



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MARCH 20, 2019
4:00 P.M.**

**Spanish Springs Library
7100A Pyramid Lake Hwy
Sparks, NV 89436**

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 February 20, 2019
- 4) Old Business
 - a. *For Possible Action:* Discussion and Possible Approval for 1 of 3 Options to Revise Library Board Bylaws to Potentially Change the Frequency of Library Board Meetings
- 5) New Business
 - a. *Informational:* Washoe County Library Budget Review Presentation for 2019-2020
- 6) Reports
 - a. Spanish Springs Library Report on Programs, Activities and Operations
 - b. Tacchino Trust Expenditure Update
 - c. Board Task Report 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, FEBRUARY 20, 2019**

The Board met in regular session at the Spanish Springs Library, 7100A Pyramid Lake Highway, Sparks, NV 89436.

Chair Alderman called the meeting to order at 3:59 pm.

1) ROLL CALL

Board Members Present: Wendy Alderman, Wayne Holland, Jean Stoess, Zanny Marsh, Ted Parkhill (arrived late)

Board Members Absent: None

County Staff Present: Assistant District Attorney Herb Kaplan, Assistant County Manager Dave Solaro

Public Present: Friends of Washoe County Library (FWCL) Vice President Kyle Waxman, FWCL Secretary Marsy Kupfersmith

2) PUBLIC COMMENT

None noted

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF DECEMBER 19, 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 December 19, 2018. All in favor, none opposed.

Vice-Chair Marsh arrived at 4:00 pm

4) OLD BUSINESS

a. LIBRARY DIRECTOR LEADERSHIP TRAINING UPDATE

Assistant County Manager (ACM) Dave Solaro provided a quarterly update for the Washoe County Library Leadership Training. He noted that the last of the materials were ordered at the end of the last quarter and everything set up for Library Management to take the Leadership Challenge (Kouzes and Posner) as a group with Dr. Marlene Rebori from UNR Cooperative Extension. The Leadership Team met on February 8, 2019, for their first training and have completed the first self-assessment of the training program. ACM Solaro stated that the team would meet again on March 8 to go over self-reflections associated with their self-assessment. He stated that he believes this course will be helpful as the process includes assessment of the whole Leadership Team as well as team individual assessments of the team members. He informed the Board that program will run monthly, through June 2019, and the team will be able to update where each member is at with their improvements and good skills.

Trustee Parkhill arrived at 4:04 pm.

Upon questioning by the Board, ACM Solaro clarified and answered the following:

- The Challenge covers five areas of leadership: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act and Encourage the Heart
- The assessments are individual within the team and information is shared as a team for them to understand the team assessments.
- He believes that the five areas align with the areas of evaluation.
- The training should be mostly completed before the next Library Director evaluation and recommends the Chair to get with the District Attorney on the best way to start the evaluation process.

5) **NEW BUSINESS**

a. **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**

Development Officer and PIO Andrea Tavener pointed out two Friends Board members: Vice President Kyle Waxman and Secretary Marsy Kupfersmith, thanking them and stating that she could not do her job without all the hard work they do.

Vice President Waxman spoke on behalf of all the Friends volunteers and thanked the Board and Library System for acknowledgment. She also noted that Keith Judson has moved to North Carolina, but is still a member of their organization.

Chair Alderman stated that she could not thank Friends enough and noted that they are a unique organization.

Trustee Holland stated that he had attended several Friends of Washoe County Library Board meetings and appreciates their passion for the work they do.

b. **DISCUSSION OF FREQUENCY OF LIBRARY BOARD OF TRUSTEE MEETINGS**

Trustee Stoess provided a handout for this agenda item to the Board. She stated that she felt there were multiple reasons to consider changing the frequency of the Board meeting. It takes very few Trustee absences at one meeting to lose a quorum and have to cancel a meeting. Trustee Stoess state that she thought bi-monthly could simplify attendance for Board members and staff, as well as providing thicker agendas. She noted that small enough items can be postponed. Trustee Stoess stated that Managing Librarians may find it beneficial to meet 6 times instead of 12 times annually. She requested that this item be agendized for more in depth discussion and potential decision at the March 2019 meeting.

Chair Alderman also would like to include discussion on responsiveness of Board for Library staff in the event an emergency meeting may need to be called for time sensitive issues requiring Board approval.

Trustee Stoess stated that she and Secretary Tami Gaston would be able to see how often meetings have been cancelled due to no quorum and look at meetings cancelled due to light agendas and potentially offer options for a new meeting schedule based upon the findings.

Legal Counsel Herb Kaplan stated that the Library Board of Trustee Bylaws provide an expectation of monthly meetings. He stated that there are not legal meeting frequency requirements, but that the Board bylaws would have to be revised to reflect any decision of the board should meeting frequency change.

Upon questioning by Trustee Marsh regarding precedence of monthly meetings in the eye of the public, Legal Counsel Kaplan stated that Open Meeting Law does not require any number of meetings, only how it is conducted and notices when meetings are planned and held.

Trustee Marsh invited feedback from the managing librarians regarding the last bullet from Trustee Stoess's Handout "Librarian and staff have fewer interruptions of their activities in order to attend Trustee Meetings" as to not make presumptions and inquire if modifying the meeting schedule creates any issues.

6) REPORTS

a. LIBRARY DIRECTOR'S QUARTERLY STRATEGIC PLAN UPDATE

Director Scott presented a PowerPoint presentation for the Quarterly Strategic Plan Update for October – December 2018.

b. SECURITY REPORT

Washoe County Security Administrator (SA) Ben West introduced himself to the Board. He stated that his position was created last year and is the first of its kind with the County. He provided history stating that Washoe County recently contracted with Allied Universal and Dan, the Downtown Reno Security Guard, switched to Allied Universal with the contract. SA West stated that the contract provides continuity as they provide security to all county locations that have guards and are able to staff locations when guards are out on leave or when additional security is needed and that staff is aware of how Washoe County likes security to be provided at locations that include security guards.

He stated that Allied Universal tries to balance the mission of each department with the security they are requesting. He informed the Board that he has begun to do this with Library locations as well. He stated that he met with staff at Incline Village mid fall and was able to identify some issues as well as possible solutions. He stated that he also met with staff at Sparks Library to work on a long term solution for the overnight parking issues in the parking lot. He stated that they have met with staff at Downtown Reno and are working to provide nightly service for Allied Universal staff to come by and check in on those sleeping around the Library and in the parking garage.

SA West stated that, moving forward, he plans on meeting with local law enforcement agencies to discuss specifics for problem solving and try to obtain statistical information for those locations. He will also offer security awareness training on site locations for best practices.

Upon questioning by the Board, SA West stated the following:

- Currently Allied Universal is not regularly patrolling the parking lot, but this is part of the proposal of next year's contract for visibility purposes and potentially provide escort for employees working late/after hours.

- Allied Universal will be looking to encourage and positive interaction with local law enforcement as well as the public.
- He believes there is an opportunity for Allied Universal to work with the City of Reno and the Human Services Agency side for possible relocation of those who are constant presence with no resources.

Director Scott informed the Board that the City of Reno Ambassador program is working on that side now.

Upon further questioning by the Board, Director Scott confirmed:

- SA West has been meeting with all the Branch Managers at each location to come up with solutions to issues that are unique to each location without infringing on the service the Library provides to the public.
- He will provide future updates to the Board.
- SA West will be working with Director Scott to schedule meetings and training specific to library locations in Washoe County

Trustee Parkhill thanked Director Scott for arranging SA West's presentation in the Board meeting.

c. SOUTH VALLEYS LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS

Branch Manager Julie Ullman highlighted the following from the submitted report:

- May 2018 marked the 15th anniversary for the South Valleys Library and the Washoe County Facility maintenance staff has been providing some needed maintenance to include: painting walls, fixing carpet in the lobby and sealing areas in the staff room from water leaks
- New partnership (page 1) with Nevada Vocational Rehabilitation/DETR Summer Youth Internship Program and that South Valleys is excited to work them again this year.
- Numerous outreaches (page 3) and South Valleys Library is working with the Washoe County Parks Department as they look to expand park storytimes.
- Many Art and STEAM activities in the last year with great successes with many organizations around town
- Staff is working on getting 3D printing and goal is to have it available at all branches.
- Staff recognitions (page 7, 8) of the efforts they put out daily and recent new additions and promotions.

Branch Manager Ullman also commented on the following items which were not noted in the submitted materials:

- South Valleys Automated Materials Handler expected install dates are in April 2019.
- Library Online Meeting Room Calendaring (LibCal) should be ready soon to go live soon. South Valleys Library has been the testing ground for this software.
- South Valleys staff plan to strengthen the relationship with the Doral Academy on Mount Rose Highway. The new charter school does not have a library in the building.

ITEM 3a

- Ice arena is still in the planning stages with half of the required funding raised and they expect to break ground Spring 2019. They are still working on a public campaign to build the rest of it.
- Carpet in the meeting rooms have 15 years' worth of stains and they are looking at a project to replace it.

Upon questioning by the Board, Branch Manager Ullman clarified the following:

- Dementia Friendly Washoe County has two arms: one being four community actions groups, one of which Branch Manager Julie Ullman is a member of as a representative of Washoe County Library System. This arm of the organization works on providing information of what dementia is, while the other arm is the "Café" that lets people meet who are dealing with these issues. There will be more one hour sessions for people to learn more about dementia coming this spring.
- Library staff is not seeing much impact from the construction from across the street but has seen an increase in business with the 2 new apartment complexes and housing complex being built. The Library sees more impact during baseball season and hopes that parking issues will decrease when the first two phases of the Ice Rink are completed.

d. MONTHLY TECHNOLOGY UPDATE

Systems and Access Librarian Nancy Keener briefly reviewed the items submitted in her written report to include:

- The Automated Materials Handling (AMH) project schedule may be pushed back farther due to architectural issues that need to go through the Washoe County process (i.e. precise holes cut into building walls) before installation.
- There were no issues with the recent ILS update (library software).
- Systems staff have completed refreshing the public computers at South Valleys and the rest will go to Verdi. There is no budget to do more this fiscal year. County provided staff computer refresh to start soon.
- Systems staff updated the network to front facing IP for Sierra View and Spanish Springs. This is a big move for the Library System to move forward to allow more IP access.
- Washoe County is in the process of migrating the entire County to Office 365 one department at a time. Seven Library staff members elected to move over early to begin working with it to be better able to assist library personnel when the Library System is migrated over.

Upon questioning by Chair Alderman, Systems and Access Librarian Keener clarified that the County and Library have to be compatible with the AMH equipment as it has been built to be set up and work in a specific way, not the other way around.

Trustee Parkhill stated that he believes the Library will love Office 365. He cautioned that the Library should have a plan in place and be organized. He said we have to let the County know how we want it laid out (i.e. folder details and shared drives) and have plan for going cloud based.

e. TACCHINO TRUST EXPENDITURE UPDATE

The Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Scott clarified that the Tacchino Trust expenditures is limited to materials and furniture, fixtures, and equipment and must be expended by 2021.

f. **QUARTERLY FINANCIAL REPORT**

The Board reviewed the information submitted in the packet.

Board comments noted that the financial report layout is easy to figure out and read.

Upon questioning by Chair Alderman, Director Scott stated that branch gift fund expenditures are at the discretion of the branch manager. He also clarified that “program” expenditures are for furniture, fixtures or equipment for the branch or support of a program, but not for payment of any programs put on by the Library System

g. **QUARTERLY STATISTICAL REPORT**

The Board reviewed the submitted material.

Upon questioning by the Board, Director Scott:

- Explained that some of the declines in checkouts of physical materials can be attributed to weather, as seen in past years, and that all statistics may be affected by other factors that the Library is not able to control or can be captured.
- The relationship (annual statistics) between years can be done annually and are easily obtained.
- When there appear to be anomalies or fluctuations in quarterly stats, Library staff can include information as to why if we know, but there are many other factors that staff cannot really gauge.
- The Library looks at general statistics for general trends but it is often a matter of looking at uses and moving forward to determine what is needed at each location, such as computer use. There are many factors that cannot be captured in a report but that Library staff is aware of and that Branch Managers may be providing input in their branches

h. **BOARD TASK RECORD UPDATE**

The Board reviewed the material submitted.

Chair Alderman stated it appears everything is moving forward as expected and the Leadership Challenge training update would be anticipated to return to the agenda at the June meeting.

The Board cleared the detailed (ledger format) Tacchino Report provided to be included on a quarterly basis.

7) **STAFF ANNOUNCEMENTS**

Development Officer Andrea Tavener informed the Board she had submitted the proclamation to the County to be placed on the Board of County Commissioners agenda for approval at the March 19, 2019 meeting in support National Library Week from April 13-17, 2019. If accepted for that agenda, she will send invitations to Friends.

Upon questioning by Trustee Holland, Director Scott stated that National Library Week is also legislative week and the Library would have staff in Carson to support Library legislation.

Collections Manager Debi Stears provided a brief update on how the annual funding from Friends of Washoe County Library impacts Technical Services and the Library collection. She stated that the impact is significant and allows Technical Services staff to continue purchasing materials during the time that county fiscal spending is restricted between change-over of fiscal years. With the Friends allocation, the library system is able to continue to make purchases during May and June annually without any breaks.

Director Scott announced Jana MacMillan as the new Branch Manager for the Spanish Springs Library.

8) **PUBLIC COMMENT**

FWCL Secretary Marsy Kupfersmith stated she is on several senior advisory boards and likes how the Washoe County Library Board of Trustees run their meetings. She thanked the Library for promotion of senior events. She stated that if it was not for the Library System promoting events, she is not sure how the community would know about the senior events taking place in the community.

9) **BOARD COMMENT**

None noted

10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at 5:24 pm.

TO: Washoe County Library Board

FROM: Jeff Scott, Library Director

RE: Discussion and Possible Approval for 1 of 3 Options to Revise Library Board Bylaws to Potentially Change the Frequency of Library Board Meetings

DATE: March 20, 2019

Background: Washoe County Library System Board of Trustees have traditionally met once a month as is mandated by Library Board of Trustee Bylaws.

During the February 20, 2019 Board meeting, Trustee Stoess proposed a decrease in the number of monthly meetings to allow for more robust agendas and effective time management while decreasing cancellations or meeting reschedules for staff and Board members who attend Library Board of Trustee meetings.

In the last 5 years, Library Board meetings have been cancelled 6 times due to a light agenda or lack of quorum. Library Board meetings have been rescheduled twice in the last 5 years.

The Library is proposing several options for discussion and potential approval of a new meeting schedule that we think will meet everyone's needs. The following months were selected for times that we would anticipate heavier agendas or required functions of the board. We want to make sure to hit major months where quarterly reports would be due as well as months we traditionally have scheduled items; for example, July is designated for a review of the bylaws and election of officers.

Option 1: Keep the monthly meeting schedule as is with no revision to the Library Board Bylaws.

Option 2: Revise the Bylaws to ensure that that Library Board schedules no less than 6 meetings a year.

Option 3: Revise the Bylaws to ensure that the Library Board schedules no less than 9 meetings a year.

**For Options 2 and 3, which are outside the current meeting schedule outlined in the Library Board Bylaws, the Library believes these months listed below would be required months in which the Library Board would be scheduled to meet.

Proposed Month Meeting Schedule:

February (Quarterly Oct-Dec and/or possible retreat)

March (Budget Presentation)

May (Quarterly Jan-Mar)

July (By-laws Elect Officers)

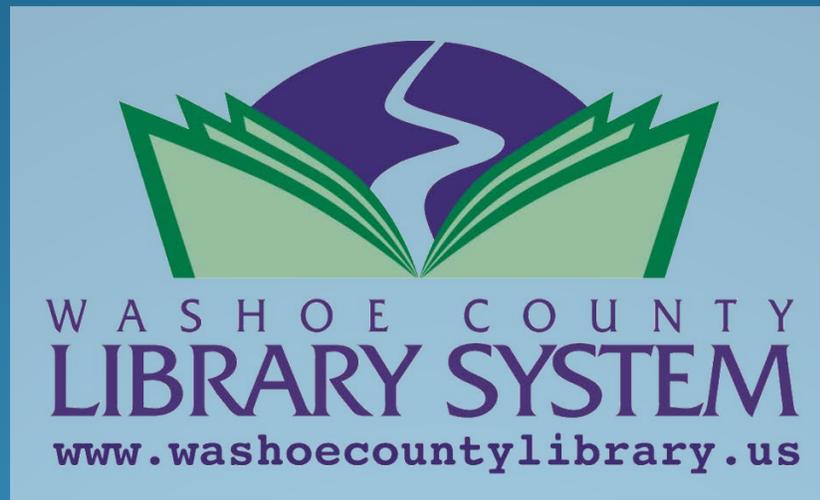
September (Quarterly Apr-Jun)

November (Quarterly July-Sept)

Additional discussion may include retaining the standard meeting day and time for the meeting schedule selected from the above options which is currently the 3rd Wednesday of the month starting at 4:00 pm. The Library recommends keeping the meetings scheduled for the 3rd Wednesday of the month but is open to starting earlier if meetings continue to exceed an hour.

The Board and Library System retain the ability to schedule additional meetings should they be needed. If approved, the changes would be made in the Library Board of Trustee Bylaws and agendized for approval at the June 2019 Board meeting.

Recommendation and Suggested Motion: That the Board and approve one of the options presented to begin effective July 1, 2019. If the Board is unable to select an option, the recommendation would be that the Board table this discussion for a future agenda item.



Washoe County Library System

Budget Review

2019-2020

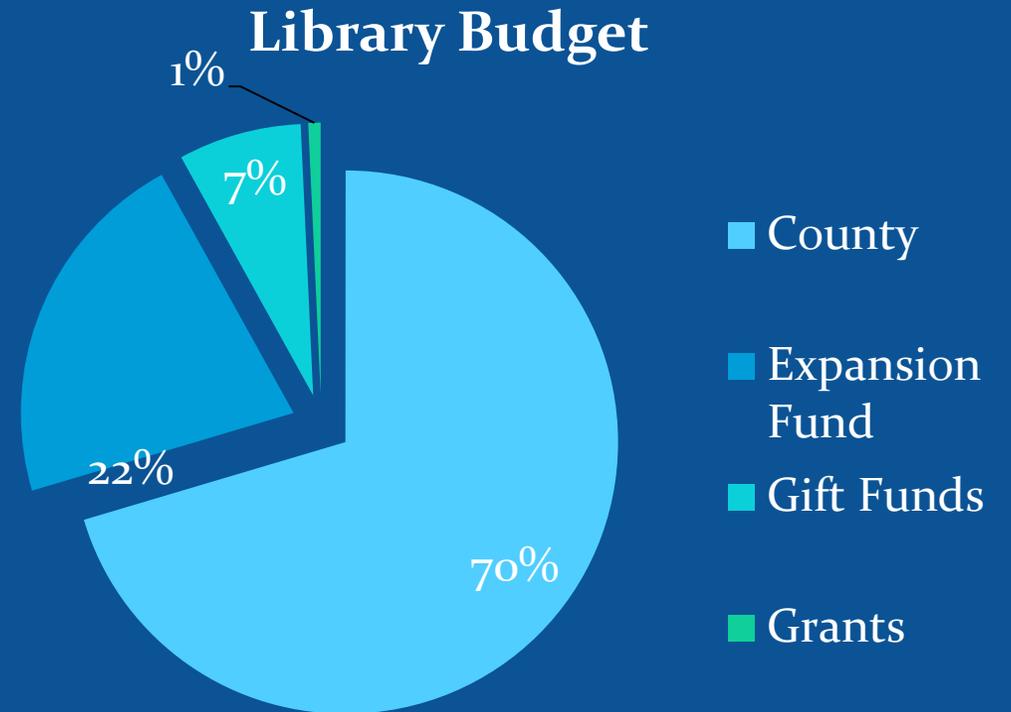
Connect

Gather

Explore

Budget

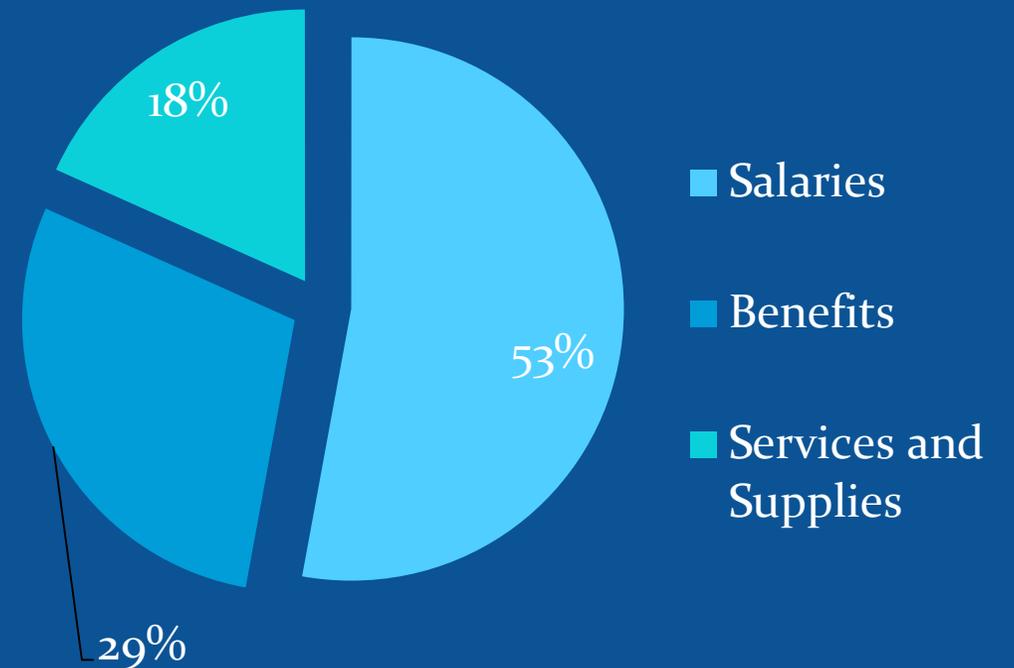
- **Funding Sources for Library**
 - **County: \$9,666,554.98**
 - Source=General Fund
 - **Expansion Fund: \$2,966,948.00**
 - Source=Special Property Tax
 - **Total Budget: \$12,633,502.98**
 - **Other Sources:**
 - **Gift Funds: \$1,001,721.02**
 - **Friends, Donations, Endowments, Non-profits, Wishing Wells**
 - **Grants: \$100,000**



Budget

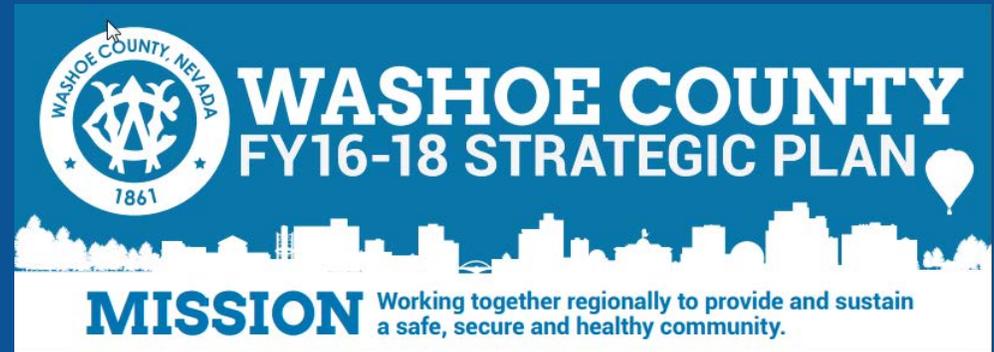
- Budget Expenditures
 - Salaries \$6,681,573.80
 - Benefits \$3,644,410.98
 - Services and Supplies \$2,307,518.20

Library Budget



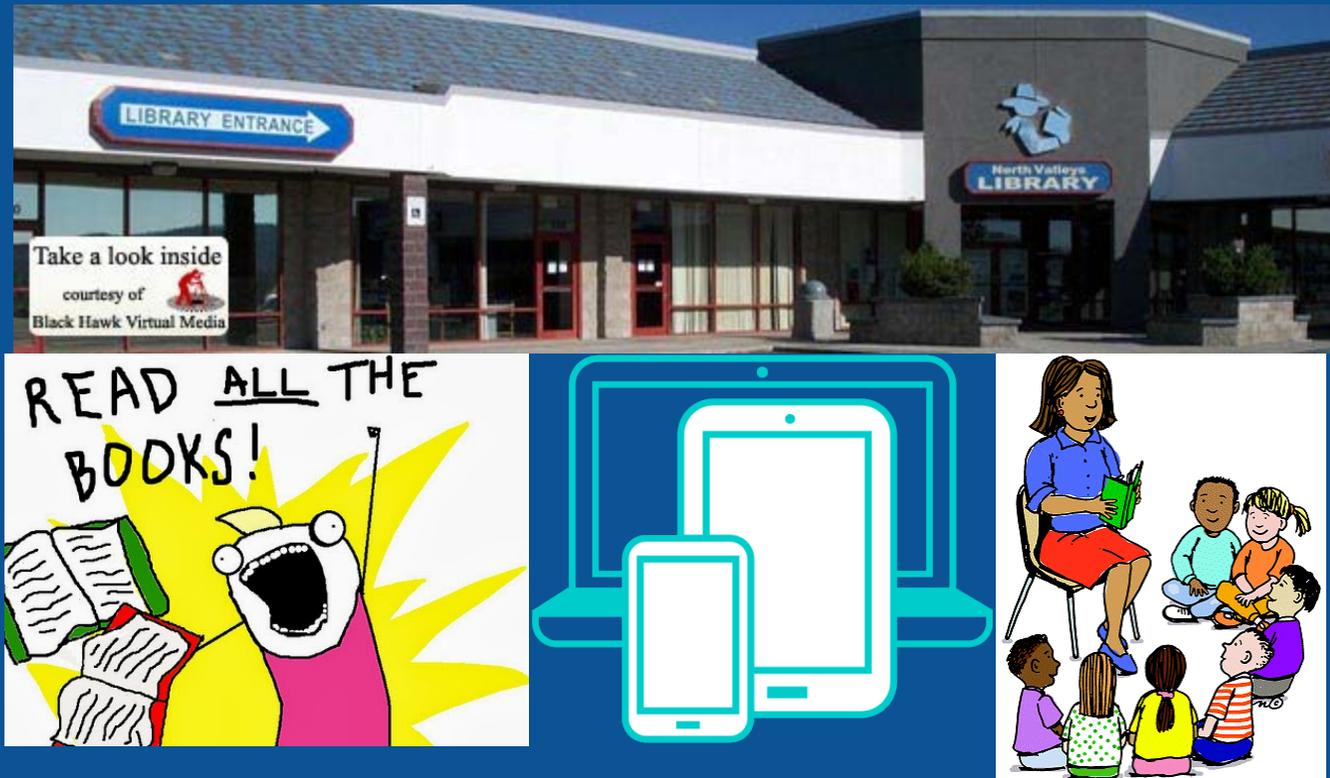
Budget

- Washoe County Strategic Planning Budget Retreat
- General Cap – applicable to commercial
- Greater of:
 - 10-year average of percentage change in a county's assessed valuation (up to 8%)
 - 2 x CPI
- If the General Cap is below 3%, the Residential Cap resets at the lower rate
- Washoe County is cautious for the 2019-2020 year



Budget

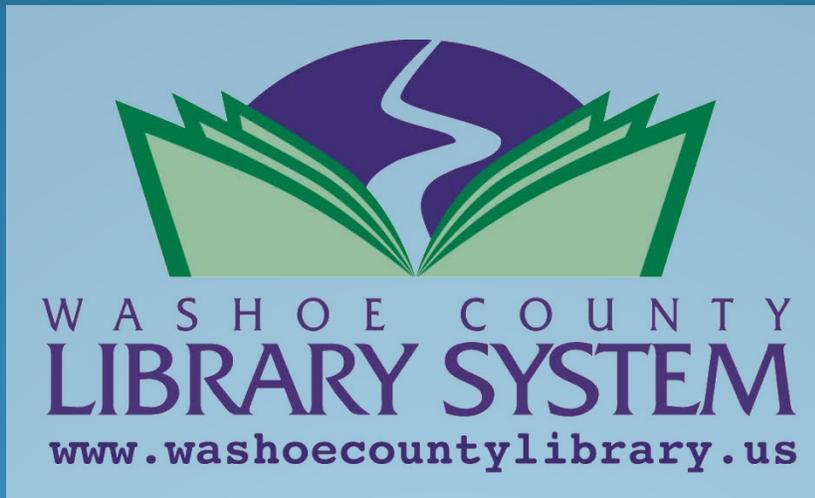
- Budget Priorities:
 - New North Valleys Library \$10m
 - Renovation of Sparks Library
 - Renovation of Northwest Library
 - FFE update system-wide



Budget Request FY 19-20

- Expansion Tax Fund balance will increase by \$124,000
- Funding will go towards:
 - Increase Collection Development: \$30,000
 - Establish Youth Programming: \$10,000
 - Increase Travel and Training: \$30,000
 - Increase Technology: \$10,000
 - Establish Courier Services: \$30,000





Thank you!

Connect

Gather

Explore

Spanish Springs Library Branch Report to Washoe County Library Board of Trustees - March 2019

Spanish Springs Library (SS) enters its 14th year serving the public this Spring! Our facility has experienced a few changes over this past year, most notable among these changes is staffing.



Ann, Jana & Aurora

Staff Changes:

Ann Ebner, Jana Mac Millan and Aurora Partridge all returned to the branch this year, while Theresa Kenneston was reassigned to North Valleys and Bianca Onyeagolu was promoted to a part time Library Assistant II position at Northwest. Branch Manager Julie Machado retired in December. Jana MacMillan was promoted to fill the Branch Manager's position and Aurora Partridge was promoted (and brought back to SS) to fill the vacant Librarian I position. We are now in the process of hiring a new Library Aide to fill our latest vacancy.

Facility Improvements:

We also had some facility improvements this year. Our handicapped door mechanisms at our front entrance were replaced; overheated lighting in our Holds Pick Up area was swapped out with some cool LED bulbs



New 2-sided sign on Pyramid Highway 3/23/18

expected to last 10 years; installation of our new road sign took place on March 23, 2018; and in November, our new weather-proof book drop was installed—and it sure has received a work out this winter keeping returned library materials safe and dry!



New Weatherproof Book Drop Installed

Challenges:

Challenges this year have included a building lockdown in May 2018 after a "person of interest" considered "armed and dangerous" entered our facility. The staff responded quickly and in accordance with their training, keeping patrons calm and safe while the SWAT officers searched for the suspect. The man was ultimately arrested outside the building following an exciting hour, or so.

Other challenges we faced this year included snow, more snow...and yet more snow!



5 inches of snow--no snow removal 2/10/19



Snowy view from Drive Through 2/10/19



And yet more snow...2/17/19

Library Events:

In March 2018, SS played host to the Idea Box Faire which highlighted eight brand new, themed Idea Boxes currently on rotation throughout the library system. We had over

281 people show up to try them out!

One of the things we do really well is holding family friendly, fun programs! Events of note this past year include: RTC Senior Transportation Options; Young Writers Workshop; Nevada Reads book Discussion; Northern Nevada Literacy Council Family

Reading Program; Creation of a Teens & Adults coding program for system-wide application; Moms 'n Muffins; Donuts with Dads; Patriotic Crafts; Gold Panning; Pet Monster Rocks; Code It, Build It; Halloween All Day Trick or Treat; STEAM events, Gingerbread Houses workshop; Tintabulations and more—here are a few pictures of some of our favorites:

Spanish Springs hosted an Idea Box Faire to highlight our new Idea Boxes that would be shared across the system starting in April. Over 281 people came to try out Mad Mattr, the Sound of Science, Zip, Zap, Zing, Duct Tape Creations and more!



Idea Box Faire Sunday 3/25/18



Girl Scouts at the March Code It, Build It. This is a direct result of our February outreach



Gingerbread Houses 12/11/18



Pet Monster Rocks 6/26/18



Young Writers Workshop 6 1/8/19



Patriotic Crafts 7/3/18



Gold Panning 7/10/18



Will Parker 8/1/18



Owls & Raptors 10/30/18



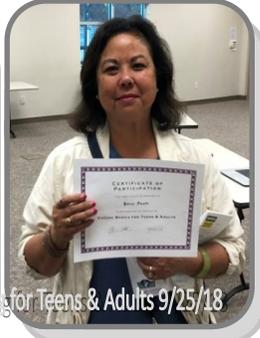
Crochet Connection 11/15/18



Jurassic Day 7/31/18



Ralph, Zac & Yurie completing Coding for Teens & Adults 9/25/18



Washoe County Library Provides Opportunities to Express Creativity



Code It, Build It 1/16/19



Trick or Treat @ the Library 10/31/18



Elementary Spells at Hogwarts 10/23/18



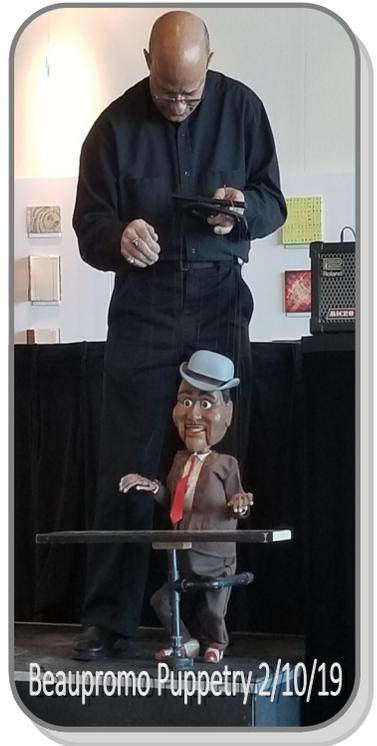
Santa Visits Toddler Time 12/6/18



STEAM: Hoop Gliders 8/14/18



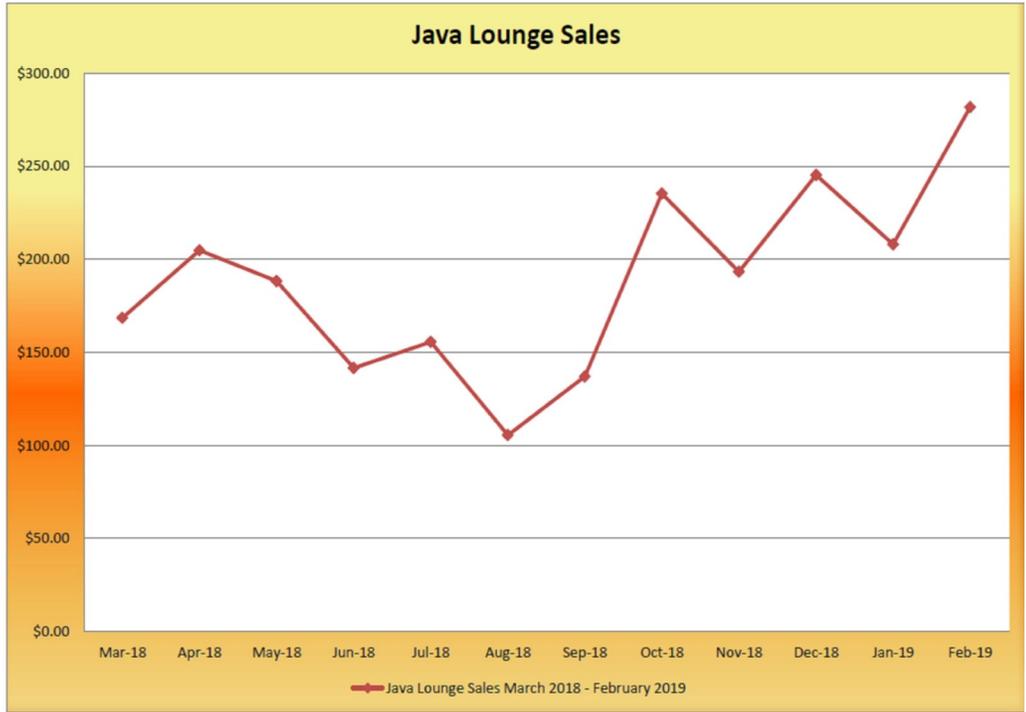
Tintabulations Concert 12/9/18



Beaupromo Puppetry 2/10/19

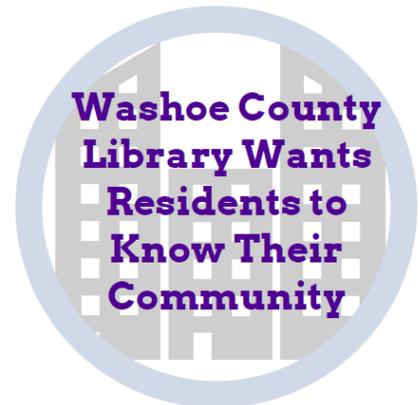
The Java Lounge:

Our small business owner, Marjory Olaes, continues to run our library café the Java Lounge through the Services for the Blind Program with the State of Nevada’s DETR-BEN office. Over this past year the representative for DETR-BEN has changed three times. Regardless, the Java Lounge is seeing more use than ever and is viewed favorably by our patrons and staff alike. While there’s always a dip in sales during the summer months, the Java Lounge sold more cups in February 2019 than in any month during the past year!



Civic Engagement:

Our Knitting & Crochet groups continue to lead the way with their community-minded involvement which had them making hats, mittens, scarves, blankets and gloves for the Mitten Tree at our Downtown Reno branch in December; Christmas on the Corridor; the American Heart Association; the Love Driven Lap Blanket program for the Veterans of Foreign Wars and the adoptable animals at the Nevada Humane Society. In August, our Knitting & Crochet groups received letters of appreciation from the Washoe County Sheriff’s Department for their donations to its annual Christmas on the Corridor program.



In other donation news, over 10 barrels of non-perishable food were collected for the Food Bank of Northern Nevada during our annual April and November Food for Fines food drive events.



Hats, gloves & scarves made by our Knitting & Crochet groups for RN Mitten Tree 12/1/18



Crochet & Knitting groups made 175 Red Hats for the American Heart Association 1/30/19

Staff Highlights:

- In April, we loaned Maureen Katenay to the North Valleys branch to share Native American stories and do some cultural exploration during the Diversity in Action day event. We've also sent staff to cover shifts at The Quad; Senior Center Tech Cafes and other libraries who had shortages of front line staff or supervisors over the year.
- Kris Thomas led a branch training on our Lulzbot 3D Printer in April followed by trainings with staff from other branches on this technology. 3D printing which has applications to computer coding is now a regular feature at our weekly Code It, Build It program and Kris has most recently put together the printer cart and housing that will protect little fingers from getting burned.
- Former Branch Manager, Julie Machado, helped proctor the Washoe County Human Resources testing for new Library Aide candidates in May 2018.
- Former Branch Manager, Julie Machado, and current Branch Manager Jana MacMillan both assisted with preparations for the Grand Opening of The Quad Makerspace at Downtown Reno in August 2018.
- Former Librarian Theresa Kenneston completed her Excellence in Public Service Essentials of Management Development Program and received her certificate of completion from County Manager John Slaughter in September 2018.
- Former Branch Manager, Julie Machado, sat on the Reno Mini Maker Faire Planning Committee for 2018. The annual event was held in October.
- Branch Manager Jana MacMillan got to be on the team that accepted the coveted Manager's Choice Washoe Impact Award on behalf of the library system's early literacy endeavors in October 2018.



Washoe County
Library Grows
Young Readers



Volunteers:

Our wonderful Volunteer Team continues to help us with programs, weekend book return, plant maintenance, dusting, computer cleaning and more every week. Their contributions have turned our Book Sale into a real money maker that brings an average of \$560 per month into our branch's gift fund allowing us to purchase materials for programs within the branch, a few of which are: STEAM, Movie Matinees and kick off and ending parties for our reading programs. This year, Book Sale proceeds for the entire month of December also went into the Give the Gift of Reading system-wide initiative. Since our volunteers took over our branch Book Sale in 2007, the Book Sale itself has brought in nearly \$75,000—all while boasting some of the lowest used book

prices in northern Nevada!

In 2018, three of our adult volunteers were awarded the Bronze Level Presidential Volunteer Service Awards. They are: Joan Atkinson, Brigitte Africa & Raina Bell. We also shared the services of Silver Level Award recipients Cameron Deane and Larry May, who volunteer at several libraries in our system.

Every April we host a Volunteer Appreciation Brunch to thank these fabulous people. There were twenty attendees at our April 2018 event.

Out and About in Our Community:

- SS led the Earth Day outreach event in April 2018, visiting with hundreds of people and issuing 54 library cards.

Earth Day 4/22/18 at Idlewild Park



We also:

- Hosted two Parent University tours for Hall and Diedrichsen Elementary Schools in May 2018.
- Supplied gift books from our donations for the Shaw Middle School "Shawsome Book Swap" in May 2018.
- Led Story time events at the Arboretum at Rancho San Rafael Park in June 2018.
- Hosted a



Arboretum Story Time 6/19/18

solo table at the Juneteenth Celebration in June 2018, visiting with 137 people and issuing 23 library cards.

- Held our first joint event with Lazy 5 Park, Rockin' Summer Activities at the Hive @ Lazy 5, in June 2018.
- Organized the parade booth for the annual PRIDE event.
- Conducted an outreach at the Lazy 5 Concert series.
- Made 434 new student library cards and 17 educator cards during a back to school outreach at Reed High School in August 2018.



Juneteenth 6/16/18

Inviting the Community Into the Library:

Besides reaching out to the community outside of our branch we also invited them to come visit us for a personal tour. Among those who accepted, the City of Sparks and Discovery Preschool pictured below.



Discovery Preschool Tour 1/9/19



City of Sparks Spring Break Tour 4/4/18

In the News:

We even made the news this year. In the August 16, 2018 edition of the Reno News & Review *Notes From The Neon Babylon* by Bruce Van Dyke, pg. 31: "Libraries Serve in Heat:"



Heat:" Jeez, it's been kinda warm lately. I'm guessing you've noticed. For those without AC or a swamp cooler – interesting to consider the impact millions of raging air conditioners are having on global heating – these past weeks of 99s meant it was time to bring out the old Heat-Beat Playbook, featuring such tried and true standards as (1)

matinee at the hellplex (amazing the crap you'll sit through when it's roasting outside) or (2) frolicking at the Lake. (Ah, the rapture of the Tahoe traffic jam!) Well, there's another plan that's far less popular but just as effective as movies and Tahoe, and that's your local library. I've had a swell time holing up in the extremely pleasant Spanish Springs branch during recent days of triple digits. They've got that thermostat set at about 76. They've got the nice Visa-friendly coffee machine. They've got comfy reading chairs, and there are usually just a few quiet, polite people there. It's a really nice way to hide out during the broiling hours of 2-6 p.m., and, as a bonus – you can get some reading done!

Meeting Room Usage:

With the removal of a fee to use the meeting rooms in January 2019, the word is getting out and our meeting rooms are busier than ever. Among the most attended meetings in our rooms this year were the Free Tax help provided by AARP, our Gold Prospecting Association of America group, and Early Voting. Spanish Springs Library was an early voting destination for May-June and again during this 2018's election cycle in October-November with over 5,700 voters casting their ballots at the Spanish Springs Library.



And Finally... March 2018 - February 2019 in Numbers

- 11,361 people came to one of our 387 library events this year
- 1,708 new library cards were issued by our branch this year
(does not include imported student records for Washoe County School District)
- 162,876 Checkouts
- 1,649 people stopped to say hello at our 33 outreaches
(does not include our assistance at other library system outreaches not generated by us)
- 176 meetings were held in our meeting rooms with 4,546 attendees
(does not include Early Voting statistics)

All in all, it's been a good year and we are looking forward to growing some more in the year ahead!

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: March 20, 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 February 2019 included: \$777.66 for Downtown Reno and \$6,041.45 for Downtown Reno Library Children's Materials.

To date, Tacchino Trust funds has expended a total of \$225,184.91 with \$11,602.99 of those funds spent on Children's Materials.

The total Tacchino Trust funds available the beginning of March 2019 is \$598,668.08

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

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6c

FY2018/19

DATE ASSIGNED	TRUSTEE	TASK / AGENDA ITEM REQUESTED	ANTICIPATED COMPLETION	DATE COMPLETED
2/20/19	Trustee Stoess	UPDATE: agendize discussion and possible action item for March 2019 Board meeting item to discuss decreasing frequency of board meetings (Items from per Trustee Stoess at 12/19/18 & 2/20/19 meetings)	Mar 2019	
2/20/19	Not Applicable	Assistant County Manager Solaro to return to Board in June 2019 to report progress upon Leadership Training	June 2019	
2/20/19	Trustee Parkhill	UPDATE: Request update on Security Report from February Meeting for update and proactive trainings for Library personnel in light of shooting at library in Sacramento	None provided	
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	Trustee Holland	Requested a future agenda item on how change of public hours is progressing	None provided – just changed in Jan 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 Apr 2019	
12/19/18	Chair Alderman	Requests more thorough reporting for Tacchino Trust expenditures and balances specific to associated projects	January or February 2019	2/20/19 - LBOT
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	2/20/19 - LBOT

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

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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 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
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	---	---

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6c

FY2018/19

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
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	