

LIBRARY BOARD OF TRUSTEES MEETING AGENDA WEDNESDAY, JANUARY 16, 2019 4:00 P.M.

South Valleys Library 15650A Wedge Parkway Reno, NV 89511

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.

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 Three Minute Time Limit Per Person

 No discussion or action may be taken upon any matter raised under this public comment section
 until the matter has been specifically included on an agenda.
- 3) Approval of Meeting Minutes
 - a. For Possible Action: Approval of Minutes from the Library Board Meeting of December 19, 2018
- 4) Old Business

None

- 5) New Business
 - a. For Possible Action: Acknowledge a Donation in the Amount of \$130,000 from Friends of Washoe County Library, Which Demonstrates Its Continued Support of Libraries, Literacy, the Arts, and Cultural Enrichment Throughout the Community
- 6) Reports
 - a. South Valleys Library Report on Programs, Activities and Operations
 - b. Tacchino Trust Expenditure Update
 - c. Board Task Record Update
- 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 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 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
- 10) Adjournment

LIBRARY BOARD OF TRUSTEES MEETING MINUTES WEDNESDAY, DECEMBER 19, 2018

The Board met in regular session at the Downtown Reno Library, 301 S Center Street, Reno, NV 89501.

Chair Alderman called the meeting to order at 4:01 pm.

1) ROLL CALL

Board Members Present: Wendy Alderman, Wayne Holland, Jean Stoess, Zanny Marsh (via

telephone), Ted Parkhill (arrived late)

Board Members Absent: None

County Staff Present:

Assistant District Attorney Dania Reid, Assistant County Manager

David Solaro

Public Present: Mary Jones of Friends of Washoe County Library (FWCL)

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF NOVEMBER 15, 2018

On motion by Trustee Stoess, seconded by Trustee Holland, motion which duly carried, the Board approved the meeting minutes from the Library Board meeting of November 15, 2018. All in favor. None opposed.

4) OLD BUSINESS

None

5) **NEW BUSINESS**

a) ACCEPT FINAL DISTRIBUTION CHECK FROM TACCHINO TRUST IN THE AMOUNT OF \$460,000 AND AUTHORIZE CHAIR ALDERMAN TO EXECUTE THE FINAL DISTRIBUTION AGREEMENT WHEN THE LIBRARY SYSTEM RECEIVES AN UPDATED SIGNATURE PAGE

Upon questioning by the Board, Director Scott confirmed that the Library System had received and deposited the final check and that Mr. Rueckl indicated that the Library System may receive a final amount after tax purposes, which was highlighted on the last page in the provided document highlighting allocations.

Director Scott noted that the original distribution paperwork was approved at the November 2016 Board meeting, and that Mr. Rueckl provided updated distribution paperwork when he brought the final distribution check to the Library System which included a signature line for the previous Library Board of Trustee Chair Derek Wilson. Once the Library receives an updated signature line for the current Library Board of Trustee Chair information, Chair Alderman will execute the document.

Trustee Parkhill arrived at 4:05 pm.

On motion by Trustee Holland, seconded by Trustee Stoess, motion which duly carried, the Board accepted the final distribution check from the Tacchino Trust in the amount of \$460,000 and authorized Chair Alderman to sign the updated signature page when received by the Library System. All in favor, none opposed.

Upon questioning by Trustee Holland, Director Scott explained that the Tacchino Trust required specific timelines for expending monies as they did not want it handled as an endowment and wanted to see it spend towards a large capital library project.

b) SELECT AN OPTION FOR MEETING THE MATERIALS-EXPENDITURE STANDARD PURSUANT TO THE MINIMUM PUBLIC LIBRARY STANDARDS AS SET FORTH BY THE NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

Director Scott stated that the Nevada State Library created collection expenditure options during the recession for Library Systems. He said the State would like public libraries to meet Option III (10% of total budget) but that the other options were provided in the event they are not able to do so. Director Scott explained that the Washoe County Library System has not able to meet Option III and will not be able to do so as the State formula parallels the budget as it increases making this an unrealistic goal for the Library System. He stated that the Library System is making efforts to increase the budget for collection materials and has built that budget item from \$800,000 to over \$1 million.

Upon questioning by the Board, Director Scott:

- Confirmed that selecting an option is a State mandate, but there are no penalties for failure to meet selected options
- Budget fluctuations are generally based upon retirements of tenured employees as new hires or promotional employees salaries and benefits cost less.
- Washoe County Library System spends 80% of its budget on staffing.
- Confirmed a library system can always spend more on materials than the option they select and noted that the Washoe County Library System is currently spending more than the option selected, but that it cannot meet the requirements of Option III because it is based upon a mathematical equation and that we would always be chasing it.
- Clarified that, with the mathematical equation, when a budget increases, so does
 the amount required by State options and that the only way the Washoe County
 Library System could potentially meet Option III would be if Washoe County gave
 more dollars to the specific materials line item in the budget.

Upon questioning regarding Board voting on an option, Legal Counsel Dania Reid confirmed Director Scott's statement that this is a requirement by the State of Nevada. She clarified, stating that the Board is not voting on the percentage, but voting on the option the Library System can achieve. She said that the Library System can always exceed the percentage, but that it would not be consistent with her legal counsel to vote on what is not achievable.

On motion by Trustee Holland, seconded by Trustee Stoess, motion was duly carried, the Board approved the Library recommendation and selected Option I to meet the materials expenditure standard pursuant to the minimum public library standards as set forth by the Nevada State Library, Archives, and Public Records. All in favor, none opposed.

6) **REPORTS**

a) LIBRARY DIRECTOR'S ANNUAL REPORT 2017-2018

Director Scott presented a PowerPoint presentation for 2017-2018 Annual Report.

Upon questioning by the Board, Director Scott clarified points on the following slides:

- Express Creativity: Established funding of \$30,000 for Maker Services, resulting in The Quad
 - → New Computer classes in 2019 stem from the Spring 2018 Technology survey and meetings of the RTT (Reference, Technology and Training) Team. New classes include: Excel, Genealogy, Internet Safety, and Senior Connections.
 - → Idea Boxes were started through LSTA funding and the creativity of library staff in the Makerspace Team. The Library System is in the second rotation (year cycles) of this project.
- Results: The Library System is looking to find a better method of tracking numbers for children using issued Library cards without blocking access.
 - → Per Branch Manager Julie Ullman, one of the issues in tracking this is families electing to use one card for when checking out materials for the family.
 - → Chair Alderman noted this is a great start to building metrics for Growing Young Readers initiative and asked that this be added to the Board Task Report for tracking.
- Expansion Tax line item possible increases: Youth Programming needs more support, Travel and training are generally spent out by the end of the calendar year and the library is looking to continue building a balance for technology support. Upon questioning by the Board, Director Scott stated he would bring this item back to the Board in March 2019 with percentage specifics.

b) DOWNTOWN RENO LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS

Branch Manager Brenda Owens provided an oral report that included some unique events this year, such as:

- Destination Dance, which brought in new people to the Downtown Reno Library for the first time in the building
- Political forums
- The opening and weekly operating "The Quad"
- The Lit Crawl

She also briefly outlined some of the challenges including: elevator issues, radon, leaking roof, asbestos and how staff is finding ways of working and dealing with these issues.

She stated that the Downtown Reno Library is moving forward with programs and programming like The Quad and building relationships with the Human Services Agency, courthouse, and Discovery Museum.

Upon questioning by the Board, Director Scott stated that construction in the Downtown Reno Library starts in April 2019 and will likely not close except for possibly 1 to 2 days for wiring.

Chair Alderman requested metrics to establish a baseline for comparison between now and when construction is completed to be added to Board Task Record

c) MONTHLY TECHNOLOGY UPDATE

The Board reviewed the information submitted in the packet.

Upon questioning by the Board, Systems and Access Librarian Nancy Keener clarified that the term refresh for Washoe County means the computers are new and that the Systems office has received 178 new computers for staff. She also stated that when purchasing technology, such as the Dell laptops, the Library is required to go through County IT staff to purchase specific items as outlined by Washoe County. She did note that she can request to purchase comparable items if she finds something better that would benefit library staff and patrons.

d) TACCHINO TRUST EXPENDITURE UPDATE

The Board reviewed the information submitted in the packet.

Upon request by Chair Alderman, Director Scott stated the Library will provide more detailed information specifically on Tacchino Trust disbursements and expenditures in either January or February 2019

e) LIFESCAPES UPDATE

The Board reviewed the information submitted in the packet.

Director Scott stated that this was an informational update based upon public comment and correspondence from the last Board meeting. He clarified that the Library System has not discarded any Lifescapes created materials, but is collecting and moving them to an agency that excels in archived materials. He stated that, although there are some special collections within the Washoe County Library System, we are a public library and not an agency that specializes in archiving and indexing documents.

f) BOARD TASK RECORD UPDATE

The Board reviewed the information submitted in the packet.

Chair Alderman requested the following items be added to the Board Task Record:

- Authority to change monthly meeting schedule to either quarterly or bi-monthly –
 Trustee Stoess requested this be postponed until the April 2019 Meeting
- Provide detailed Tacchino Trust Budget separately from the Quarterly Financial Report.

7) STAFF ANNOUNCEMENTS

Branch Manager John Crockett thanked his fellow current and past Branch Managers and Director Scott and Assistant Library Director Joan Dalusung for advice and support provided.

8) PUBLIC COMMENT

None

9) **BOARD COMMENT**

Trustee Parkhill extended congratulations to Branch Manager John Crockett for the Washoe County Employee Spotlight acknowledgement (attached to back of the Board packet).

Trustee Parkhill stated that the shooting of the librarian in the Sacramento news shook him and was too close to home. He asked if staff were aware of this and what we were or should be doing to avoid situations such as this.

 Legal Counsel Dania Reid stated that Board comment is not an agenda item for discussion and suggested he request a future agenda item for security update and appropriate proactive training(s).

Trustee Holland read the announcement provided by Development Officer and PIO Andrea Tavener congratulating the Library on winning Best Costume in Sparks Hometown Parade and thanking the Library and FWCL for support of all.

Trustee Holland requested a future agenda item on how the change of public hours is progressing.

10) ADJOURNMENT

Chair Alderman adjourned the meeting at 5:09 pm.

TO: Washoe County Library Board

FROM: Jeff Scott, Library Director

RE: Tacchino Trust Expenditure Update

DATE: January 16, 2019

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.

Expenditures for the month of December 2019 included: \$1,284.76 for Downtown Reno Library Children's Materials.

To date, Tacchino Trust funds has expended a total of \$217,273.90 from the first distribution payment with \$3,184.88 of those funds spent on Children's Materials.

The total Tacchino Trust funds available the beginning of January 2019 is \$694,976.10

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

FY2018/19

DATE ASSIGNED	TRUSTEE	TASK / AGENDA ITEM REQUESTED	ANTICIPATED COMPLETION	DATE COMPLETED
12/19/18	Trustee Parkhill	Request future agenda item for discussion/security update and proactive trainings for Library personnel in light of shooting at library in Sacramento	None provided	OOM LETED
12/19/18	Chair Alderman	Tracking of children using issued children's cards is a great start to building metric for Growing Young Readers Strat Plan Initiative – added on request to Board Task Record for tracking (Nancy/Debi)	June 2019	
12/19/18	Chair Alderman	Chair Alderman requested baseline metrics for Downtown Reno from now through completion of renovation for comparisons	June 2019	
12/19/18	Chair Alderman	Requests more thorough reporting for Tacchino Trust expenditures and balances specific to associated projects	January or February 2019	
12/19/18	Trustee Holland	Requested a future agenda item on how change of public hours is progressing	None provided – just changed in Jan 2019	
9/19/18	Not Applicable	Assistant County Manager Solaro to return to Board in January 2019 to report upon training progress (no time to add to January Agenda)	January 2019 – moved to Feb 2019	
11/15/18	Chair Alderman	Debi Stears to bring report with System/branch circulation numbers – request from NV circulation slide (no time to add to January Agenda)	January 2019 – moved to Feb 2019	
11/15/18	Trustee Stoess	Future agenda, not necessarily an action item, to discuss going to quarterly meetings versus monthly meetings (moved per Trustee Stoess at 12/19/18 meeting	January 2019 – moved to Apr 2019	
9/19/18	Trustee Parkhill	Requested Board Task Record to be included in agenda	November Meeting	11/15/18 - LBOT
7/18/18 – LBOT Meeting	Chair Alderman Trustee Parkhill	Non-cash donations be set in a grid vs a list for the Board to see how the programs were attended in the branches - WCLS will work with all	November Meeting	11/15/18 – LBOT 11/6/18 – Trustee

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Gray = Completed Blue = Notes from Chair/Director meeting

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6c FY2018/19

		in October for layout of quarterly report for reporting at November mtg.		Alderman met with Director Scott
7/18/18 – LBOT Meeting	Chair Alderman Trustee Parkhill	See financial report consolidated so that the Board can see where the donations and grants in the Donation report correspond in the Financial Report - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	11/15/18 – LBOT 10/30/18 - Trustee Parkhill and Holland met with Director Scott
7/18/18 – LBOT Meeting	Chair Alderman	Would like statistical reports to quantify results to Strategic Plan so that the Board can see the impact - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	11/15/18 – LBOT 11/6/18 – Trustee Alderman met with Director Scott
8/15/18	Trustee Stoess	Resignation as FWCL liaison, appointment of Trustee Holland to FWCL liaison	September meeting	9/19/18 - LBOT
8/15/18	Trustee Parkhill	To meet with Director Scott and discuss financial report	Meeting scheduled 9/20/18	9/20/18 – Director Office
7/23/18 – Chair one-on-one	Chair Alderman	Library Director mandatory Leadership Training – Director Scott showed the Chair the webinar/training list provided by WCHR. Both agreed on something on-going. Jeff to contact trainer at UNR to provide one-on-one continuous coaching. Chair Alderman requested to speak with her also.	September Meeting	9/19/18 - LBOT
7/23/18 – Chair one-on-one	Chair Alderman	Overall Team report for YLSE – Director Scott noted that programming information is included in every monthly update of the Director's Report		
7/18/18 – LBOT Meeting	Chair Alderman	Agendize discussion for Financial report in August LBOT meeting - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	Meeting scheduled 9/20/18	9/20/18 – Director Office

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LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6c FY2018/19

7/18/18 – LBOT Meeting	Chair Alderman	Return Financial report to September LBOT meeting - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	Meeting scheduled 9/20/18	9/20/18 – Director Office
7/18/18 – LBOT Meeting	Chair Alderman	Agendize dissolution Partnership Advisory Committee next Board meeting	August Meeting	8/15/18
7/18/18 – LBOT Meeting	Trustee Parkhill Chair Alderman	Would like to see a running list of accountability	August Meeting – TG	

DECEMBER 2018 MONDAY MANAGERS MEMO

Library Wins Again at Sparks Hometowne Christmas Parade



Congratulations to our Washoe County Library System for winning "Best Costume" in this year's Sparks Hometowne Christmas Parade held December 1. For the fourth year in a row, our staff braved the weather to represent the Library System in this festive parade. The current win was on the heels of being last year's "Best Overall" parade winners.

This year our "Christmas Tree" banner carriers led the way, followed by the book cart drill team; with the rest of the "reindeers" and "elves" handing out candy and waving to the crowd. It was a great team effort, and could not have been possible without the generous support of the Friends of Washoe County Library's win is particularly notable, as the Sparks Christmas Parade is currently in the running to be recognized as the nation's "Best Holiday Parade" through a Reader's Choice contest introduced by USA Today. The winner will be announced on Friday, December 21.

Make armchair travel a reality at the local library

v Julie Ullma

2 Living Local

Books have always been a way to use imagination to travel to faraway places, to explore new things, and to learn about anything under the sun without ever leaving your home town. Something very exciting is happening at Washoe County Libraries that will make those imaginary trips seem real.

With Virtual Reality, not only can you travel to Paris or Angkor Wat, but you can also dive under the sea and swim with sharks and whales, ride a thrilling roller coaster, or view famous sculptures at the VR Art Museum. And you still don't have to leave your home town, you just have to visit your local library.

What is Virtual Reality?

Virtual Reality systems vary, but the basic setup is a headset connected to a computer. The headset includes headphones and a miniature video screen where users can hear and view real life videos, or computer-animated environments. The user can view up, down, and all around (360°) making it feel like he or she is actually inside the environment. The experience can be so realistic that users may feel vertigo when the images make it seem as if you are standing on top of a tall building or riding a roller coaster.

There are thousands of virtual reality (VR) apps and videos that can be downloaded. These include real-life videos of mountain climbing,

cliff diving, and skiing, plus high-definition computer animations that allow the user to swim underwater, fly a spaceship, land on the moon, and even visit major cities and tourist attractions throughout the world, with the Google Earth app.

How Did the Library Get VR?

Most high-end virtual reality systems can cost hundreds of dollars. A Virtual Reality grant was partially funded through the Nevada State Legislature (SB-549). Directed by the Nevada State Library, Archives, and Public Records, the grant is bringing this emerging technology to libraries throughout Nevada to give everyone access to fun, educational, and amazing virtual experiences. Thanks to the generosity of the Friends of Washoe County Library, we have been able to add additional virtual reality sets at more branches.

Where Can I Try Virtual Reality?

Currently, the Incline Village Library, the Sierra View Library, and the South Valleys Library each have a virtual reality system available to try. For days and times, please visit the online Calendar of Events at www. washoecountylibrary.us.

Whether your interest is in travelling the world, learning about science and history, or exploring fun games, you will be amazed at how realistic virtual reality can be.

Julie Ullman is the managing librarian

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Library patron engages in a virtual space that appears realistic with a virtual reality headset.

The Berlin Wall

Pet Lab

Titanic

at Washoe County Library System/South (Valleys Library, 15650A Wedge Parkway, a Reno. She can be reached at (775) 851-5190 or jullman@washoecounty.us. For promplete information about programs a for kids, teens and adults at all Washoe

Apollo 11 Dead and Buried Burning Man: Art Discovery Land's End Job Simulator Nature Treks Paris Boat Trip-France the Blu Everest

WHAT APPS CAN I TRY?

County Libraries visit the library's website at www.washoecountylibrary.us.

For complete information about programs for kids, teens and adults at all Washoe County Libraries, visit www.washoecountylibrary.us