



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, March 18, 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 February 18, 2015
- 4) Old Business
 - a. *For Possible Action:* Approval of Washoe County Library System's FY 2015/16 Budget Requests
- 5) New Business
 - a. *For Possible Action:* Course of Action Regarding a "360 Review" Survey in the Director's Upcoming Performance Evaluation
 - b. *For Possible Action:* Approval of Revised Scholarship Policy
 - c. *For Possible Action:* Approval of Revised Public Hours at Northwest Reno, South Valleys, Spanish Springs and Sparks Libraries
- 6) Reports
 - a. Library Director's Report to Include Administration and Collaborations, Programs and Activities
 - b. Friends Activities
 - c. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
 - d. 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
FEBRUARY 18, 2015**

The Board met in regular session at the Downtown Reno Library, 301 S. Center Street, Reno, Nevada. Chair Sara Sattler called the meeting to order at 4:03 p.m.

ROLL CALL

Board Members Present: John Kupersmith, Sara Sattler, Al Stoess, Derek Wilson
 County Staff Present: Assistant District Attorney Dania Reid
 Friends of the Library: Sheryl Stopper
 Public Present: None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

On motion by Trustee Kupersmith, seconded by Trustee Wilson, which motion duly carried, the Board approved the minutes from January 21, 2015. All in favor, none opposed.

NEW BUSINESS

DISCUSSION REGARDING THE LIBRARY BOARD'S GOALS FOR THE JOINT MEETING WITH THE BOARD OF COUNTY COMMISSIONERS TO BE HELD FEBRUARY 24, 2015, TO INCLUDE POINTS THE TRUSTEES WISH TO MAKE AT SAID MEETING CONCERNING THE MASTER FACILITY PLAN, THE LIBRARY STRATEGIC PLAN, AND THE LIBRARY'S FY 2015/16 BUDGET REQUESTS.

The Library Board reviewed the information submitted in the packet.

Director Maurins advised the packet included all materials for the joint meeting next week including: draft agenda, Final Draft of the Master Facility Plan, slides to be used by Mr. Lankenau during his presentation, Staff Report on proposed objectives and goals for the Library's Strategic Plan and the Staff Report on the Library's proposed budget requests for FY 2015/16.

The agenda will also include a report by John Crockett, Sierra View Managing Librarian, on activities at that branch, and comments by Friends Board members on book sale activities that occur adjacent to the Sierra View Library.

Director Maurins confirmed that the Board will receive another packet for the joint meeting

Board discussion included:

Basic Summary of the Facility Plan includes options to bring the Washoe County Library System closer to such standards as currently exist. At this time, the Library is falling short on the service needs of the public with reduced staffing levels and hours. Trustee Wilson noted that the challenge

is trying to cast a positive light when requesting funding for dire circumstances.

Director Maurins advised the Board his budget request for a security guard assigned to the Sparks and Sierra View Libraries is a result of the growing number of incidents at these sites.

- Upon questioning, John Crockett, Sierra View Managing Librarian, clarified that a security guard would help staff, as many of the incidents are not within the normal bounds of staff interaction.
- Scottie Wallace, Downtown Reno Managing Librarian, noted that the uniformed presence often helps in keeping incidents manageable. She offered the Board access to Downtown Reno incident reports should they be of interest.
- Upon questioning, Ms. Wallace informed the Board that the County and law enforcement were unable to determine what caused the broken window that delayed the opening of the Downtown Reno Library on February 8, 2015.

The Board agreed they would like to see a chart or graph presented at the Joint meeting showing the disparity between the square footage recommended in the Facility Plan and current square footage of Washoe County Library System facilities.

- Director Maurins advised that the packet has already been finalized with the Board of County Commissioners.
- Mr. Lankenau's PowerPoint presentation includes reproduced tables from the Plan, but not charts or graphs.
- Legal Counsel Dania Reid advised that there are rules that may apply to provision of supplementary material, and requested any material to be sent to her first for review and research.

Trustees Lokken and Wilson have not been able to meet as discussed last meeting for the review of the Expansion Fund projections. Director Maurins is hoping to get an updated projection from the Library's Budget Analyst.

Director Maurins clarified his intent to tie the objectives and goals together with the budget requests to the Board of County Commissioners at the joint meeting. He indicated that the time to raise pre-determined Library Board of Trustee talking points would be during this agenda item.

- Legal Counsel Dania Reid informed the Board that open meeting rules do not allow for topics to segue off of the agenda item.

Chair Sattler encouraged the Board to identify talking points for the joint meeting. The talking points decided upon include:

- Strategic Plan:
 - Trustee Wilson stated that we need to sound positive when presenting that initiating option(s) from the consultant's report would move the Library System towards meeting Objective #1. At this time, we are losing space and not meeting community and individual needs.
 - Director Maurins noted that several of the listed goals relate directly to recommendations in the Facility Plan. Those include: expanding hours, space planning and adding pick-up locker locations.
 - Trustee Kupersmith stated it would benefit the community to remind all that a

- library is an economic engine with benefits to the community. Current benefits include assisting individuals to earn GED's and find employment.
- Implementing Facility Plan recommendations of joint library and public building(s) would promote better access and community relationships.
 - Budget Plan:
 - Director Maurins stated that safety considerations are involved in the budget plan. Adding Security guards would allow patrons and staff to feel safer. Including political aspects of this would not hurt when presenting in the joint meeting.
 - Trustee Stoess stated he was satisfied with what is listed in the staff report and to concentrate on those points, elaborating where possible. He also suggested the Board focus on System Recommendations (page 16 of the Facility Plan).
 - The additional \$5,000,000 included in the CIP request comes from the low end of Facility Plan recommendations for North Valleys.
 - Three quarters of the budgetary requests are geared towards improved library services and one quarter towards reducing Expansion Fund expenditures.
 - The Board agreed that talk of raising a new tax initiative is not a bad idea at this time and Director Maurins believes that the Library System will need to extend the Expansion Fund beyond 2025 with a new sources of dedicated revenue.

The Board agreed that if asked which Facility Plan option would be endorsed at the joint meeting, Option Four best supports current economic trends at this time, bringing the Library System up-to-date in manageable phases. The Board agreed that as time progresses and trends change, Option Four may not always be the option endorsed.

Director Maurins stated his intent during his presentation will be to convey an overall message that the Library will continue to try to meet its objectives and goals with its current resources; however, he is requesting more funding to help decrease Expansion Fund expenditures and meet the primary objectives noted in the staff report.

REPORTS

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

The Library Board reviewed the information submitted in the packet.

Director Maurins mentioned the "State of the County" presentation on April 14, 2015; among the Library accomplishments he submitted for that presentation were the contribution of approximately 12,000 Library volunteer hours. He also noted that 34 individual volunteers will receive a Presidential Volunteer Service Award at the April Library Board of Trustee meeting.

Upon questioning, Beate Weinert, Programs and Collaborations, informed the Board on where the Library borrows a pig for the "Kiss the Pig" campaigns at the local elementary schools. Her contact is Reno Tahoe Rescues.

FRIENDS ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Trustee Wilson highlighted the following from the Feb 4, 2015, Friends meeting:

- Friends were evaluating applicants to join the board. There seemed to be a high level of interest and commitment.
- He was amazed how much money had been raised and donated. Recently, Friends donated \$140,000 to the Library.
- Jennifer Oliver, Marketing Coordinator, is continuing to solicit grants, using Friends as the applicant. This approach benefits Friends and the Library, as Friends are in a better position to receive certain grants.
- Since 1980, Friends has donated approximately \$3,000,000 to the Washoe County Library System.

Chair Sattler thanked Friends for their continued support.

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

The Library Board reviewed the information submitted in the packet.

MONTHLY LIBRARY USAGE STATISTICS

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Maurins noted that Library open hours have remained steady, but that the Library is unable to account for why fewer people are choosing to come into system library branches.

In response to comments from the Board, John Andrews, Internet Services Librarian, informed the Board that the home page for the new website has been finalized and the County is now working on secondary pages. He noted that the timeline has moved out approximately one month with the beta launch in April 2015 and go live date in May 2015. Mr. Andrews offered visual access to the Board, upon request, of the secondary pages being worked on.

PUBLIC COMMENT

None.

BOARD COMMENT

None.

ADJOURNMENT

Chair Sattler adjourned the meeting at 5:04 p.m.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Approval of Washoe County Library System's FY 2015/16 Budget Requests
DATE: March 18, 2015

Background: As presented at your joint meeting with the Board of County Commissioners, the primary objectives for the Library's budget requests are:

- Improving services via increased access, targeted technologies, and expanded collections
- Increasing both customer satisfaction and perceived safety among patrons and staff
- Reducing expenditures in the Expansion Fund

After the joint meeting, I added two items to the Library's FY 2015/16 budget requests (in blue below). The Library's requests now include the following submissions, in priority order:

Item Requested with Supported County Goal(s)	Library Above-Base	Facilities/Parks Above-Base	Exp Fund Reduction	Net Spending Increase
Open Sparks, NW Reno, South Valleys, and Senior Center libraries on Mondays (See Note 1 below) <u>County Goals Supported:</u> Be responsive and proactive to pending economic impacts; Keep senior services on pace with rising population	\$727,000	\$13,000 (Note 2)		\$740,000
Security Guard – Sparks and Sierra View Libraries <u>County Goal Supported:</u> Enhance community safety		\$64,400		\$64,400
Shift Librarian III from Expansion to General Fund <u>County Goal Supported:</u> Be responsive and proactive to pending economic impacts	\$106,500		\$106,500	\$0
Increased funding for public-use technology (Note 3) <u>County Goal Supported:</u> Be responsive and proactive to pending economic impacts	\$75,000		\$40,270	\$34,730
More funding for books & other materials (Note 4) <u>County Goal Supported:</u> Be responsive and proactive to pending economic impacts	\$100,000		\$50,000	\$50,000
Additional funding for the Library's copier contract (Note 5) <u>County Goal Supported:</u> N/A	\$20,000			\$20,000
Supplies line-item increase to cover cost of RFID tagging for newly acquired library materials (Note 6) <u>County Goal Supported:</u> Simplify workflows to improve service delivery and customer outcomes	\$10,000			\$10,000
TOTALS:	\$1,038,500	\$77,400	\$196,770	\$919,130

ITEM 4a

<p>CIP Request: Increase funding for a new North Valleys library from the current \$5.39 M to \$10.4 M <u>County Goal Supported:</u> Be responsive and proactive to pending economic impacts</p>				<p>5,112,000</p>
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NOTES

1. Per Facility Master Plan (FMP) recommendation. FMP also recommends closing the public libraries at Verdi and Duncan-Traner. Taking this action would enable 75 additional weekly staff hours to be allocated to the 6-day libraries or to the Senior Center Library, and/or to help expand services at other libraries.
2. Based on an estimate provided by the Community Services Department.
3. Above-the-base funds would be spent on an additional laptop lab, smart whiteboards for meeting rooms, and public-computing infrastructure improvements.
4. Above-the-base funds would be spent on downloadable books, print fiction and Blu-Ray movies.
5. Additional funds would cover increased costs resulting from greater-than-anticipated printing by the public, plus allow purchase of stand-alone printers to reduce congestion at the three busiest branches.
6. Per recommendation in the Facility Master Plan.

As I did not ask for your formal approval of these requests in February, I am doing so now. The submission deadline for budget requests has passed, and therefore nothing can be added to the requests that have already been made. If, however, if a majority of the Board believes that any of the requests listed in this report should be withdrawn, reduced, prioritized differently, or altered according to intended use (e.g. shifting money to materials that is currently requested for technology), based on your direction I will communicate the appropriate adjustments to the Library's Budget Analyst.

Recommendation: Approve the Library's budget requests as presented in this staff report.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Course of Action Regarding a "360 Review" Survey in the Director's
Upcoming Performance Evaluation
DATE: March 18, 2015

Background: The next evaluation of my performance as Library Director is due on May 20. The evaluation process approved by the Board in August 2014 (see document appended to this report) includes the distribution, on a three-year cycle, of a "360 Review" evaluation survey to selected County employees, community members and library staff. Although not stated explicitly, the intention was that the 360 Review survey would be available via the County's website, and if it were utilized for my upcoming evaluation, it would need to be completed by all designated individuals by April 15, to give the Board Chair sufficient time to compile and summarize the results in time for the May Board meeting.

Over the weekend of March 7-8, County departments other than the Library migrated to a newly designed website. (The Library's new website will come online in late spring.) The new County site does not yet include the capability to host surveys such as the 360 Review. Based on information from the County webmaster, this capability will not be in place in time for the 360 Review to be created, distributed and completed by April 15.

I am informing you of this situation so that, if it was the intention of the Board to utilize the 360 Review as part of my 2015 evaluation, you are made aware that the form will not be available via the County website until well after my evaluation is due. Should the Board wish to use the 360 Review in my upcoming evaluation, I would recommend that you direct staff to use their judgment in determining the best way to distribute it to the appropriate individuals. Alternatively, you may choose not to use the 360 Review for my 2015 evaluation, and wait until next year to employ it.

Please note that Internet Services Librarian John Andrews, who would be primarily responsible for making the 360 Review available as an online instrument, will be devoting much of his time over the next two months to the configuration and rollout of the Library's new website.

Recommendation and Suggested Motion: Direct staff to determine the best way to distribute the 360 Review to the individuals who will complete it; OR, Forego the use of the 360 Review in the upcoming performance evaluation of the Director.

LIBRARY DIRECTOR ANNUAL REVIEW PROCESS

The Washoe County Library Director's performance will be evaluated on an annual basis during the month of his/her anniversary date as provided by the Department of Human Resources. The evaluation will be held in accordance with applicable provisions of the Open Meeting Law.

Library Director Self Evaluation Form

At least six (6) weeks prior to the Library Director's anniversary date, the Library Director will submit a completed Self Evaluation Form (*attachment A*) to the Chair of the Library Board of Trustees (LBOT) in writing. The Director will agendize the Self Evaluation Form for Board discussion at the meeting preceding the month in which the Director's anniversary date falls.

LBOT agenda item "Discussion of Library Director Self Evaluation Form and Direction to Trustees for completion of Performance Evaluation Form" (Possible Action).

- 1) Self Evaluation Form will be provided to the Library Board of Trustees for review and questions in accordance with Open Meeting Laws
- 2) The Chair will open the agenda item for discussion for evaluators.
- 3) Following discussion of Self Evaluation Form, the Chair will instruct LBOT members and selected staff to complete the Performance Evaluation Form (*attachment B*) and provide ratings and comments in those sections about which they feel qualified to provide input. The Chair will provide a deadline for submission.
- 4) Staff who complete the Performance Evaluation form include:
 - Northwest Managing Librarian
 - Reno Managing Librarian
 - Sierra View Managing Librarian
 - Sparks Managing Librarian
 - South Valleys Managing Librarian
 - Spanish Springs Managing Librarian
 - Incline Village Managing Librarian
 - North Valleys Managing Librarian
 - Senior Public Services Librarian
 - Development Officer
 - Systems and Access Services Librarian
 - Any others whom the LBOT deem appropriate.
- 5) Evaluation forms received will be compiled separately and grouped by Trustees, WCLS Staff and, if applicable, 360 Forms.

Performance Evaluation Forms

At least three (3) weeks prior to the Board meeting at which the Director's Evaluation is being addressed, the Chair will prepare a confidential synopsis of the ratings and comments provided on the "Evaluation of Performance" form of ratings and comments for the meeting packet.

LBOT agenda item "Presentation of Summary from Evaluation Forms for Library Director's Annual Review with Possible Direction to Staff (Action)."

- 1) The Board will review the summary during its deliberations on the Director's performance in conformance with Nevada's Open Meeting Law.
- 2) The Trustees will identify desired modifications (if any) to the Chair's summary and, as they see fit, discuss appropriate issues and future goals with the Director.

- 3) Following the meeting, the Chair will prepare a letter summarizing the Board's overall evaluation and deliver it to the Director; a copy of the letter will also be placed in the Director's personnel file.

Retention of Library Performance Evaluation Summary and documents

Evaluation summaries will be retained, separately, by Library Administration

Created: August 2014

Updated: September 2014

LIBRARY DIRECTOR 360 REVIEW PROCESS

Every three years, a 360 Feedback Evaluation Form will be used as source material for the Director's performance evaluation, in accordance with the procedure that the Board approved in April 2014.

1. The Library Director would be subject to the first 360 evaluation in FY 2014-15. As part of the initial use of the 360 form, the Board could include a one-time question about the effectiveness of the form itself, and incorporate revisions as needed.
2. Normally, the 360 evaluation will be conducted every three years. If the Board has concerns about the Library Director's performance, the Board can elect to conduct the 360 evaluation more frequently, but will need to make that decision by the start of an evaluation year (June).
3. The Board chair will be charged with conducting the 360 evaluation and will work with Board staff support (secretary) to distribute and collect the form and tabulate the results.
4. The 360 evaluation will normally be completed no later than the 15th of the month that precedes the Director's anniversary date, to allow time to tabulate the results for the Library Director's review with the Board. The Library Director will be asked to forward a list of no more than 20 names representing the following constituencies: relevant county staff and relevant community members (including the Friends of the Library). The Board chair will review and select from the Director's list, and add other names representing the categories as deemed appropriate.

****For timelines and agenda items, follow Library Director Annual Review Process.**

Created: August 2014

Updated: September 2014

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Approval of Revised Scholarship Policy
DATE: March 18, 2015

Background: The Policy Review Team is recommending the following revisions to the Scholarship Policy:

- An increase in the maximum annual award amount, from \$1,200 to \$2,000.
- A requirement that a scholarship applicant seeking an MLS or MLIS be enrolled at an American Library Association-accredited graduate school of Library and Information Science. (The current policy does not mention accreditation).
- A change in the length of time an employee must work for WCLS after obtaining his/her degree or certificate. Currently, Master's degree recipients have to work the equivalent of two years full-time, and Library Certificate recipients must remain one year full-time, or else they have to repay 100% of all scholarship funds received. The revised policy reduces the time period for both categories to six months full-time, and requires the employee to repay a pro-rated portion of awarded funds if he/she works for WCLS between six months and two years and then leaves. For example, an employee who worked 1-1/2 years for WCLS after obtaining an MLS degree or a Library Certificate—or 25% less than two years—would be required to pay back 25% of the scholarship funds he/she had obtained.

Recommendation and Suggested Motion: Approve the revised Scholarship Policy, effective March 19, 2015.



SCHOLARSHIP POLICY

The Washoe County Library Board of Trustees has established a scholarship program to help Washoe County Library System staff members further their development by encouraging learning in Library Science. The Library Board of Trustees offers to staff enrolled in a formal MLS Degree program or in the Librarian Certification Program a scholarship up to ~~\$1,200~~ \$2,000 per year, contingent on funds available.

Eligibility

- Successful completion of a year (2,080 hours) of employment and performance appraisal ratings of "meets expectations" or above
- Acceptance in a an American Library Association-accredited graduate school of ~~library and information sciences~~ Library and Information Sciences;
OR
 Acceptance in a Librarian Certification Program
- Completion of an application form submitted to the Board of Trustees

~~Recipients attending library school are expected to~~ must work for WCLS for at least two years after graduation. ~~Resignation or termination for cause from WCLS before two full years of employment will require repayment of the scholarship in full~~ the equivalent of six-months full time (1,040 hours) or be required to pay back 100% of any money awarded, and two years full-time (4,160 hours) to avoid having to pay back a prorated portion of awarded funds.

~~Recipients working on a Library Certificate are expected to work for WCLS for at least one year after completion. Resignation or termination for cause from WCLS before a full year of employment will require repayment of the scholarship in full.~~

Recipients not receiving a graduate degree or certificate within the time frame outlined by their educational institution will repay the scholarship in full.

A recipient may appeal the requirement to repay a scholarship to the Library Board of Trustees.

APPROVED: *April 20, 2005*

REVISED: *February 16, 2011* *March 19, 2015*



SCHOLARSHIP POLICY

The Washoe County Library Board of Trustees has established a scholarship program to help Washoe County Library System staff members further their development by encouraging learning in Library Science. The Library Board of Trustees offers to staff enrolled in a formal MLS Degree program or in the Librarian Certification Program a scholarship up to \$2,000 per year, contingent on funds available.

Eligibility

- Successful completion of a year (2,080 hours) of employment and performance appraisal ratings of "meets expectations" or above
- Acceptance in an American Library Association-accredited graduate school of Library and Information Sciences;
OR
Acceptance in a Librarian Certification Program
- Completion of an application form submitted to the Board of Trustees

Recipients must work for WCLS the equivalent of six-months full time (1,040 hours) or be required to pay back 100% of any money awarded, and two years full-time (4,160 hours) to avoid having to pay back a prorated portion of awarded funds.

Recipients not receiving a graduate degree or certificate within the time frame outlined by their educational institution will repay the scholarship in full.

A recipient may appeal the requirement to repay a scholarship to the Library Board of Trustees.

APPROVED: *April 20, 2005*
REVISED: *March 19, 2015*

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Revision of Public Hours at Northwest Reno, South Valleys, Spanish Springs and Sparks Libraries
DATE: March 18, 2015

Background: After reviewing their respective operations, the Managing Librarians at the Northwest Reno, South Valleys, Spanish Springs and Sparks believe they can expand their public schedules within existing staffing levels by a grand total of six hours, as shown below. (Modified daily hours are in *blue italics*.)

	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Hrs Open
NW RENO								
Current	X	11 – 7	11 – 7	10 – 6	10 – 6	10 – 5	X	39
Recommended	X	<i>10 – 6</i>	<i>10 – 8</i>	10 – 6	10 – 6	10 – 5	X	41
Net Change	0	0	+2	0	0	0	0	+2
SOUTH VALLEYS								
Current	X	11 – 7	11 – 7	10 – 6	10 – 6	10 – 5	X	39
Recommended	X	<i>10 – 7</i>	<i>10 – 7</i>	10 – 6	10 – 6	10 – 5	X	41
Net Change	0	+1	+1	0	0	0	0	+2
SPANISH SPRINGS								
Current	10 – 6	11 – 7	10 – 6	10 – 6	X	X	10 – 5	39
Recommended	10 – 6	<i>10 – 7</i>	10 – 6	10 – 6	X	X	10 – 5	40
Net Change	0	+1	0	0	0	0	0	+1
SPARKS								
Current	X	11 – 7	10 – 6	10 – 6	10 – 6	10 – 5	X	39
Recommended	X	<i>10 – 6</i>	10 – 6	<i>10 – 7</i>	10 – 6	10 – 5	X	40
Net Change	0	0	0	+1	0	0	0	+1

The main benefit of these schedule changes is that it would give all four libraries a consistent opening time of 10:00 am throughout their respective weekly schedules. In addition, the Northwest Reno Library would be open until 8:00 pm on Wednesdays, allowing that branch to try out a later closing hour to support family activities scheduled

on Wednesday evenings. Lastly, with the Sparks Library shifting its 7:00 pm closing time from Tuesdays to Thursdays, patrons would have access to a County library after 6:00 pm on Thursdays, which currently is not the case.

The proposed hours adjustments described here are independent of the possible Monday hours for the Northwest Reno, Sparks, South Valleys and Senior Center libraries which have been discussed at previous Board meetings. Those Monday hours are dependent on obtaining additional staff positions via the FY 2015/16 budget process, which is currently in progress. If the Library System is able to gain those positions, I would bring the Monday hours to the Board for its approval, most likely in the summer.

Recommendations and Suggested Motion: Approve the changes in hours at Northwest Reno, South Valleys, Spanish Springs and Sparks libraries as recommended in this staff report, effective May 4, 2015.

LIBRARY DIRECTOR'S REPORT February-March 2015

ADMINISTRATION

- Nevada Legislature Library Day will be on Monday, April 13. On that day, library supporters from around the state will meet with legislators and advocate for funding measures such as the Public Libraries Collection Development Grant Program. Trustees are welcome to attend; please let me know if you are interesting in participating.
- Department Systems Specialist William Carlin will be retiring from WCLS on March 31st. William has worked in the Library's Systems Office for 11 years. As much as his knowledge and technical skills, William's engaging personality and support of the Library's mission will be greatly missed. Shawn Polka has been hired to fill William's position and is working with William to learn about the Library's technology infrastructure. Shawn comes to WCLS after several years of working in network administration and desktop support in the U.S. Army.

COLLABORATIONS, PROGRAMS AND ACTIVITIES

- Washoe County Library System will take part in Library Snapshot Day on Tuesday, April 14th. Along with other libraries around the state, our libraries will tally various statistics, take photographs of patrons and activities, and collect comments that illustrate the positive difference that libraries and library employees make in the lives of those who use our services.
- Due to popular demand, members of the Sierra Nevada Chapter of the Society for Neuroscience are returning to WCLS with a new hands-on presentation on the brain. They will be bringing real specimen brains (human, mouse and even fly) and will also engage audiences with learning activities. The program will be at five different libraries throughout the month of April.
- The Historic Reno Preservation Society is presenting three Sunday programs at the Downtown Reno Library under the umbrella title, "The Lure of the Local: Adventures in Northern Nevada History." On March 1st, Dr. Alicia Barber spoke about the history behind the 4th Street/Victorian Avenue/Lincoln Highway/U.S. 40 corridor. On March 29th, Jack Harpster will offer an in-depth look at eccentric millionaire LaVere Redfield, and on April 26th, UNR geography professor Paul Starrs will talk about the history of ranch life in Northern Nevada.
- Programs and Community Collaborations Coordinator Beate Weinert recently represented WCLS at the Seniors in Service Program (Foster Grandparents and Senior Companions) at the Neil Road Community Center, and also at the Gifted and Talented Parent Connection Resource Fair at Hug High School.
- With the assistance of Northwest Reno Library staff, Bernadette the Pig, the unofficial mascot of the Library Card Carrying Project, has a date to kiss the principal of Elmcrest Elementary School on April 23.
- Working with the staff at Sierra View, Vaughn Middle School will serve as a pilot location for enabling middle school students to obtain library cards via our new online library card application.

My thanks to Nancy Keener and Beate Weinert for their contributions to this report.

- Arnie Maurins, Library Director

TO: Library Board of Trustees
FROM: Beate Weinert, Programs and Community Collaborations
RE: Friends of Washoe County Library March Report
DATE: March 18, 2015

The Friends of Washoe County Library Board of Directors met Wednesday, March 4, at the Spanish Springs Library. Highlights:

- **MARCH BOOK SALE @RENO TOWN MALL**

FRIENDS OF WASHOE COUNTY LIBRARY

<http://www.washoelibraryfriends.org>

4001 S. Virginia Street next to the Sierra View Library

Open to the public: Saturday, March 14-Sunday, March 22, 2015

Hours are 10:00 am to 5:00 pm daily

Members Only Preview: Friday, March 13, 3:00 pm-6:00pm (may join at the door)

Sunday, March 22 is \$5 bag day

Featured this Sale: Who Wants a Surprise? Sealed Grab Bags of Books

- FWCL Board of Directors is pleased to welcome two new Board members: Elaine Sargent and Jenny MacKay.
- **Amazon Sales** maintain momentum. In the month of February, 42 books were sold for a total of **\$1,976.32** at an average of \$47.06 per book! Check it out @ <http://www.amazon.com/gp/shops/storefront/index.html?ie=UTF8&marketplaceID=ATVPDKIKX0DER&sellerID=A28KJ7JATSD5RP>
- **Next meeting:** Wednesday, April 1, 4:30 pm @ the Downtown Reno Library

The FWCL Board is a vibrant, hard-working, all-volunteer organization of motivated individuals. It is my honor to continue to serve as the liaison to this amazing group.

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

9-Mar-15

F/Y 2014 / 2015

<u>TITLE</u>	<u>CURRENT YEAR</u>			<u>PRIOR YEAR</u>			
	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 5,324,211	\$ 3,482,521	\$ 1,841,690	\$ 5,154,326	\$ 3,379,160	\$ 1,775,166	66%
EMPLOYEE BENEFITS	\$ 2,176,225	\$ 1,379,246	\$ 796,979	\$ 2,117,911	\$ 1,381,297	\$ 736,614	65%
SERVICES & SUPPLIES	\$ 426,252	\$ 425,358	\$ 894	\$ 705,825	\$ 395,010	\$ 310,815	56%
CAPITAL OUTLAY							
TOTAL:	\$ 7,926,688	\$ 5,287,125	\$ 2,639,563	\$ 7,978,062	\$ 5,155,467	\$ 2,822,595	65%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

9-Mar-15

FY 2014 / 2015

TITLE	CURRENT YEAR			PRIOR YEAR				
	BUDGET	EXPENDITURE	BALANCE	%	BUDGET	EXPENDITURE	BALANCE	%
SALARIES/WAGES	\$ 679,995	\$ 421,226	\$ 258,769	62%	\$ 718,326	\$ 473,555	\$ 244,771	66%
EMPLOYEE BENEFITS	\$ 301,577	\$ 186,509	\$ 115,068	62%	\$ 312,303	\$ 203,975	\$ 108,328	65%
SERVICES & SUPPLIES	\$ 915,661	\$ 537,502	\$ 378,159	59%	\$ 1,095,374	\$ 663,251	\$ 432,123	61%
CAPITAL OUTLAY			\$ -					
TOTAL:	\$ 1,897,233	\$ 1,145,237	\$ 751,996	60%	\$ 2,126,003	\$ 1,340,781	\$ 785,222	63%

ITEM 6c

Washoe County Library System									
Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total – Thru February									
System Total Comparison For Fiscal Years 2013-2014 / 2014-2015									
	Meeting Room Use								
	2013-2014	2014-2015	% Change	2013-2014	2014-2015	% Change	2013-2014	2014-2015	% Change
	# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance
Administration Outreach									
Duncan/Traner	0	0	0	0	0	0	0	0	0
Incline	59	33	-44.07%	917	528	-42.42%			
North Valleys	7	4	-42.86%	29	223	668.97%			
Northwest	79	21	-73.42%	929	483	-48.01%			
Reno	144	60	-58.33%	1,773	1,353	-23.69%			
Senior Center	0	0	0	0	0	0			
Sierra View	14	3	-78.57%	177	14	-92.09%			
South Valleys	153	95	-37.91%	2,975	3,231	8.61%			
Spanish Springs	86	64	-25.58%	1,800	2,465	36.94%			
Sparks	14	8	-42.86%	271	181	-33.21%			
Verdi	1	0	0	0	0	0			
Totals	557	288	-48.29%	8,871	8,478	-4.43%			

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