



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, January 21, 2015
4:00 P.M.**

**Downtown Reno Library
301 S. Center Street
Reno, NV 89501**

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

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

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

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

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

Administration
301 South Center Street
P.O. Box 2151, Reno, Nevada 89505
(775) 327-8341
www.washoecountylibrary.us

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

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) *For Possible Action:* Approval of Minutes from the Library Board Meeting of December 17, 2014
- 4) Old Business
 - a. *For Possible Action:* Accept Final Draft of Facility Master Plan as Prepared by Collaborative Design Studio
 - b. *For Possible Action:* Approve Capital Improvement Program Requests for Submission to the County Finance Department
- 5) New Business
 - a. *For Possible Action:* Acknowledge a Donation in the Amount of \$125,000 from the Friends of Washoe County Library, Which Demonstrates Its Continued Support of Libraries, Literacy, the Arts, and Cultural Enrichment Throughout the Community.
 - b. *For Possible Action:* Acknowledge a Donation in the Amount of \$15,000 from the Friends of Washoe County Library's Second Century Endowment Council to Support the Betterment of Library Services
 - c. *For Possible Action:* Approval of Application by Terri Van Hoozer for a Board Scholarship
- 6) Reports
 - a. Library Director's Report to Include Administration and Collaborations, Programs and Activities
 - b. Downtown Reno Library Programs, Activities and Operation
 - c. Friends Activities
 - d. *For Possible Action:* Acknowledge Donations Made between October 1 and December 31, 2014
 - e. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
 - f. Director-Approved Undesignated Gift Fund Expenditures between July 1 and December 31, 2014
 - g. Monthly Library Usage Statistics
- 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
DECEMBER 17, 2014**

The Board met in regular session at the North Valleys Library, 1075 North Hills Blvd, Reno, Nevada. Chair Sara Sattler called the meeting to order at 3:30 p.m.

ROLL CALL

Board Members Present: John Kupersmith, Fred Lokken, Sara Sattler, Al Stoess
Derek Wilson arrived at 03:37 p.m.

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Todd Lankenau, Audrey Snyder

PUBLIC COMMENT

None

APPROVAL OF MINUTES

On motion by Trustee Stoess, seconded by Trustee Kupersmith, which motion duly carried, the Board approved the minutes from October 15, 2014. All in favor, none opposed.

OLD BUSINESS

None

NEW BUSINESS

STATUS REPORT ON THE LIBRARY WEBSITE REDESIGN PROJECT, TO INCLUDE INFORMATION ABOUT TRACKING WEBSITE USAGE

Director Maurins turned the floor over to John Andrews, Internet Services Librarian. Mr. Andrews highlighted the following:

- Website re-design is being worked on. Mr. Andrews provided a preview of the basic look of the new front page, which has the following features:
 - Large search box
 - Library events/news
 - Staff pick materials/recommendations
 - Selected on-line and digital resources (will change on a monthly basis)
- All information on the current site will be available on the new site.
- Expecting the new website to be on-line in March 2015.
- Beta test for the website will be in February 2015 and open to the Library Board of Trustees for testing.
- Site visitors should not notice any changes when they move between the catalog and the website.
- The new County site and Library site will be similar with enough differences to know that they are related but separate entities.

- The new design is meant to be “future proof” enough to provide flexibility in its structure so that staff can include new things without the need for another re-design.
- The new site should provide more statistical data for on-line users, such as; where they come from, the time spent on each page and what they are doing.
- If the Board desires any specific statistical data, let the Director know and the Library should be able to provide it as early as spring/summer of 2015.
- We are looking for more things visitors can do online to meet future needs, including added functionality like an on-line Summer Reading Program for children and adults.

Upon questioning, Mr. Andrews clarified the following:

- Staff, with volunteer help, will do the digitizing of the site.
- There is no “application” for the Library site. An “app” is created for a specific function. Our new website will be compatible with any mobile device and will be designed as if made for the device being used.
- Contact capability will be available, as is done now, with a link for visitors requiring technology assistance for downloading issues and other help.
- The site will be more interactive with more blog-like features than we currently offer.
- At this time, there is not an app or blog for upcoming events and this will require discussion with the County. The County desires the Library calendar to be integrated with theirs. The site will allow for parameters to be entered to allow for specific access to desired information.
- Currently we are using Google analytics and trying to find a product that might work better.
- The Library website will be fully independent and separate from the main County website. We will keep our current URL and will try to provide redirects to active links. The Library is hoping there will be enough time to respond to issues that come up during beta test. The Library anticipates few issues during the beta test and expects to focus more on tasks and how visitors will get to their desired location within the site.

REVIEW OF AND POSSIBLE DIRECTION TO STAFF REGARDING THE DRAFT LIBRARY FACILITY MASTER PLAN

The Library Board reviewed the information submitted in the packet.

Director Maurins thanked Todd Lankenau and Audry Snyder for being available on short notice to answer any questions regarding the Draft Library Facility Plan. Director Maurins summarized the key findings and recommendations as follows:

- The Plan is divided into 10 sections, as follows:
 - Section one: Executive Summary
 - Sections two-six: Provide background data
 - Sections seven-ten: Contain recommendations and associated costs
- Existing libraries are well located generally, providing access to the most of the population, but all are undersized to meet current and projected future needs.
- Usage had decreased during recent years due to reduced hours created by budget cuts and fewer staff.
- System wide recommendations include:
 - Expanded hours for at least 3 libraries
 - Pursuing some technology initiatives

- Investigating outsourcing of technical services functions
- Moving away from lending of physical media
- Considering pick-up lockers at more locations
- Branch level recommendations include:
 - Most undertake some sort of space planning to gain more usable space in the short run and be evaluated for expansion potential.
 - Plan recommends closing Duncan Traner, Verdi and Sierra View as public libraries and deploying staff to other branches.
 - Plan calls to bring WCLS up to a standard 0.6 - 0.7 sq ft per capita
 - Build new Downtown Reno branch and new North Valleys Branch as driven by where greatest population growth is occurring

Trustee Wilson commented that:

- Library Staff and consultants have done a good job creating a usable document to provide direction for future of the library system.
- The draft has outlined the need for more library space considering we do not even come close to the national guidelines.

Upon questioning by the Board, the following items were discussed in detail:

- Trustee Lokken expected more talk of parking and the logic for retaining the Downtown Reno branch and closing Sierra View branch. He noted that current Sierra View patrons would not necessarily go to Downtown Reno due to lack of parking. He requested this item to be more clearly delineated.
- Sparks Library location was fine when originally built, but it may not make sense now. Trustee Lokken expected the recommendation of a new Sparks Library and feels they were left out. This surprised Chair Sattler as well.
- Spanish Springs Library has lost out with the pending freeway and jersey wall (concrete lane divider) issues. What is the future feasibility with this library?
- Trustee Wilson agreed there is a huge timing issue and moving beyond the building issue, the Library needs to start thinking about how we provide more square footage.
- Todd Lankenau, Project Manager, stated that both Sierra View and Downtown Reno have real issues with them and they limit use. There has been some thought about a centrally located, fully serviced library someplace further south on Virginia street, maybe near Plumb Lane.
- Consultants will take another look at the Sparks Library since the County does own the property. As a short-term priority, there is room for expansion. As a long term-priority, consider a new building. These would be based upon funding.
- Jennifer Oliver, Development Officer, stated that after watching a recent Planning Commission Meeting, nothing has been set in stone regarding Pyramid Highway and the Spanish Springs Library. NDOT does not like the "right in, right out" and may be looking at realignment. The Spanish Springs Library and Regional Park is on their minds, but we would have to have that conversation with NDOT.
- Trustee Lokken asked if a zip code analysis versus a three mile circle was considered. Per Ms. Snyder, the consultants did look at that data and stated that there are other options than closing two major libraries in favor of one new large one.
- Trustee Kupersmith observed that a three mile radius in the city is different than a three mile radius in the suburbs and might suggest further analysis.

- Trustee Wilson noted that there was a map further in the document with more details surrounding the radius issue.
- Trustee Kupersmith asked if there is an advantage to using the target per capita information. At this time, there are a number of studies and standards cited, but no real standards exist. Per Mr. Lankenau, the recommended range seems to be between 0.6-0.8 sf per capita and the Plan recommends a target of between 0.6 and 0.7. He is not sure if they can necessarily pin down an exact target number.
- Trustee Lokken noted that sustainability is a hard subject in today's age and that we will never see the money we had again. He does not think it can be what it has to be moving forward.
- Trustee Sattler questioned (draft page 15) which libraries were in mind for the lengthening of hours. Mr. Lankenau stated they were not picked out specifically but more geographically and could include Northwest, North Valleys, South Valleys or possibly Downtown Reno. This could create mapped points for people driving.
- Trustee Sattler stated that although the charts included in the Plan cover the last three years and one back to 2006, it would be nice to look at statistics from times when hours were longer and see which libraries were used the most.
- Recommendation regarding phasing out physical media: Director Maurins explained the idea of stretching the time frame out more than 5 years, as was done for the VHS Collection.
- Recommendation regarding technical services functions: Director Maurins clarified that staff would be redeployed elsewhere if changes made in technical processing required less staff.
- Trustee Sattler noted that she liked library space planning and having separate quiet spaces.
- Trustee Kupersmith stated that he felt the biggest surprise was Appendix D; the extended discussion on technology. This is something to look at as we do our next tech plan.
- Trustee Stoess stated that the Plan draft was well done and comprehensive for a draft document, but that spelling and other errors that need to be corrected. There were some aspects of the report he liked and others he did not like. He would be willing to meet with the committee regarding his opinions.

APPROVE CAPITAL IMPROVEMENT PROGRAM REQUESTS FOR CONSIDERATION BY THE BOARD OF COUNTY COMMISSIONERS

The Library Board reviewed the information submitted in the packet.

Director Maurins noted that the intent for this staff report was informational and based upon Board recommended priorities in 2012. The Board of County Commissioners usually meets to review and approve any CIP projects submitted by the December deadlines. This year, the Finance Department has allowed for an extension for Library CIP requests until January 23, 2015, just after the Library Board's January meeting.

The current Library CIP for FY15/16 includes \$400K for the design of the new North Valleys Library and approximately \$5.4M in FY 16/17 for the construction. The estimated construction costs include completion of new library to full operation, excluding only the cost of land acquisition. Director Maurins recommended the Board to direct staff to request the following changes based upon the Facility Plan Draft:

- Increasing the North Valleys Library request, in an amount to be determined by the Board, using the recommended dollar amount in the draft Library Facility Master Plan as a reference point.

- Requesting funding for a new Downtown Reno Library
- Requesting funding to renovate Sparks Library

Director Maurins also noted that although Incline Village Library is higher up in the draft priorities, he would like further consideration of that library's needs relative to the other branches.

Director Maurins informed the Board that this item did not require a motion if deferred to the next meeting rather than taking action at this one.

All Trustees noted their preference to wait until the January 2015 LBOT meeting to discuss CIP requests after the final draft of the new Facility Plan has been reviewed.

Director Maurins informed the Board that the next joint LBOT and BCC meeting has not been set and will likely be in early February 2015.

REPORTS

LIBRARY DIRECTOR'S REPORT TO THE BOARD TO INCLUDE ADMINISTRATION AND COLLABORATIONS, PROGRAMS AND ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the following from the Staff report:

Administration

- State Grant-in-Aid funds are based on county population and library material expenditures two fiscal years prior.
- Second Hand Prose open house drew over \$2400 in sales with 210 customers.
- Director Maurins and Chair Sattler did a short interview with KTVN for its food drive, thanking everyone for their donations on behalf of the Board.

Collaborations, Programs and Activities

- Beate Weinert, Programs and Collaboration, and Brent Collamer, Sierra View Library, issued library cards at the Family Access Day sponsored by WCSD/Parent University.
- Two musical groups performed at no cost to the Library. Northstar Chambers Players performed at the Downtown Reno and South Valleys Library and the Valley Harpers performed at a several branches.

Trustee Sattler stated she was impressed with the long list of employees being recognized for reaching a career milestone.

Director Maurins clarified that this was the first employee recognition breakfast in many years and the County would like to keep this going.

STAFF REPORT ON NORTH VALLEYS LIBRARY PROGRAMS, ACTIVITIES AND OPERATION

The Library Board reviewed the information submitted in the packet.

Patti Day, North Valley's Managing Librarian highlighted the following:

- Thanked the Board for increasing North Valleys' hours as of October 6, 2014. This increase has

really benefitted our patrons and made a big difference to those living further out. Extending Wednesday to 7:00 pm allowed patrons to get home and pick up their children to attend the 27th year of holiday trick or treating at the library. This year over 900 people attended.

- The early voting program was a great success.
- The Food for Fines Program collected nearly 2,400 pounds.

FRIENDS REPORT

The Library Board reviewed the information submitted in the packet.

Trustee Wilson, Friends Liaison, highlighted the issue of Gerlach's problems being a bandwidth issue. These can only be resolved by collaboration with other agencies in the area.

Director Maurins reported the November 2014 book sale proceeds as \$16,400.

FINANCIAL REPORTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON REPORTS AND GIFT FUND REPORT

The Library Board reviewed the information submitted in the packet.

MONTHLY LIBRARY USAGE STATISTICS REPORT

The Library Board reviewed the information submitted in the packet.

PUBLIC COMMENT

Beate Weinert, Programs and Collaborations, advised the Board of the next book sale from January 10-18, 2015. Bookmarks were passed out during meeting.

Julie Machado, Spanish Springs Managing Librarian, provided a quick update on Lifescapes. The Fall Anthology book included contributions from 76 people with 67 coming to Sparks Library.

BOARD COMMENT

No comments

ADJOURNMENT

Chair Sattler adjourned the meeting at 4:45 p.m.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Accept Final Draft of WCLS Facility Master Plan as Prepared by Collaborative Design Studio
DATE: January 21, 2014

Background: Appended to this staff report is the final draft of the Washoe County Library System Facility Master Plan, prepared by Collaborative Design Studio (CDS).

Todd Lankenau from CDS will be at the Board meeting to present a summary of the Plan and its recommendations, and to answer any questions you might have.

As Mr. Lankenau will explain, the primary revision in the final draft consists of a refinement of some of the numbers and a reduction in some of the library service-area populations. These modifications avoid overstating certain libraries' service-area populations where areas overlap, and the associated recommendations for library size. The revisions include different sets of recommendations based on whether the Downtown and Sierra View libraries (or other libraries serving the same areas) were to remain open or a new, strategically located Main Library were constructed to serve both the Downtown and Sierra View service-area populations. Lastly, the revisions illustrate how the Library System could address its space needs in both a one- and two-phase development process, to provide flexibility in the future planning process.

Consideration of the Facility Master Plan will also be on the agenda for your joint meeting with the Board of County Commissioners (tentatively scheduled for February 24th), so that both bodies may discuss it together.

Recommendation and Suggested Motion: Accept the final draft of the WCLS Facility Master Plan, as prepared by Collaborative Design Studio.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Approve Capital Improvement Program Requests for Submission to the County Finance Department
DATE: January 21, 2015

Background: On an annual basis, departments submit requests for Capital Improvement Program (CIP) projects for inclusion in Washoe County's five-year CIP plan, a new version of which the County Commissioners normally approve in late spring as part of the overall County budget for the upcoming fiscal year.

The current CIP plan (approved in May 2014) includes \$400,000 in FY 2015-16 for the design of a new North Valleys Library, and \$5,388,000 in FY 2016-17 for construction.

As a reminder, below are the criteria that the Library Board re-confirmed in December 2012 for identifying the Library's CIP priorities:

1. How well does a proposed project align with County and Library strategic priorities and goals, and with the Library's mission-critical services?
2. Recommendations by a library-facility planning consultant, if available.
3. Recommendations from the Citizens' Advisory Committee on the Future of WCLS, as they pertain to capital projects (*Consider fewer, but full-service branches along with kiosks; Combine Downtown Reno and Sierra View branches into an urban, consolidated library hub; Gradually replace, upgrade or eliminate older facilities; Close/rethink the school partnership libraries; Provide outreach to hospice and senior centers through mobile options and/or kiosks; and implement a mobile computing/business service.*)
4. For replacement or remodeling projects:
 - a. Buildings: Consider the age, location (distance from existing and potential users) and adequacy of the existing structure (size, layout, availability of meeting space, technology infrastructure, HVAC, etc.); compare these factors against accepted architectural and professional standards, and consider how well they meet current and projected future needs.
 - b. Technology: For an existing system, determine whether it is a mission-critical application; consider its present and anticipated future effectiveness; evaluate the quality of current technical support and identify the system's projected end-of-life date; research the availability of open-source or other lower-cost alternatives

5. Desirability of replacing leased facilities with County-owned buildings
6. For geographic areas under consideration for a new library:
 - a. What is the projected population growth?
 - b. What are the library-service needs of the newly identified population?
 - c. What are the distances to the nearest existing libraries, and how suitable are they to meet the service needs of the new population?
7. Funding, logistical and political variables
 - a. Proposed bond funding
 - b. Financial health of the County's Capital Improvement Program and the Library's Expansion Fund
 - c. Availability of grants, donations and other supplemental resources
 - d. Availability of suitable County-owned land in desired areas
 - e. Political decisions that may affect the feasibility or outcome of a project

Addendum: Factors to consider when determining how to implement a specific building project

- Feasibility and value of new construction vs. remodeling an existing building
- Merits of a public-library-only building vs. partnering with a school or other agency(ies)

With the final draft of the Library Facility Master Plan as supporting documentation, I recommend requesting an increase in funding for a new North Valleys library over what is currently in the CIP plan. Specifically, based on the Plan's recommendation for an approximately 26,000 square-foot library in the North Valleys area, and a cost per square foot cost of \$400, I recommend an updated CIP request in the amount of \$10,400,000, consisting of \$400,000 for design and \$10,000,000 for construction.

While the Facility Master Plan includes several other new-construction and expansion projects, my recommendation is to forego any other CIP requests at this time. Doing so would give staff and the Board the opportunity, over the next year, to review the Plan's recommended projects, reach agreement as to which ones should be pursued, and determine the order in which they should be addressed.

Recommendation and Suggested Motion: Direct staff to request CIP funding totaling \$10,400,000 for a new North Valleys Library (\$400,000 for design and \$10,000,000 for construction).

TO: Library Board of Trustees

FROM: Beate Weinert, Programs and Community Collaborations

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

DATE: January 21, 2015

Background: Friends of Washoe County Library (FWCL) is a 501 (c) (3) non-profit organization, incorporated in January 1981 and currently with over 900 members dedicated to advocating, fundraising and providing support for the Washoe County Library System (WCLS). Its mission is to strengthen public libraries in Washoe County. Through its projects, the Friends of Washoe County Library strives to give children an educational head start, encourage all forms of literacy and foster lifelong learning and recreation for adults. Throughout the past thirty four (34) years, the Friends of Washoe County Library, through its community projects and fundraising efforts, has raised close to \$3,000,000 for the Washoe County Library System. It supports free programs offered at the Library, enhances library technology and equipment, provides gift funds for Library materials and augments marketing and training endeavors, which benefit all Library patrons. The Friends community projects include operating the Secondhand Prose bookstore within the Northwest Reno Library, as well as managing voluminous book donations for book sales which take place in their Reno Town Mall location.

In December 2014, the Friends of Washoe County allocated \$125,000 to the Washoe County Library Gift Fund to assist our 2015 system-wide endeavors in direct support of technology, materials, programming, marketing, staff development and training, and the Gerlach Community Library. The unwavering support of the Friends of Washoe County Library is invaluable as it continues to enhance a multitude of diverse programs and projects benefitting the entire Washoe County Library System.

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

TO: Library Board of Trustees
FROM: Beate Weinert, Programs and Community Collaborations
RE: Acknowledge a Donation in the Amount of \$15,000 from the Friends of Washoe County Library's Second Century Endowment Council to Support the Betterment of Library Services
DATE: January 21, 2015

Background: Friends of Washoe County Library (FWCL) is a 501 (c) (3) non-profit organization with over 650 members dedicated to advocating, fundraising and providing support for the Washoe County Library System (WCLS). The Second Century Endowment Council is a subcommittee of FWCL, managing the Endowment Fund that was established in 2004. The Endowment's purpose is to ensure that there will be adequate additional funding to support items not enabled in the Library's budget.

In December 2014, the Second Century Endowment Council awarded \$14,500 to the WCLS Gift Fund. This grant is to be allocated as follows:

- \$12,000 for a \$1,500 grant to each of the eight largest library branches
- \$1,000 grant to the Internet Branch
- \$1,500 for a \$500 grant to each of the three partnership libraries (Verdi, Duncan and Senior Center)

In addition to the \$14,500 award, the Council also gave \$500 directly to the Gerlach Community Library.

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

Recommendation: Staff recommends that the Board of Trustees acknowledge the donation of \$15,000 from the Friends of Washoe County Library's Second Century Endowment Council to support the betterment of library services.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Approval of Application by Terri Van Hoozer for a Board Scholarship
DATE: January 21, 2015

Background: The Washoe County Library Board of Trustees has established a scholarship program toward up to \$1,200 per year to any qualified staff member who is working towards certification or a Master's degree in library science.

Library Assistant II Terri Van Hoozer from the Sierra View Library meets the eligibility requirements listed in the Scholarship Policy and is requesting \$654.50 to reimburse her for completion of her second course in the Public Librarian Certification Program through the Nevada State Library and Archives. As indicated on her application, Ms. Van Hoozer is pursuing a Librarian Certification.

Recommendation and Suggested Motion: Approve Terri Van Hoozer's request for reimbursement of \$654.50 as noted on her Application for Board Scholarship.

APPLICATION FOR BOARD SCHOLARSHIP

NAME: Terri Van Hoozer

BRANCH: Sierra View

CURRENT JOB ASSIGNMENT: Library Assistant II

LIBRARY SCHOOL CERTIFICATION AMT REQUESTED: 654.50

NAME OF CLASS OR LIBRARY SCHOOL: UNR History & Organization of Libraries

CONTACT INFORMATION: tvanhoozer@washoecounty.us

WRITE A PARAGRAPH TO TELL THE BOARD WHY YOU SHOULD RECEIVE A SCHOLARSHIP:

I have just completed my second course in the Public Librarian Certification Program through the Nevada State Library and Archives. I feel that this program is a good way to further my knowledge of library science and keep abreast of rapidly changing technology in the field. I can see tangible results from taking these courses; I am able to apply the knowledge and skills I have acquired by providing higher quality service to our patrons. I would appreciate receiving a scholarship to offset the cost of tuition, which keeps rising.

One of the many required readings for this course was a book entitled Oases of Culture: A History of Public and Academic Libraries in Nevada by James W. Hulse. This provided a comprehensive picture of how libraries developed in our state. The chapter on the Washoe County Library was of particular interest as it mentioned people I have met, including Martha Gould, Nancy Cummings, and Chuck Manley. It gave me a sense of how far we have come and made me proud to work for the Washoe County Library System.

Van Hoozer, Terri T
200 Stonewall Ct
Reno, NV 89511-4770

University of Nevada, Reno
Office of Admissions & Records
Mail Stop 0120
Reno, NV 89557-0120

Student ID: 1001798277
Birth Date: 04/07

Unofficial Transcript

Page 1 of 1
Print Date: 12/23/2014

Beginning of Graduate Record

2014 Spring

EDUC 478	Biblio - Gen Ref				3.0	A
	Attempt	Earned GPA	Crd	GPA Pt	GPA	
Term	3.0	0.0	0.0	0.0	0.000	
Career	3.0	0.0	0.0	0.0	0.000	

2014 Fall

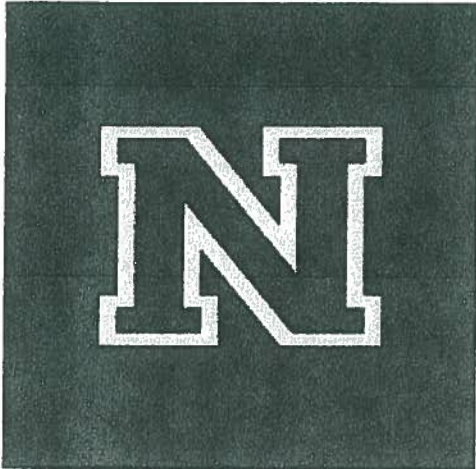
EDUC 472	Hist - Org of Libr				3.0	A
	Attempt	Earned GPA	Crd	GPA Pt	GPA	
Term	3.0	0.0	0.0	0.0	0.000	
Career	6.0	0.0	0.0	0.0	0.000	

End of Graduate Record

Van Hoozer, Terri

From: R and T Van H [terrivh@sbcglobal.net]
Sent: Wednesday, September 03, 2014 1:18 PM
To: Van Hoozer, Terri
Subject: Fw: Receipt for your recent payment

On Saturday, August 23, 2014 1:40 AM, "CASHIERSOFFICE@UNR.EDU" <CASHIERSOFFICE@UNR.EDU> wrote:



University of Nevada, Reno

8/23/2014

Student ID: 1001798277

Dear Terri Van Hoozer,

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

Payment Date	Reference Number	Payment Type	Payment Amount
8/22/2014	000000333088	Credit Card	\$ 654.50

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

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

Sincerely,

Shirley Chambers
Manager of Student Accounts

Cashier's Office

LIBRARY DIRECTOR'S REPORT December 2014-January 2015

ADMINISTRATION

- The Board of County Commissioners held its annual strategic planning retreat on January 9th at the Reno-Sparks Convention and Visitors Bureau (upstairs from the Sierra View Library at the Reno Town Mall). The Commissioners identified their strategic priorities for Fiscal Year 2015/16, including:
 - County government functioning as a more unified team
 - Improving relationships between the County and regional and state organizations
 - Community safety
 - Being prepared for the Tesla project and other economic-development initiatives
 - Ensuring that services to seniors keep pace with the growth and needs of that population
 - Streamlining departmental operations—working smarter to provide better customer service
 - Preparing for the introduction of medical marijuana into the County
- The County Manager and I have agreed on Tuesday, February 24, as the date for the next joint meeting of the County Commissioners and the Library Board. Probable start time will be around 3:00 pm. The Library Board could meet separately immediately afterward, in lieu of holding a meeting on the normal third Wednesday of the month (February 18th).

COLLABORATIONS, PROGRAMS AND ACTIVITIES

- Beginning in February, tax help will be offered at seven libraries through either the IRS Volunteer Income Tax Assistance/Tax Counseling for the Elderly program, or the IRS AARP program. These popular services have been available through the Library System for many years.
- Radon is: an odorless, colorless gas; the leading cause of lung cancer among non-smokers; and present in high levels in an estimated one out of five homes in Washoe County. January is Radon Awareness Month, and WCLS is collaborating with UNR's Extension Services to host presentations at seven branches. Attendees are receiving free kits to test for the presence of radon in their homes.
- This year's series of Pioneer Center programs kicks off with local marionette puppeteer Bernie Beauchamp celebrating the songs, dances and stories of the early 20th century. Beauchamp's first performance will be on Saturday, January 31, 11:00 am at the Northwest Reno Library.
- **From Skeptic to Believer: A Night in the Goldfield Hotel.** Kathleen Berry, author of *A Reluctant Spirit: A True Tale of God, Ghosts and a Skeptical Christian*, will describe her mental and spiritual journey coming out of a night she spent in central Nevada's Goldfield Hotel.

Wed. Feb. 4, 6:00 pm @ North Valleys	Wed. Feb. 25, 6:00 pm @ South Valleys
Tues. Feb. 10, 5:00 pm @ Sparks	Fri. Mar. 13, 6:30 pm @ Incline Village
Tues. Feb. 24, 6:00 pm @ Spanish Springs	
- In direct support of state-wide and local early-literacy efforts, WCLS will be providing library cards to all 5,400 Washoe County first graders between February and April 2015. As an incentive for the students to actually use their library cards, every first-grade will receive a free wallet (while supplies last) as well as a free book when they visit their local library. A letter from me publicizing this effort will be published in the weekly school district administrative newsletter that is sent to all elementary school principals. Jennifer Oliver has garnered some funds to purchase 1st grade-level books and a supply of wallets, and is seeking additional dollars to support the initiative.

My thanks to Jennifer Oliver and Beate Weinert for their contributions to this report.

- Arnie Maurins, Library Director

TO: Library Board of Trustees

FROM: Scottie Wallace, Managing Librarian

RE: Staff Report on Downtown Reno Library Programs, Activities and
Operation

DATE: January 21, 2015

There is no written material on this agenda item.
Staff will present an oral report at the Board meeting.

TO: Library Board of Trustees
FROM: Derek Wilson, Friends Liaison
RE: Friends of Washoe County Library Liaison Report
DATE: January 21, 2015

The January meeting of the Friends Board had a very full agenda. It's clear they have plenty to do and that they're always looking for new ways to support the library.

The best way for all of us to support the Friends is to help boost their membership. I'm writing this in an effort to both embarrass and motivate myself to send in my membership form. It's been sitting on my desk for weeks, right next to my coffee cup and lava lamp. Somehow, I manage to find the coffee cup every day but not the membership form. I'm trying to do better.

The meeting was held at the Sparks branch where we were able to see a demonstration of the 3D movie system that was purchased with funding from the Friends. This has been a popular feature at the branch, with well-attended movie night events. I definitely got the feeling that many of us would have been happy to scrap the meeting agenda and just keep watching the movie.

The Friends and the Sierra View branch obviously have a close working relationship, to the benefit of both organizations. Based on the recommendations in the Facilities Study, there were questions about what would happen to Friends' operations should this branch be closed. I indicated that, while I support the relocation of the Sierra View branch as a long-term goal, I did not see an immediate closing as realistic. Also, the Library Board of Trustees understands the value of the Friends operation and would be happy to work with them to ensure they have the necessary space and support.

TO: Library Board of Trustees
FROM: Jennifer Oliver, Development and Public Information
RE: Acknowledge Donations Made between October 1 and
December 31, 2014
DATE: January 21, 2015

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

In this acknowledgment, the list includes the names of donors from October 1 - December 31, 2014. The attached document identifies all cash donations and grants totaling \$11,409 and in-kind support.

Recommendation: Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the second quarter of Fiscal Year 2014-2015.

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

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

The list includes the names of donors from October 1, 2014 through December 31, 2014

CASH DONATIONS - \$4,480

Anonymous	Susy and Gary Augustin	Carole Billau	JoD Davison
Friends of Washoe County Library	Nevada Chapter J, P.E.O. Sisterhood		Smallwood Family Trust

GRANTS RECEIVED \$ 6,929

State of Nevada Collection Development Funds

NON-CASH DONATIONS - FREE PROGRAMS

Arts for Schools	Dick Dreiling	Education Renaissance of NV Initiative	Steve Ellison
Food Bank of Northern Nevada	Sarah Horton	McAvoy Layne	Elizabeth Busch Letourneau
Annie H. Mac	Michael McStroul	Nevada Health Link	NorthStar Chamber Players
NP Dynamic	Santa Claus	Sparks High School Drama Club	The Valley Harpers
	United Blood Services	UNR Board of Regents	

AMAZON WISH LIST.COM

Anonymous Donors	Laurel Ballentine-Muchicko	Carol Cosens	Patricia A Day
Adam Drost	Stacy Lynn Fitzgerald	Tiffany Fuller	Cheryl Hadsell
Auburn Harrison	Sophie Hartley	Heather Korbolic	Jay Laughlin
Mary Luzier	M.J. McCloskey	Eric J Meagher	Laura Oltman
Nilda Pena	Krista Reigle	Jessica Ridgeway	Valerie Roberts
Charlene F. Smith	Camie D. Stosic	Paul A Tobis	Evelyn Torres
Jeanie Turner	Gloria Wallner	Melanie Wilkins	Cory Wright
		Wyatt	

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

TO: Washoe County Library Board
FROM: Arnie Maurins, Library Director
RE: Financial Statements to Include the Monthly Expenditure Comparison
Reports and Gift Fund Balances
DATE: January 21, 2015

There is no written material on this agenda item.
Staff will present written reports at the Board meeting.

UNDESIGNATED GIFT-FUND EXPENDITURES, July 1 - Dec. 31, 2014

<u>BRANCH</u>	<u>DESCRIPTION</u>	<u>EXPENDITURE</u>
Downtown Reno	Craft Supplies	\$ 107.00
Incline	Program Supplies	\$ 100.00
Incline	File Carts	\$ 433.00
Incline	Chairs	\$ 330.00
Incline	Markerboard	\$ 136.00
Incline	Table	\$ 1,331.00
Incline	Subwoofer Install	\$ 409.00
Incline	Easel	\$ 101.00
North Valleys	Slatwall Display	\$ 449.00
North Valleys	Slatwall Display	\$ 471.00
North Valleys	Delivery Charges	\$ 390.00
North Valleys	Workstations	\$ 831.00
North Valleys	Shelving	\$ 932.00
North Valleys	Thinkpads	\$ 725.00
North Valleys	Sled Base Seating	\$ 405.00
North Valleys	Books	\$ 118.00
Northwest	Program Supplies	\$ 237.00
Sierra View	Tablets	\$ 560.00
Sierra View	Filing Stools	\$ 186.00
Sierra View	Filing Stools	\$ 186.00
Sierra View	Google Search Subscription	\$ 100.00
South Valleys	Thinkpads	\$ 725.00
South Valleys	Restick Printers	\$ 584.00
South Valleys	Blu-Ray Player	\$ 126.00
South Valleys	Markerboard	\$ 890.00
South Valleys	Wireless Microphone	\$ 114.00
South Valleys	Program Supplies	\$ 132.00
South Valleys	Program Supplies	\$ 109.00
Spanish Springs	Lighting and Outlets	\$ 480.00
Spanish Springs	Lighting	\$ 210.00
Spanish Springs	Tablets / Projectors	\$ 1,177.00
Spanish Springs	Projector/Screen/Parts	\$ 1,036.00
Spanish Springs	Projector/Screen/Parts	\$ 2,485.00
Spanish Springs	Lectern	\$ 481.00
Spanish Springs	Tablet Locks	\$ 174.00
Spanish Springs	Tablet Charging Station	\$ 1,301.00
Spanish Springs	Nexus Tablet	\$ 343.00
Spanish Springs	Program Supplies	\$ 149.00
Spanish Springs	Program Supplies	\$ 112.00
Spanish Springs	Apple TV	\$ 100.00
Sparks	Concrete & Electrical	\$ 6,863.00
Systemwide Interest	Staff Day Training	\$ 550.00
Systemwide Interest	Van Hoozer - UNR Class	\$ 715.00
Systemwide Interest	Summer Reading Prizes	\$ 1,036.00
Systemwide Interest	Movie Licenses	\$ 2,454.00
Systemwide Interest	Summer Reading Supplies	\$ 541.00
Systemwide Interest	Summer Reading Supplies	\$ 468.00
Total:		\$ 31,892.00

Washoe County Library System

Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2013-2014/2014-2015

Accumulative	Checkouts			Library Visits			Patron Computer Use			Program Attendance			Internet Library		
	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change
	178,295	166,953	-6.36%	103,078	98,714	-4.23%	23,937	25,347	5.89%	4,679	6,956	48.66%	84,141	62,611	-25.59%
July	181,910	157,069	-13.66%	107,015	94,781	-11.43%	24,468	22,807	-6.79%	4,741	6,113	28.94%	83,571	60,398	-27.73%
August	166,011	155,234	-6.49%	97,489	91,907	-5.73%	22,083	23,022	4.25%	4,533	5,339	17.78%	80,565	60,831	-24.49%
September	169,560	163,330	-3.67%	102,301	111,021	8.52%	23,632	23,360	-1.15%	7,656	21,216	177.12%	79,775	60,523	-24.13%
October	160,387	142,699	-11.03%	91,071	79,964	-12.20%	20,665	20,666	0.00%	5,339	6,469	21.17%	73,202	55,779	-23.80%
November	149,581	140,348	-6.17%	83,180	81,286	-2.28%	20,741	21,187	2.15%	4,295	5,407	25.89%	71,369	55,189	-22.67%
December	172,531	0	0	98,883	0	0	23,837	0	0	5,546	0	0	83,077	0	0
January	158,261	0	0	95,937	0	0	21,267	0	0	7,025	0	0	72,501	0	0
February	169,443	0	0	102,032	0	0	23,090	0	0	8,798	0	0	75,445	0	0
March	165,242	0	0	103,162	0	0	20,957	0	0	6,099	0	0	67,390	0	0
April	157,794	0	0	92,531	0	0	23,049	0	0	8,963	0	0	65,409	0	0
May	157,949	0	0	96,040	0	0	23,198	0	0	10,670	0	0	59,813	0	0
June	1,986,964	925,633	-7.97%	1,172,719	557,673	-4.53%	270,924	136,389	0.64%	78,344	51,500	64.84%	896,258	355,331	-24.82%
Totals	1,005,744			584,134			135,526			31,243			472,623		

Note 1: FY 14/15 Checkouts totals including all partnership/Collection Development: 926,779

Note 2: FY 14/15 GRAND TOTAL (Includes Library, Partnership, Coll. Dev., Downloadable Books and Ebooks, and Read & Share Checkouts): 1,041,869

ITEM 6g

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 December

System Total Comparison For Fiscal Years 2013-2014 / 2014-2015

	Meeting Room Use				% Change	# of Meetings	% Change	2013-2014 Attendance	2014-2015 Attendance	% Change Attendance
	2013-2014 # of Meetings	2014-2015 # of Meetings	2013-2014 Attendance	2014-2015 Attendance						
Administration Outreach										
Duncan/Traner	0	0	0	0				0	0	
Incline	43	33	-23.26%	711	416	-41.49%				
North Valleys	4	4	0.00%	13	171	1215.38%				
Northwest	46	21	-54.35%	667	281	-57.87%				
Reno	104	60	-42.31%	1,288	1,056	-18.01%				
Senior Center	0	0		0	0			0	0	
Sierra View	9	3	-66.67%	115	10	-91.30%				
South Valleys	104	95	-8.65%	1,911	2,365	23.76%				
Spanish Springs	59	64	8.47%	1,236	1,908	54.37%				
Sparks	11	8	-27.27%	225	109	-51.56%				
Verdi	1	0		0	0			0	0	
Totals	381	288	-24.41%	6,166	6,316	2.43%				

**PLEASE NOTE:

CHECKOUT TOTALS

- a. Reflect only public hours for Partnership Libraries
- b. Do not reflect Gerlach or Collection Development

