at the Downtown Library might help struggling community members.

d. **Tacchino Trust Expenditure Update**

Library Director Jeff Scott explained there had been no recent changes. He noted the Northwest Reno Library was awaiting bids for renovation and furniture, and staff hoped to remain on track to expend the trust funds by the end of the Fiscal Year.

e. **Board Task Report**

There were few changes to the Board Task Report; Director Scott asked whether any members of the Board had questions regarding the planned tasks or wished to add items. He anticipated the next items on the list would be completed sometime in November or December.

7) STAFF ANNOUNCEMENTS

North Valleys Branch Manager Jonnica Bowen shared that her branch had officially reopened effective July 7, resuming pre-COVID hours and even adding one hour per week on Saturdays. She explained the branch had been very active in assisting with the Health District's contact tracing efforts during the pandemic and, during the public shutdown, many improvements had been made to the building. Ms. Bowen encouraged patrons to come check out the new and exciting changes. She expressed gratitude for the support staff received during the pandemic from Library Director Jeff Scott and Assistant Director Joan Dalusung. She appreciated and acknowledged management's efforts to ensure that all Library System staff had continued employment and a sense of purpose throughout the pandemic. Ms. Bowen concluded she would not have made it through the year without that vital support.

8) PUBLIC COMMENT

None

9) BOARD COMMENT

Trustee Stoess inquired whether the Library System would be participating in the 2021 Pride Parade. Director Scott responded that, due to the demands of hiring, reopening, and expansion, the Washoe County Library System would not be able to participate in 2021 but hoped to return to the event with an even stronger presence in 2022.

10) ADJOURNMENT

Chair Marsh adjourned the meeting at 5:20 p.m.

Washoe County Library System Survey Questions Library Board of Trustees

1. Do you remain as committed today to the organization's mission as when you first joined the board? Why or why not?
2. Do you feel that you've contributed meaningfully (e.g. time, talent, treasure) to the library, and if not, what more do you think you could do?
3. Does the Library Director and staff keep you informed about everything that impacts the organization?
4. Are you able to regularly attend the board meetings, and do you find them productive and informative? Why or why not? If not, what could make them more productive/informative.
5. How do you think the library has performed during the most recent crisis (including the pandemic and economic downturn)? What, if anything, should be improved?
6. In your estimation, does the Library Board of Trustees perform well, including the committees and team members, in collaboration with management? Why or why not?
7. What is one activity that the library should consider implementing or discussing as an idea to serve its community better?
8. What is the most important priority for the Board to address over the next 12 months?

Library Director's Report for August 2021

New Positions/Hiring Progress

Since the end of the hiring freeze and the increase in county support for additional staff, we have been busy getting new staff on board. So far we have held over 100 interviews and hired and promoted 24 library staff. We still have Library Assistant II and Library Aides that we still need to hire. This will take place throughout August and September with a hopeful start time by October so that we may expand our hours.

Immunize Nevada Progress

We have held the COVID-19 vaccination clinics at our libraries. Our most successful was at the Downtown Reno Library during our Community Court with about 20 patrons getting vaccinated. This program will continue until the end of August. We have had mixed success at our libraries. Some of the clinics that were to be held outside were cancelled due to the poor air quality due to the Dixie Fire.

Mask Mandate back in place at our libraries

Following the Governor's and CDC guidelines we are asking all patrons to wear a mask in our libraries. We were able to receive PPE surplus from Washoe County to distribute to our branches.

Strategic Planning Progress

We have our forums planned at every large library branch. We have about 200 responses to the online survey. We have a poster printed and print surveys we are distributing to locations. We hope this gives us more rounded feedback for our services. The first forum at Incline Village had 13 people attend, five in person and eight online. It gave us a good picture of services for Incline Village going forward.



Library Pro Tips

Technology Instruction Live and Online

Reference, Training, and Technology Team
Presentation to WCLS Board of Trustees
August 18, 2021



Library Pro Tips

FLEXIBLE NAME

PROMOTION OF LIBRARY
SERVICES

PROMOTION OF LIBRARY
PROGRAMS



Library Pro Tips

LIBRARY PRO TIPS:
POWER SEARCHING

LIBRARY PRO TIPS:
HOMEWORK HELP EDITION

LIBRARY PRO TIPS:
PREVIEWS



Library Pro Tips: Power Searching

SPRING 2021

DEVELOPED TO SHOWCASE
NEW ASPEN CATALOG

FOUR CLASSES HELD
ONLINE VIA ZOOM



Library Pro Tips: Homework Help

COMING SOON:
SEPT., OCT., NOV. 2021

SEPTEMBER: BRAINFUSE

OCTOBER:
POINTS OF VIEW REFERENCE CENTER

NOVEMBER: EXPLORA

FOR STUDENTS OR FAMILIES



Library Pro Tips Previews

SHORT 3-MINUTE VIDEOS

HIGHLIGHT FROM POINT OF NEED

FLEXIBLE

SHAREABLE

USE OF FILMING AND EDITING SKILLS
DEVELOPED DURING THE PANDEMIC



Library Pro Tips Previews

FUTURE TOPICS:

SIGNING UP FOR A NEWSLETTER

SIGNING UP FOR A DIGITAL CARD

SPECIFIC TOPICS - LIBBY, MANGO
LANGUAGES, ASPEN



Library Pro Tips

Preview: BrainFuse

ADVANCE
SCREENING



Library Pro Tips: Thank You

BRENT COLLAMER,
JESSICA FANASELLE,
AND ROBIN POSNIAK

JEN COLE,
JAMIE HEMINGWAY,
AND TIM PRENTISS



Thank you

Joan Dalusung
jdalusung@washoecounty.us

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: August 18, 2021

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

Northwest Reno Tacchino funds expended \$4,111.86 for April 2021, \$20,453.08 for May 2021, and \$3,203.67 for June 2021.

Sparks Tacchino funds expended \$8,053.91 for April 2021, \$24,741.34 for May 2021, and \$5,645.03 for June 2021.

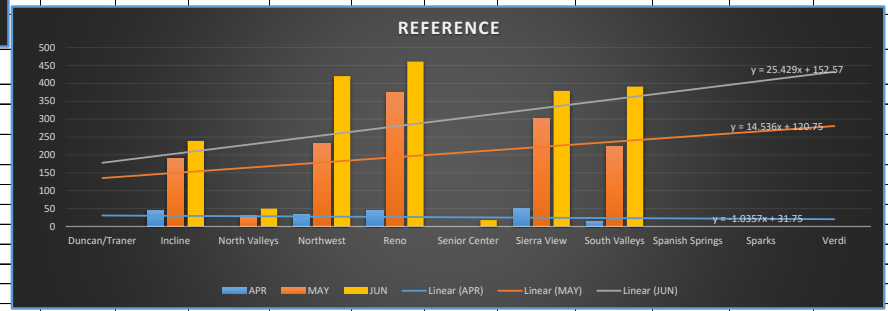
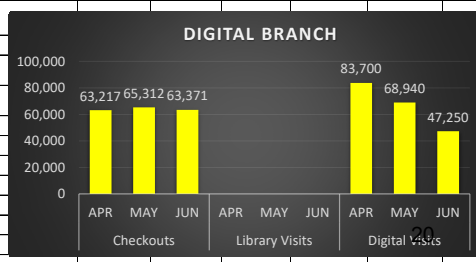
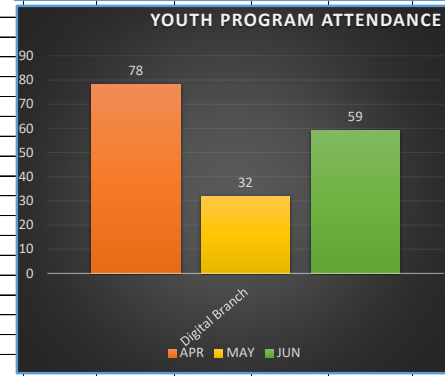
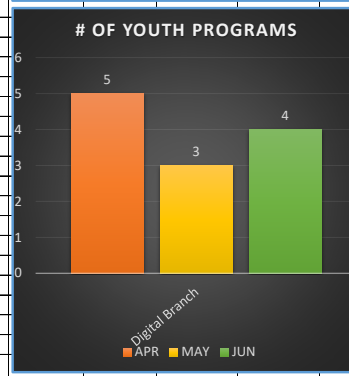
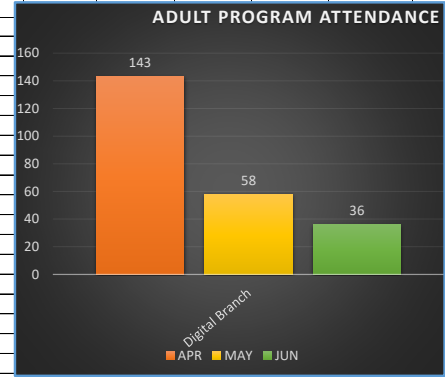
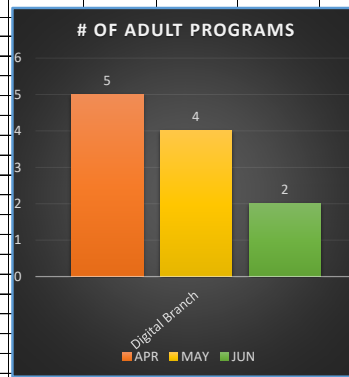
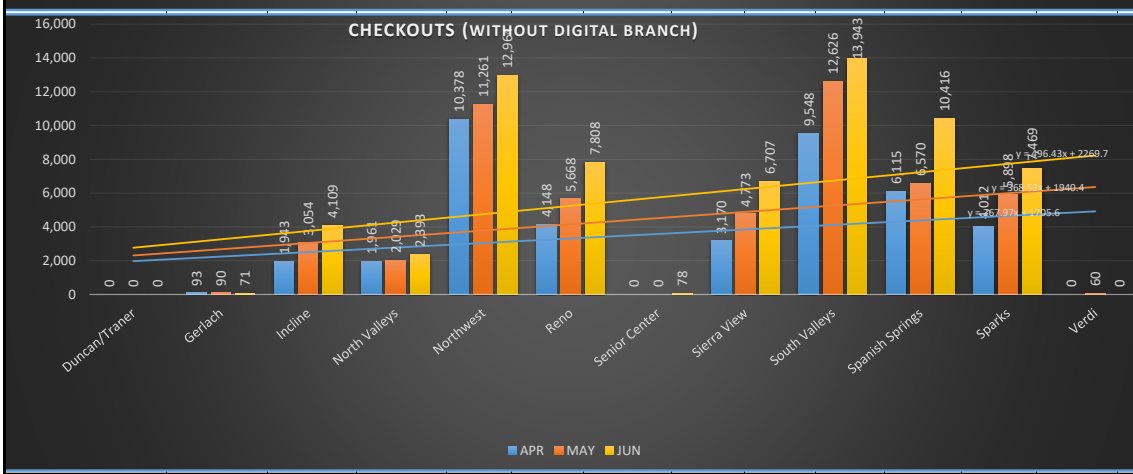
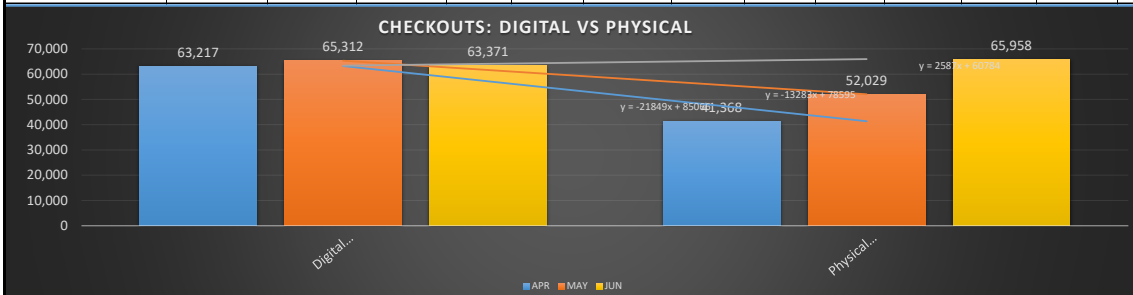
The total of Tacchino Trust funds available at the beginning of August 2021 was \$227,642.46.

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

Washoe County Library System
Wants Residents to Know Their Community



FY 20/21 Fourth Quarter	Checkouts			Reference			Library Visits			Digital Visits			# of Programs Adult			Program Attendance Adult			# of Programs Youth			Program Attendance Youth			
	APR	MAY	JUN	APR	MAY	JUN	APR	MAY	JUN	APR	MAY	JUN	APR	MAY	JUN	APR	MAY	JUN	APR	MAY	JUN	APR	MAY	JUN	
	BRANCH ACTIVITY																								
Digital Branch	63,217	65,312	63,371							83,700	68,940	47,250	5	4	2	143	58	36	5	3	4	78	32	59	
Duncan/Traner	0	0	0				0	0	0																
Gerlach	93	90	71																						
Incline	1,943	3,054	4,109	45	191	239	518	29,136	1,658																
North Valleys	1,961	2,029	2,393	0	30	50	8,698	0	2,675																
Northwest	10,378	11,261	12,964	34	233	420	253	1,554	3,273																
Reno	4,148	5,668	7,808	44	375	461	702	3,284	4,629																
Senior Center	0	0	78	0	0	18	0	0	427																
Sierra View	3,170	4,773	6,707	49	302	379	857	3,429	4,417																
South Valleys	9,548	12,626	13,943	14	223	391	737	2,415	5,510																
Spanish Springs	6,115	6,570	10,416				7	1,248	2,139																
Sparks	4,012	5,898	7,469				3,600	3,752	4,094																
Verdi	0	60	0				0	0	0																
Total:	104,585	117,341	129,329	186	1,354	1,958	15,372	44,818	28,822	83,700	68,940	47,250	5	4	2	143	58	36	5	3	4	78	32	59	
Physical checkouts	41,368	52,029	65,958																						

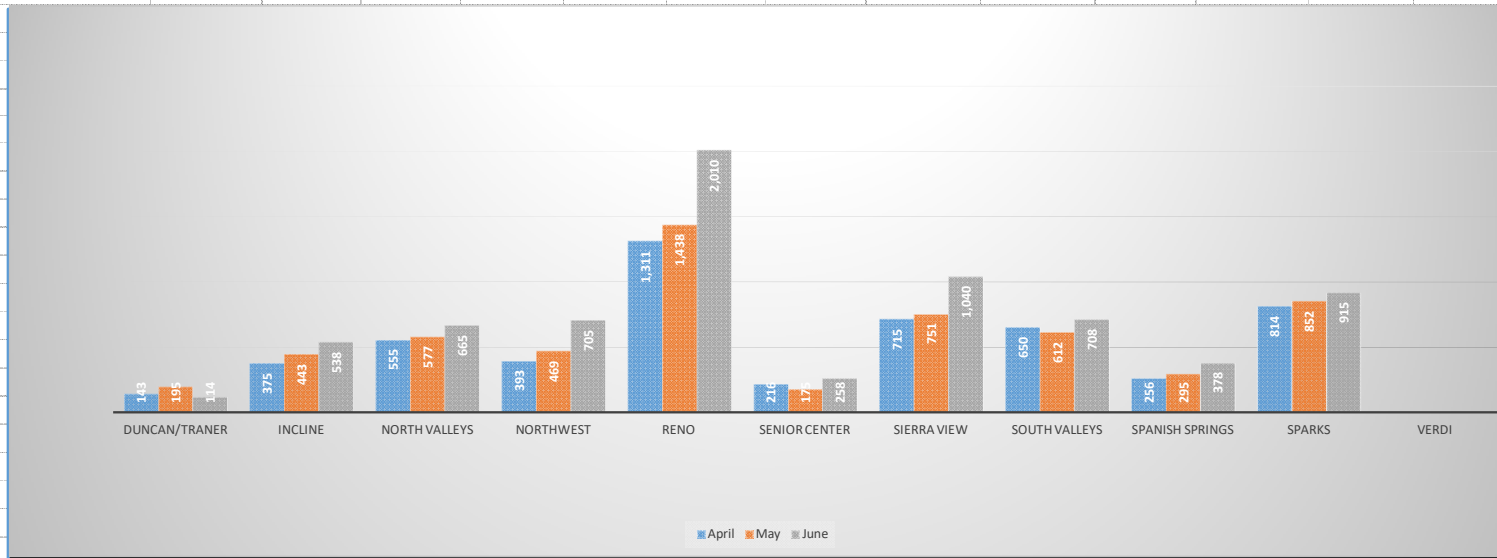


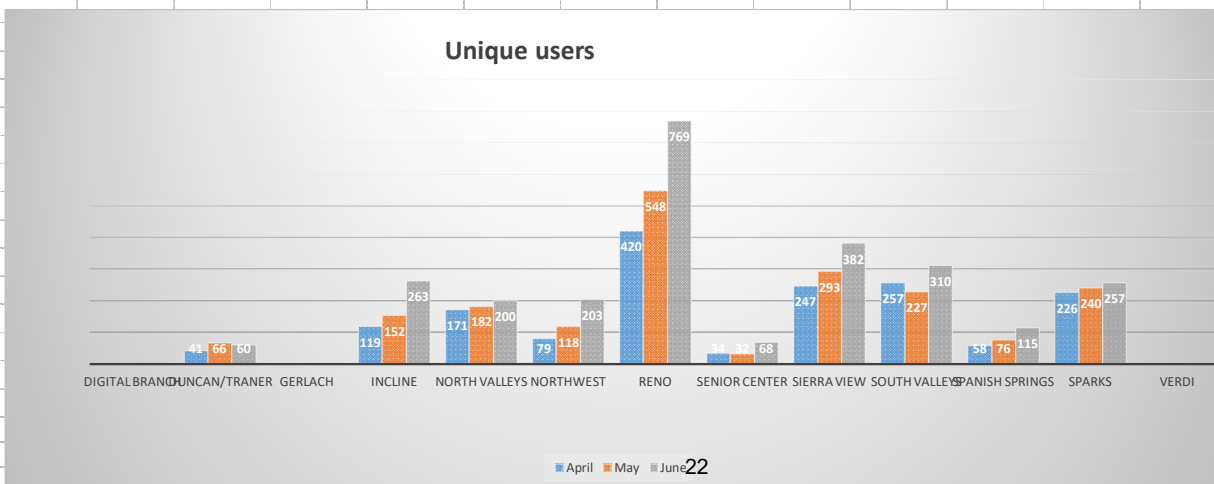
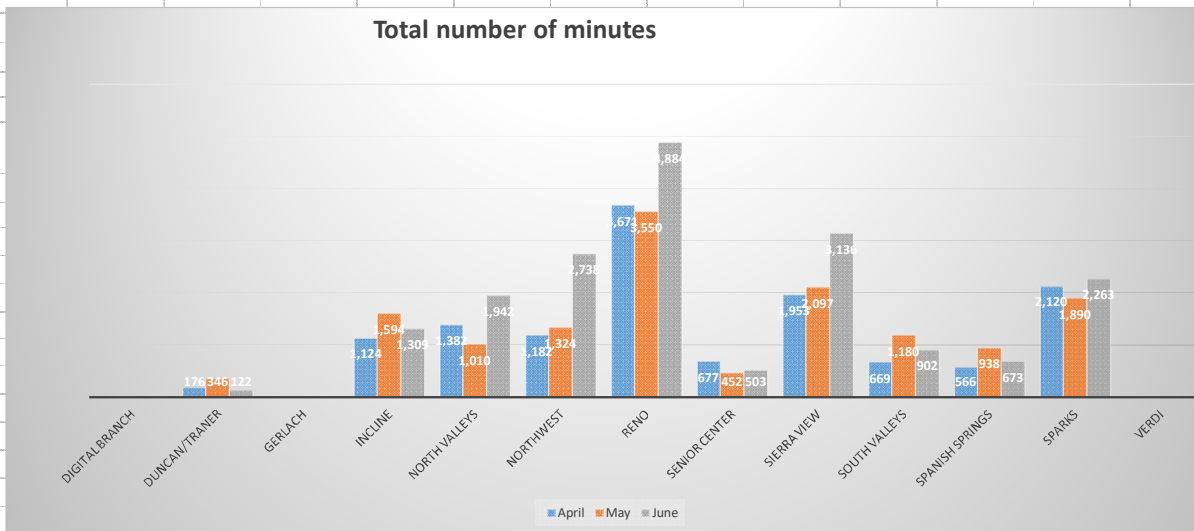
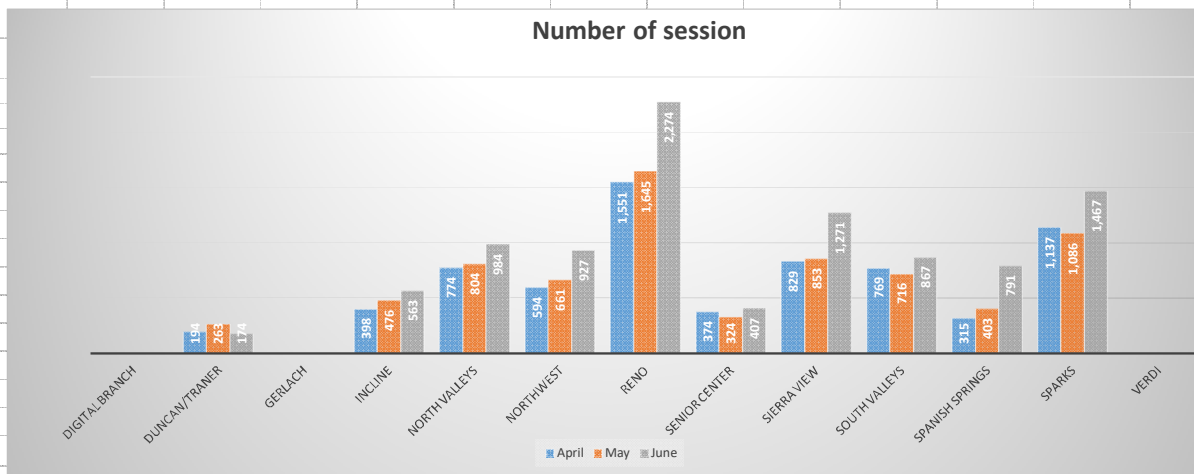
Note: Digital Branch includes ebooks, audiobooks, magazine checkouts
Duncan/Traner & Verdi reflect public hours only
Gerlach reflects both public and school hours

Washoe County Library System is a Community Hub



	WiFi users			Number of sessions			Total number of minutes			Unique users		
	April	May	June	April	May	June	April	May	June	April	May	June
Digital Branch												
Duncan/Traner	143	195	114	194	263	174	176	346	122	41	66	60
Gerlach												
Incline	375	443	538	398	476	563	1,124	1,594	1,309	119	152	263
North Valleys	555	577	665	774	804	984	1,382	1,010	1,942	171	182	200
Northwest	393	469	705	594	661	927	1,182	1,324	2,738	79	118	203
Reno	1,311	1,438	2,010	1,551	1,645	2,274	3,671	3,550	4,884	420	548	769
Senior Center	216	175	258	374	324	407	677	452	503	34	32	68
Sierra View	715	751	1,040	829	853	1,271	1,953	2,097	3,136	247	293	382
South Valleys	650	612	708	769	716	867	669	1,180	902	257	227	310
Spanish Springs	256	295	378	315	403	791	566	938	673	58	76	115
Sparks	814	852	915	1,137	1,086	1,467	2,120	1,890	2,263	226	240	257
Verdi												
Total:	5,428	5,807	7,331	6,935	7,231	9,725	13,520	14,381	18,472	1,652	1,934	2,627





4TH QUARTER FINANCIAL REPORT

April 1, - June 30, 2021

FWCL ALLOCATION GIFT FUND BALANCES		FWCL Allocations are provided annually between Nov and Jan dependent upon yearly book sales totals									
		4/1/2021	Donations			Donation	Expenditures			Expenses	Difference
			APRIL	MAY	JUNE		APRIL	MAY	JUNE	Total	Balance
Friends Allocation 2	\$	50,000.00									
Friends Carryover	\$	56,696.60									
TOTAL ALL FRIENDS	\$	106,696.60									
TECH:Technology (38%)											
Carryover	\$	47,445.19									
2020 Allocation											
TOTAL START	\$	47,445.19									
Expenses prior to											
Makerspace Supplies			\$ -	\$ -	\$ -	\$ -				\$ -	
Tech Supplies			\$ -	\$ -						\$ -	
System Office OTHER		See Schedule B									
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
	\$	47,445.19								\$ -	\$ 47,445.19
TS:Materials (32%)											
Carryover	\$	20,290.50									
2020 Allocation	\$	32,000.00									
TOTAL START	\$	52,290.50									
<p>Technical Services Material Budget encompasses all Friends of Washoe County Library Allocations and donations to Gift Funds for materials for all Library Branches.</p> <p>Friends allocations are generally expended between the months of May and July each year when County expenditures cease between fiscal budget years.</p>											
Programs (9%)											
Carryover	\$	12,232.64									
2020 Allocation											
TOTAL START	\$	12,232.64									
Expenses prior to Current Qtr	\$	-									
Programs Payments						\$ -				\$ -	
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
	\$	12,232.64								\$ -	\$ 12,232.64
Marketing (7%)											
Carryover	\$	12,857.79									
2020 Allocation											
TOTAL START	\$	12,857.79									
Expenses prior to Current Qtr											
Program Supplies						\$ -				\$ -	
Social Media/Subscriptions						\$ -				\$ -	
SWAG						\$ -				\$ -	
Operating Supplies						\$ -				\$ -	
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
	\$	12,857.79								\$ -	\$ 12,857.79
FRIENDS SUBTOTAL	\$	72,535.62								\$ -	\$ 72,535.62
		TS Not Inc.									

4TH QUARTER FINANCIAL REPORT

April 1, - June 30, 2021

FWCL ALLOCATION GIFT FUND BALANCES		<i>FWCL Allocation are provided annually between Nov and Jan dependent upon yearly book sales totals</i>									
		4/1/2021	Donations			Donation	Expenditures			Expenses	Ending
			APRIL	MAY	JUNE		APRIL	MAY	JUNE	Total	Balance
*Training (6%)											
Carryover	\$	4,970.30									
2020 Allocation											
TOTAL START	\$	4,970.30									
Expenses prior											
Donation						\$ -				\$ -	\$ -
Training						\$ -				\$ -	
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
	\$	4,970.30				\$ -				\$ -	\$ 4,970.30
CC: *SRP Books (8%)											
Carryover	\$	12,093.33									
2020 Allocation											
TOTAL START	\$	12,093.33									
Books		\$ 12,093.33				\$ -	\$ 2,974.76		\$ 5,040.35	\$ 8,015.11	\$ 4,078.22
SRP/Childrens OTHER		See Schedule B									
Totals			\$ -	\$ -	\$ -		\$ 2,974.76	\$ -	\$ 5,040.35		
FRIENDS SUBTOTAL	\$	89,599.25								\$ 8,015.11	\$ 81,584.14
SCHEDULE B	<i>"Branches" that accumulate FWCL Allocations AND Donations that all combine into one account for expenditures</i>										
		4/1/2021	Donations			Donation	Expenditures			Expenses	Ending
			APRIL	MAY	JUNE	Total	APRIL	MAY	JUNE	Total	Balance
(CC)CHILDREN'S											
Coordinator	\$	1,000.00									
ERWIN		\$ 1,000.00				\$ -	\$ -			\$ -	\$ 1,000.00
Totals		\$ -		\$ -	\$ -	\$ -	\$ -			\$ -	\$ -
			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
(TS) TECH SERVICE											
	\$	79,053.05	\$ 61.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61.11
MATERIALS (INCLUDES FWCL)		\$ 79,340.08	\$ 176.70		\$ 388.86	\$ 565.56	\$ 88.81	\$ 10,175.18	\$ 751.02	\$ 11,015.01	\$ 68,890.63
GMAGS (PERIODICALS)		\$ -				\$ -				\$ -	\$ -
READING CAMPAIGN		\$ 27,138.21				\$ -	\$ 879.96	\$ 843.38	\$ 3,823.55	\$ 5,546.89	\$ 21,591.32
Totals			\$ 176.70	\$ -	\$ 388.86		\$ 968.77	\$ 11,018.56	\$ 4,574.57		
(TECH) SYSTEMS OFFICE											
		\$ 136.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136.44
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
TOTAL SCHED B		\$ 107,675.84								\$ 16,561.90	\$ 91,679.50
FRIENDS TOTAL	\$	197,275.09									\$ 173,263.64

4TH QUARTER FINANCIAL REPORT

April 1, - June 30, 2021

BRANCH GIFT FUND TOTALS		<i>Gift Funds are not maintained on any cycle, but on a continuous basis, until fully expended</i>									
	Beginning Balance	Beginning Balance	Donations			Donation	Expenditures			Expenses	Ending Balance
		4/1/2021	APRIL	MAY	JUNE	Total	APRIL	MAY	JUNE	Total	
(SYS) SYSTEMWIDE	\$ 439,553.25										
UN-DESIGNATED	\$ 3,697.44	\$ 3,697.44	\$ 789.76		\$ 100.00	\$ 889.76				\$ -	\$ 4,587.20
BOOK BAG SALES	\$ 2,097.50	\$ 2,097.50			\$ 12.00	\$ 12.00				\$ -	\$ 2,109.50
DISTRICT 3	\$ 500.00	\$ 500.00				\$ -				\$ -	\$ 500.00
HEADPHONE SALES	\$ 2,359.00	\$ 2,359.00			\$ 37.00	\$ 37.00				\$ -	\$ 2,396.00
FWCL HOLDING	\$ 728.39	\$ 728.39				\$ -				\$ -	\$ 728.39
INTEREST	\$ 18,577.92	\$ 18,577.92	\$ 477.97	\$ 515.44	\$ 402.61	\$ 1396.02				\$ -	\$ 19,973.94
TACCHINO	\$ 218,367.28	\$ 218,367.28				\$ -				\$ -	
FURN, FIX & EQUIP	\$ 218,367.28	\$ 218,367.28				\$ -				\$ -	
MATERIALS	\$ 77,787.89	\$ 77,787.89				\$ -	\$ 12,165.77	\$ 45,194.42	\$ 8,848.70	\$ 66,208.89	
TACCHINO TOTAL						\$ -					\$ 229,946.28
WHYMAN (BOOK PAGES)	\$ 1,800.00	\$ 1,800.00				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00
Totals			\$ 1,267.73	\$ 515.44	\$ 149.00		\$ 12,165.77	\$ 45,194.42	\$ 8,848.70		
(RN) DOWNTOWN	\$ 5,206.44										
UN-DESIGNATED	\$ 2,105.58	\$ 2,105.58			\$ 20.50	\$ 20.50				\$ -	\$ 2,126.08
BENNETT	\$ 3,039.91	\$ 3,039.91				\$ -				\$ -	\$ 3,039.91
Totals			\$ -	\$ -	\$ 20.50		\$ -	\$ -	\$ -		
(DT) DUNCAN/TRA	\$ 1,544.58										
UN-DESIGNATED	\$ 659.33	\$ 659.33		\$ -	\$ -	\$ -				\$ -	\$ 659.33
BERKBIGLER	\$ 885.25	\$ 885.25	\$ -	\$ -	\$ -	\$ -				\$ -	\$ 885.25
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
(IV) INCLINE VILLA	\$ 9,317.28										
UN-DESIGNATED	\$ 5,543.77	\$ 5,543.77				\$ -		\$ 388.99		\$ 388.99	\$ 5,154.78
ROSENBERG	\$ 100.00	\$ 100.00				\$ -				\$ -	\$ 100.00
SMALLWOOD	\$ 3,673.51	\$ 3,673.51				\$ -	\$ -	\$ -		\$ -	\$ 3,673.51
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ 388.99		
(NV) NORTH VALLE	\$ 4,636.42										
UN-DESIGNATED	\$ 2,036.99	\$ 2,036.99				\$ -		\$ 25.98		\$ 25.98	\$ 2,011.01
WEBER	\$ 1,800.00	\$ 1,800.00				\$ -				\$ -	\$ 1,800.00
HYDRATION STATION	\$ 1,069.87	\$ 1,069.87								\$ -	\$ 1,069.87
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ 25.98		
(NW) NORTHWEST	\$ 4,697.00										
UN-DESIGNATED	\$ 4,607.45	\$ 4,607.45			\$ 133.00	\$ 133.00		\$ 96.86		\$ 96.86	\$ 4,643.59
GALLERY	\$ 60.58	\$ 60.58				\$ -		\$ -		\$ -	\$ 60.58
Totals			\$ -	\$ -	\$ 133.00		\$ -	\$ -	\$ 96.86		

4TH QUARTER FINANCIAL REPORT

April 1, - June 30, 2021

BRANCH GIFT FUND TOTALS		<i>Gift Funds are not maintained on any cycle, but on a continuous basis, until fully expended</i>									
	Beginning Balance	Beginning Balance 4/1/2021	Donations			Total	Expenditures			Total	Ending Balance
			APRIL	MAY	JUNE		APRIL	MAY	JUNE		
(SC) SENIOR CENTE	\$ 1,045.55										
UN-DESIGNATED		\$ 1,045.55				\$ -	\$ -			\$ -	\$ 1,045.55
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
(SV) SIERRA VIEW	\$ 7,810.49										
UN-DESIGNATED		\$ 7,810.49			\$ 112.00	\$ 112.00			\$ 145.67	\$ 145.67	\$ 7,776.82
Totals			\$ -	\$ -	\$ 112.00		\$ -	\$ -	\$ 145.67		
(SO) SOUTH VALLE	\$ 19,804.54										
UN-DESIGNATED		\$ 14,307.11				\$ -				\$ -	\$ 14,307.11
GALLERY		\$ 486.79				\$ -				\$ -	\$ 486.79
STEAM		\$ 4,725.08				\$ -				\$ -	\$ 4,725.08
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
(SS) SPANISH SPRING	\$ 16,438.70										
UN-DESIGNATED		\$ 13,552.43			\$ 58.16	\$ 58.16			\$ 107.39	\$ 107.39	\$ 13,503.20
KERMOADE		\$ 58.39				\$ -				\$ -	\$ 58.39
HARTUNG		\$ 2,500.00				\$ -				\$ -	\$ 2,500.00
Totals			\$ -	\$ -	\$ 58.16		\$ -	\$ -	\$ 107.39	\$ -	\$ -
(SP) SPARKS	\$ 31,095.81										
UN-DESIGNATED		\$ 21,095.81			\$ 43.27	\$ 43.27				\$ -	\$ 21,139.08
Totals			\$ -	\$ -	\$ 43.27		\$ -	\$ -	\$ -		
(VE) VERDI	\$ 304.28										
UN-DESIGNATED		\$ 304.28	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 304.28
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		
BRANCH GIFT TOTALS:		\$ 680,037.87	\$ 1,267.73	\$ 515.44	\$ 515.93	\$ 2,299.10	\$ 12,165.77	\$ 45,194.42	\$ 9,613.59	\$ 66,973.78	\$ 352,708.91
GRAND TOTAL GIFT FUNDS											
\$ 525,972.55											

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

FY 2020/2021

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

Gray = Completed Blue = Notes from Chair/Director meeting