



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, November 18, 2015
4:00 P.M.**

**North Valleys Library
1075 North Hills Blvd #340
Reno, NV 89506**

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) Approval of Meeting Minutes
 - a. *For Possible Action:* Approval of Minutes from the Library Board Strategic Plan Meeting of October 21, 2015
 - b. *For Possible Action:* Approval of Minutes from the Library Board Meeting of October 21, 2015
 - c. *For Possible Action:* Approval of Minutes from the Special Library Board Meeting of November 4, 2015
- 4) Old Business
 - a. *For Possible Action:* Approval of a Letter of Support for a Proposed Ice Arena Near the South Valleys Library
- 5) New Business
 - a. *For Possible Action:* Appointment of Jeff Scott as the New Library Director, with a Proposed Starting Date of December 14, 2015 and an Initial Salary of \$125,008; Proposed Starting Date is Contingent on County Management's Approval to Overfill the Director Position, and on the Amount of Funds Available to Overfill the Position
 - b. *For Possible Action:* Approval of Revised Fines, Fees & Charges Policy
 - c. *For Possible Action:* Report by Staff Who Represented WCLS at the Northern Nevada Business Summit
- 6) Reports
 - a. Library Director's Report to Include Administration and Collaborations, Programs and Activities
 - b. North Valleys Library Programs, Activities and Operation
 - c. Friends Activities
 - d. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
 - e. Monthly Library Usage
- 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 TRUSTEE STRATEGIC PLAN MEETING MINUTES
WEDNESDAY, OCTOBER 21, 2015**

The Board met in special session at the Spanish Springs Library, 7100A Pyramid Lake Highway, Sparks, Nevada

ROLL CALL

Chair Stoess called the meeting to order at 2:02 pm

Board Members Present: Wendy Alderman, Sara Sattler, Al Stoess, Derek Wilson and Zany Marsh (via phone conference)

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Eilish Boisvert and Anthony Demoe

PUBLIC COMMENT

Anthony Domoe, Verdi Community Council, thanked the Board for their time. He wanted to comment on the Strategic Plan item of making libraries the third meeting place in support of the County objective of safe and secure communities. He stated he really likes what has been done with programs and creation of the teen zones. He noted that the Library Strategic plan is a good solid plan. He said the Facility Study does not account for the Verdi community which anticipates more than 200 more homes identified for future expansion. Verdi is a growing community and will need expansion of services. He felt that Verdi was being marginalized, while other facilities are getting more services. Verdi is not receiving additional services and reduction of hours is being considered instead. He feels this is not in-line with the Strategic Plan and realizes that money is always an issue, but these decisions do not put the students at Verdi Elementary on a level playing field with the rest of the County's residents. He said he felt there is untapped potential use of the Wildlife Meeting Room that is inside the Verdi Library. He stated that he felt the library is a resource for both seniors and students in the Verdi community and with the planned growth of the community, the library has an opportunity to stay ahead of the game. As a member of the Verdi Community Council, he would like the opportunity to work with the board to reach solutions and meet needs and assessments.

REVIEW OF AND RECOMMENDATIONS FOR THE LIBRARY'S FIVE-YEAR STRATEGIC PLAN, INCLUDING POSSIBLE REQUESTS FOR CAPITAL IMPROVEMENT PROGRAM FUNDS.

Director Maurins briefly noted NRS 379.003, which requires review of public libraries' strategic plan every two years. The WCLS Strategic Plan was last approved by the Board in 2013 and is approaching two years since last Board review. He provided the following documents for Board review and discussion:

- The FY2014/15-FY2018/19 Strategic Plan with updates on each goal
- One-page summary of the County's current three-year Strategic Plan
- One-page draft of an updated WCLS five-year Strategic Plan
- WCLS Technology Plan

Director Maurins stated that his goal is to keep focused on system-wide initiatives and requests changes with that focus in mind. He reviewed the areas in which the Library initiatives support the County Strategic Plan, including:

- Expansion of public hours at the Senior Center Library, which supports the County goal of keeping senior services on pace with rising senior population.

- Implement the new Library website in January 2016, which aligns with the County goal of working as a professional, unified team.
- Creation of a committee to review Koha, the Library's open source automated system to decide if it should be kept or replaced, which supports the County goal of simplifying workflows.

Director Maurins reminded the Board that money has been set aside for a new North Valleys Library in the Capital Improvement Fund (CIP), but that the Library would have to submit another request for those funds to remain there. He stated that he would take any capital improvement requests identified by the Board back to the Board of County Commissioners.

Director Maurins provided some additions to the one-page Strategic Plan draft summary, to include:

- Start formal outreach plan for businesses under the Customer Experience Objectives.
- Under Internal Support Objectives, change the third bullet to read, "Allocate financial resources wisely and sustainably."
- Include research of different vendors to provide data on how patrons use the library, where they come from and what they do with the resources, as another goal under the allocation of resources.
- Under the last objective, "Meet the community's future library service needs," add "pursue alternative sources of funding both short-term and long-term, as well as find permanent source that would replace the Expansion Fund."

Trustee Alderman noted she would like to add a separate marketing plan to the Strategic Plan. She would like to see tracking of the goals with benchmarks set to track results. She stated that the Library has a large amount of in-house data and believes the Library can analyze it to build a marketing plan, identify benchmarks through staff at the branch level and identify desired results before going out to the community and having them identify what the Library should be doing.

In response to Trustee Wilson's question whether or not the Library has experience with public relations and marketing, Director Maurins stated that marketing activities have focused on specific projects. He also noted that the Library is looking at getting back a full-time marketing position like it had prior to the economic downturn, as well as pursuing a position focused on technology.

Trustee Wilson noted that he has seen success with the First Grade outreach program, and that he felt there was opportunity for the Library to take it a step further.

Jennifer Oliver, Development Officer and Library Public Information Officer, provided more detailed information to the Board regarding public relations. She noted that since the economic downturn, around half of her tasks involve public relations and marketing information for the Library. Some of the tasks include providing promotional information on the website and several list-servs. She stated she is leveraging as much system-wide public relations as she can while the branches handle the local aspect.

Trustee Alderman stated that marketing should address: what is being offered, how it is being promoted, and how to access it. She stated she would want the Library to use an active list of promotional resources rather than creating its own lists and that the Library should not recreate programs that currently exist in the community.

Trustee Sattler stated that she is not opposed to adding marketing as a separate objective to the last Strategic Objective from the FY2014/15-FY2018/19 Strategic Plan as it doesn't address marketing in much depth.

Upon questioning by the Board, Director Maurins clarified that the one-page draft is a recommended updated Library Strategic Plan, and that many of the objectives and goals that are in the multi-page FY2014/15-FY2018/19 Strategic Plan are also in the new draft. The larger plan was done last year, and the draft proposal is for FY16 forward.

Upon questioning by the Board regarding the First Grade Outreach, Director Maurins provided the following information:

- Nearly 1000 library cards were issued.
- The Library is checking into the ability to identify which cards have been used since they were issued through the program, but must work around confidentiality issues and the best method to retrieve the data.
- Yes, the Library could potentially do a search of patrons, seven to nine years of age, for usage as an area to develop benchmarks.

Board Discussion surrounding the Facility Plan's suggestions for Sierra View and Downtown Reno Library included:

- In reference to the last Internal Support Objective on the one-page draft, Trustee Alderman asked if the Library could find a permanent home for Sierra View Library. The Director acknowledged that this could be added.
- Language is important surrounding issues that may involve closing, relocation or merging of facilities. The term "closing" in reference to a branch provides a negative connotation.
- Planning terminology, such as "Virginia Street Corridor," in conjunction with discussion of these two libraries allows for better identification of the service area.

Director Maurins noted that the Board may want to create an implementation plan for future projects based on the Facility Study.

Board discussion surrounding the outreach objectives under Customer Experience Objectives included:

- STEAM is the correct acronym for "Science, Technology, Engineering, Arts and Mathematics."
- To avoid duplication and allow for more communication within proposed projects, the Library should identify and partner with programs that exist first, instead of recreating them.
- Trustee Sattler requested that "Read by Three" be included in STEAM.

Trustees Sattler and Alderman would like "working with partnerships" added into the plan within the marketing goal being added.

Upon questioning by the Board, Director Maurins stated that the County Senior Services had obtained a grant to make meal deliveries to rural areas. He is looking at the Library potentially joining that effort to help provide library services to seniors as part of that service. There are future discussions planned.

Trustees Wilson and Alderman agreed that stronger language regarding collections and materials need to be added in the Strategic Plan draft under "Increase educational and enrichment opportunities."

Upon questioning by the Board, Director Maurins advised that reviewing other integrated library systems is based on the following reasons:

- Staff has different opinions on the effectiveness of the current system.
- During the economic downturn, the Library converted to Koha primarily for financial reasons. Koha is an open source system, with no one owning the software. Open source systems appear to be a growing trend across the nation.
- As with most products, there are some things Koha doesn't do that the prior system did. There is no perfect system.
- The assigned team will be analyzing and identifying issues and solutions to current problems. The team will make recommendations whether to keep the current system, and evaluate whether we are using it to its full potential.

Trustee Sattler requested updates on the process of evaluating Koha.

Upon questioning by the Board, Director Maurins noted that the 20th Century Fund has the potential to become an umbrella for a donation campaign. This fund is overseen by Friends of Washoe County Library.

Director Maurins asked the Trustees if they had any capital improvement requests. He recommended the Board staying with funding a new North Valleys Library as current CIP plans include a new building in FY2018.

Trustee Wilson agreed with Director Maurins that the Board should renew the capital improvement request for a new North Valleys Library.

Upon motion by Trustee Wilson, seconded by Trustee Marsh, the Board agreed to have Director Maurins request a new North Valleys Library as the Library CIP request to the Board of County Commissioners.

The Board requested the following information from the Library to support the CIP request:

- Updated population numbers
- Literacy information about schools in the area, such as reading proficiency and scores.
- Demographic information, specifically age groupings, as the Board is interested in the senior population.

On motion by Trustee Wilson, seconded by Trustee Alderman, which motion duly carried, the Board agreed with the additions and changes to the Strategic Plan as discussed above. All in favor, none opposed.

PUBLIC COMMENT

Jennifer Oliver, Development Officer, presented a three and a half minute video to the Board highlighting services provided by the Library.

ADJOURNMENT

Chair Stoess adjourned the meeting at 3:05 p.m.

**LIBRARY BOARD OF TRUSTEE MEETING MINUTES
WEDNESDAY, OCTOBER 21, 2015**

The Board met in regular session at the Spanish Springs Library, 7100A Pyramid Lake Hwy, Sparks, Nevada

Chair Stoess called the meeting to order at 4:01 p.m.

ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh (via telephone), Al Stoess, Sara Sattler, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid, Workforce Development Manager Kathy Hart

Public Present: Mary Jones, Eilish Boisvert, Anthony Domoe, Heather Cook

PUBLIC COMMENT

Beate Weinert, Programs and Collaborations, publicly thanked Larry Wilson for his motivation and dedication to the promotion of libraries. She also informed the Trustees that a magic show was currently happening in another area of the Spanish Springs Library. She informed them that she had tickets for the Magic Show at the Pioneer Center for Sunday at 2:00 pm.

Heather Cook, Verdi resident and Verdi Elementary School Librarian, thanked the Board for not cutting hours at the Verdi Library. After the meeting at the Northwest Library, she stated that she has made the request of the Verdi community to visit the Verdi Library and has seen an increase in attendance. She believes that if the library were open to the public on Wednesdays at 2:30 p.m. it would see an increase in usage. She would like the Library to consider this in future discussions.

John Crockett, Sierra View Managing Librarian, provided an update on the remodel and repurpose occurring at the Senior Center Library. This supports the County objective of "Keeping Senior Services on pace with the rising senior population." The Senior Center Library is increasing the number of computers available from five to thirteen, as well as looking at offering computer classes based upon demand. The computer stations will be set in a u-shape at the back, with the shelves moving to the front half of the library and the service counter moving from the left side to the right side. Costs for the purchase of larger monitors, additional equipment and data lines, computer tables and chairs are being paid through the Friends 20th Century Endowment fund. The Senior Center will be closed on two days in November, the Friday and following Tuesday before Veterans Day on November 11th. The Senior Center Library will re-open to the public on Thursday, November 12th.

APPROVAL OF MEETING MINUTES

On motion by Trustee Wilson, seconded by Trustee Alderman, which motion duly carried, The Board approved the meeting minutes from September 16, 2015 for agenda item 3a.

For Agenda item 3b, Chair Stoess requested that Trustee Marsh be added to the attendance under Roll Call.

Upon questioning by Director Maurins, Trustees Wilson and Alderman confirmed that the choice of Interview Panel alternates was reflected accurately.

Director Maurins updated the Board that eight of the panel invitees confirmed participation; however, one of was unavailable. He stated he would contact the first alternate.

Upon motion by Trustee Wilson, second by Trustee Alderman, which motion duly carried, the Board approved the minutes as noted above for the special meeting minutes from October 2, 2015 for agenda item 3b.

Chair Stoess moved to addressed agenda item 5a before getting to old business.

PRESENTATION BY RENO ICE REGARDING A PROPOSED ICE ARENA NEAR THE SOUTH VALLEYS LIBRARY

Joel Grace, President of the Reno Ice Board and Mark Height, General Manager of Reno Ice provided a presentation on the ice arena project they have been working on for over 2 years. They showed a video of the conceptual layout. Mr. Grace described the steps and contacts that had been made and approved to date. Information included:

- Communication with the County about the site selected.
- Current funding of \$40,000 for revised park plans that include three meeting rooms and an indoor recreation area that was voted for in all plan variations sent out to vote.
- Once the final plan is voted on, one to two weeks will be needed to negotiate lease terms with the County.
- Phase one the organization has of the arena is around \$7,000,000 with just over \$2,000,000 having been funded to date and have now started fund-raising for the 10,000 square foot community center.
- Reno Ice will operate as a non-profit with outside staff operating the various areas.
- The target for opening to the public is 2016.
- The project is proposed to be completed in phases. These phases are outlined in the video which can be viewed from the [renoice.org](https://youtu.be/TYWPyUH1hA8) website at <https://youtu.be/TYWPyUH1hA8>.
- This project should also help with current parking issues at the South Valleys Library.

Mr. Grace reiterated that this is a community project and that they have a minor league ice hockey league team interested.

Upon questioning by the Board, Mr. Grace provided the following information:

- One rink can be supported by 50,000 people.
- Total budget should be around \$600,000-700,000 per year, typically split three ways for staff, utilities and operating costs. Anything left over would go to programming.

Upon questioning by the Director, Mr. Grace confirmed they would like to attach a letter of support from the Library Board to their website. He also referred to the space planning options in reference to preserving future space for the expansion of the South Valleys Library.

Assistant District Attorney Dania Red advised the Board that a letter of support would have to be agendized.

Chair Stoess directed the Board to item 4a in the agenda.

APPROVAL OF QUESTIONS TO BE ASKED OF DIRECTOR CANDIDATES BY THE INTERVIEW PANEL AND BY THE LIBRARY BOARD; STATEMENT TO BE GIVEN TO PANEL MEMBERS REGARDING HOW TO EVALUATE THE CANDIDATES; TIME ALLOTMENTS FOR INTERVIEWS CONDUCTED BY THE PANEL; EVALUATION CRITERIA TO BE USED BY THE LIBRARY BOARD WHEN CONDUCTING ITS INTERVIEWS OF THE TOP REMAINING CANDIDATES; AND STARTING TIME FOR THE LIBRARY BOARD'S INTERVIEWS

Director Maurins provided an overview of the documents created by the Board sub-committee for the Interview Panel participants and Library Board Interviews to take place the first week of November. He noted the presence of Workforce Development Manager Kathy Hart, to offer her comments, and that this was the opportunity to make any changes to the proposed questions.

Assistant District Attorney Dania Reid started off addressing the questions below, stating that they need to be removed due to the risk of leading to answers and factors the panel and Board are not allowed to consider, such as religion, ethnic origin and nationality:

- #6 – What civic activities, outside of your library responsibilities, have you taken an active role? Please be specific
- #14 – Would you rate your overall mastery of English conventions as fair, adequate, or exemplary?

Ms. Hart stated she was in complete agreement for the reasons articulated. She recommends the complete removal of question six. She stated that question fourteen can be re-worded in a legally permissible way if the Board is seeking information on a candidate's experience in creating blogs or newsletters.

Trustee Alderman stated the sub-committee wished for the Board to review the questions and prioritize as the Trustees desired. She also requested that the Trustees ensure the questions were split appropriately between the Interview Panel and the Board of Trustees. She stated the goal of the proposed questions was to solicit examples and get a feel for each candidate's community and library backgrounds. She stated that the opening statement was derived from Board discussion and the comment from Strategic Government Resources that it provides direction to the community Panel members.

Upon questioning by the Board, Ms. Hart stated that Strategic Government Resources would complete a booklet on each candidate and provide a copy to each interview panel member. This booklet would include resumes and background information. She confirmed that the information provided in the opening statement is appropriate to help focus the panel.

Upon questioning by the Board, County Staff provided the following direction:

- Assistant District Attorney Dania Reid stated that all the candidates must be asked the same questions.
- Ms. Hart explained that the interview panel would typically use a forced ranking sheet to determine the candidate ranking order. She reminded the Board that the Interview Panel meeting is an open meeting and that there is not a way for Board members to collect information without attending the meeting themselves.
- Director Maurins informed the Board that time for discussion has been set aside in the agenda for both the Panel and Board interviews.

The Trustees agreed that 13 was an acceptable number of questions for each candidate for the Interview Panel.

ITEM 3b

Upon questioning by the Board, Ms. Hart confirmed that Strategic Government Resources would include directive statements (i.e italicized statements) in the questions for the panel members asking the questions. She noted that the function of the selected firm was to take the questions the Board liked and organize and provide structure to them.

Upon questioning by the Board, Director Maurins confirmed that individuals interviewing for Library Director should understand question eight under the Board questions, which is "What metrics have you used to determine distribution of library resources? What additional metrics would you like to develop?"

Ms. Hart confirmed that it is typical protocol for interview questions to include benchmarks for the panel as a guide to what type of information they should be looking for.

The Trustees agreed to add the following questions to the Board list of questions: "We have a thriving, vibrant Friends of the Library Group, how will you make the most of this relationship?"

On motion by Trustee Marsh, seconded by Trustee Wilson, which motion duly carried, the Board approved the questions as discussed above.

Further clarifications for the Trustees included:

- Strategic Government Resources will include the opening statement and evaluation criteria created by the sub-committee to the panel members.
- Director Maurins provided a hand-out of the interview schedule for the Interview Panel on November 3rd. The schedule includes interview time allotments of 50 minutes with 10 minutes between interviews.
- Director Maurins informed the Board that the meeting room at the Sparks Library has been reserved on November 4th from 11:00 a.m. until 6:00 p.m. He noted that the Board would tentatively convene at 12:30 p.m. with the interviews running from 12:45-3:45 p.m. After a break until 4:00 p.m., time for discussion, final deliberations and selection has been allotted.

REPORT BY WCLS STAFF WHO ATTENDED THE NEVADA LIBRARY INSTITUTE SEPTEMBER 17-18, 2015

Director Maurins noted that John Andrews, John Crockett, Beate Weinert along with other staff, attended with him and prepared the written report provided. He stated that it was a very worthwhile experience and everyone came back energized.

John Andrews, Internet Librarian, directed the Board to the last section of the staff report for an overview on how the attendees would apply what they learned and how they intend to carry out plans that strengthen the Washoe County Library System.

ACKNOWLEDGMENT OF DONATIONS RECEIVED BETWEEN JULY 1 AND SEPTEMBER 30, 2015.

Director Maurins provided a brief overview to the Board.

On motion by Trustee Wilson, seconded by Trustee Sattler, which motion duly carried, the Board acknowledged the donor and accepted the report for donations received between July 1 and September 30, 2015. All in favor, none opposed.

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

Director Maurins highlighted the following items from the staff report:

- He attended Commissioner Lucey's Community Forum at the South Valleys Library on October 14. He accepted donations from two sources: \$500 from the Stanley Family Trust and \$1,500 from the Great Basin Exploration Center; Commissioner Lucey pledged matching funds for a total of \$4,000 towards STEAM activities.
- The Verdi pick-up locker is scheduled for installation tomorrow (Thursday, October 22).
- The Fall Food for Fines campaign runs from November 1-30.

Upon questioning by the Board:

- Director Maurins informed the Board that the lockers are built with heavy-duty steel/material and will be installed near the front door to help prevent any potential break-ins.
- Scottie Wallace, Managing Librarian, stated that the lockers are similar to the stand-alone mailboxes placed in residential neighborhoods. They should be bolted to the ground. Staff fills the lockers with the requested materials near the end of each day, allowing 72 hours for pick-up. Items are pre-checked out to patrons, and they are able to remove them from the locker by using the last four digits of their library cards.
- Director Maurins informed the Board that staff was working on a procedure for triggering holds and loading the lockers at Verdi.

SPANISH SPRINGS LIBRARY PROGRAMS, ACTIVITIES AND OPERATION

Aurora Partridge, Library Assistant III, highlighted the following:

- Celebration of Spanish Springs 10th Anniversary party on May 31, 2015.
- Roll-out of public and staff technology bars
- Purchase of children's educational toys for all ages through the LSTA STEM grant funds
- Thanks to the Friends, the Spanish Springs Library now has a sign on the southwest wall of the building facing Pyramid Highway identifying it as the library.
- Staff has connected with six of the 12 elementary schools in the community for outreach.

FRIENDS ACTIVITIES

Director Maurins directed the Board to the staff report. He also informed the Trustees that the Friends Board next meets on November 4 at 5:30 p.m. at the Northwest Reno Library.

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

No Board comment.

MONTHLY LIBRARY USAGE

No Board comment.

PUBLIC COMMENT

No public comment.

BOARD COMMENT

Trustee Sattler asked if she was able to ask questions during Board comment. Ms. Reid responded yes, but she cannot have them answered as they have not been agendaized.

Trustee Wilson asked Director Maurins if he would agendaize a letter to the arena group, to and the Director confirmed he would. Decision to agendaize for the November meeting was made.

Chair Stoess received confirmation by Director Maurins that Mr. Tanner would be informed of the decisions made on the interview questions.

Following up on a comment by Trustee Sattler, Director Maurins confirmed the following:

- The Library has a standard Exit Interview Form for staff departing employment. He stated that he was also willing to answer specific questions if the Board desires. His last Board meeting is in December, should the Board want this agendaized. He stated he would check with County Human Resources into the possibility of him responding to a questionnaire as this is not necessarily something that has been done in past practice.
- Director Maurins stated that he would be able to introduce the new director to the public if the selected individual was officially hired before the December Board meeting.

Upon questioning by Trustee Sattler asking if the Library has a command continuation plan or succession plan in place, Director Maurins confirmed the library did.

Legal Counsel Dania Reid stated that further questioning along this line would need to be agendaized.

Chair Stoess re-opened Public Comment.

PUBLIC COMMENT

Scottie Wallace, informed the Board that staff is looking at providing an open-house type event on Friday, January 8th to celebrate the retirement of Director Maurins and Assistant Library Director Cirrincione, while also providing an opportunity to meet the new Library Director.

Chair Stoess adjourned the meeting at 5:24 p.m.

**LIBRARY BOARD OF TRUSTEE SPECIAL MEETING MINUTES
SPECIAL MEETING TO CONDUCT INTERVIEWS OF THE TOP FINALIST CANDIDATES FOR
LIBRARY DIRECTOR AS RECOMMENDED BY THE INTERVIEW PANEL
WEDNESDAY, NOVEMBER 4, 2015**

The Board met in special session at the Sparks Library, 1125 12th Street, Sparks, Nevada

Chair Stoess called the meeting to order at 12:35 p.m.

ROLL CALL

Board Members Present: Al Stoess, Derek Wilson, Wendy Alderman
Sara Sattler arrived at 12:40 p.m.
Zanny Marsh arrived at 1:33 p.m.

County Staff Present: Assistant District Attorney Dania Reid, Workforce
Development Manager Kathy Hart

Public Present: Mike Tanner, Senior Vice President Strategic Government
Resources

PUBLIC COMMENT

Scottie Wallace, Managing Librarian, commented on the resumes of two candidates interviewed by the panel.

- Jeff Scott's resume noted an accomplishment from 2004-2009 while working for the City of Casa Grande for re-occurring federal grant funds of \$125,000 for E- rate. This type of grant funding requires that all of a library's public computers be filtered.
- Robert Shupe's resume cited over 10 years of connections with a community college. This was striking because in the same community, he was the Director of the library and created some initiatives like working with adults. Here in Washoe County, there are "second chance" companies who hire individuals who have had issues with their past. This is good information to have.

REVIEW OF INTERVIEW PROCESS

Chair Stoess introduced Washoe County Workforce Development Manager Kathy Hart and Mike Tanner from Strategic Government Resources to review the interview process for the Board.

Mr. Tanner provided the interview order of the three finalists, noting that each had 50 minutes time allotted for his or her interview, with a 10-minute break period between each interview.

Ms. Hart informed the Board that the packets provided were put together by Strategic Government Resources and included: cover letters, DISC assessments of leadership styles, resumes, and a set of Board-approved questions for the candidates. She also informed the Board that follow-up questions, based upon answers or informational questions referencing information provided by the candidates, are acceptable to ask. She stated that all notes taken on the question sheets become records as to why or why not a candidate was selected. These notes should be not be biased or discriminatory in any way but can include impressions of the Trustees so that someone reviewing them could understand why a candidate was or was not selected.

The Board agreed that Trustee Sattler would start off with the first question, followed by Trustees Alderman and Trustee Wilson with Chair Stoess completing the circuit. [Trustee Marsh arrived after the completion of the first interview.]

INTERVIEWS OF THE THREE (3) FINALIST CANDIDATES, BASED UPON RECOMMENDATIONS FROM THE INTERVIEW PANEL.

During the interview of Sarah Booth and upon questioning by Chair Stoess, Ms. Hart recommended that should Trustee Marsh arrive during this interview, she not participate for the remainder of it. She informed the Board that Trustee Marsh should be included from the beginning with the next candidate.

After the interview and based upon the arrival of Trustee Marsh at 1:33 p.m., Ms. Hart recapped the interview process and document overview.

The Board agreed that, beginning with Interview Candidate Robert Shupe, Trustee Alderman would begin with question number one, followed by Trustee Wilson, Chair Stoess, Trustee Sattler and Trustee Marsh.

DELIBERATION REGARDING THE CANDIDATES AND THEIR INTERVIEWS, AND SELECTION AND TENTATIVE OFFER OF THE DIRECTOR POSITION TO THE PREFERRED CANDIDATE, CONTINGENT ON THE OUTCOME OF REFERENCE BACKGROUND CHECKS AND THE NEGOTIATION OF EMPLOYMENT TERMS.

Ms. Hart steered the Board to the page in the candidate packets provided by Strategic Government Resources to individually rank the candidates prior to discussion.

Initial Ranking Results by Trustee were as follows with the first name being number one choice:

- Trustee Sattler: Jeff Scott, Robert Shupe, Sarah Booth
- Trustee Marsh: Jeff Scott, Robert Shupe (Trustee Marsh was not present during Sarah Booth's interview)
- Trustee Alderman: Jeff Scott, Sarah Booth, Robert Shupe
- Trustee Wilson: Jeff Scott, Sarah Booth, Robert Shupe
- Chair Stoess: Robert Shupe, Jeff Scott, Sarah Scott

Board discussion included:

- Trustee Wilson felt that Mr. Scott could be a risky decision due to his business-like approach; however he liked the responses provided to posed questions. He also likes that Mr. Scott shared his vision of libraries.
- Trustee Alderman would like to see some data-driven decision-making and Mr. Scott's answers indicated his ability to make decisions based on either gut feeling or data, but then follow-up and re-evaluate. She liked his level of energy and is able to see him as the public face of the Library, communicating the story of the Library System. She stated she believes he has the skills we need to show how WCLS supports the community, and felt he was the strongest candidate.

Upon questioning by the Board, Ms. Hart confirmed that it appeared there was a clear top choice (four of five selected Mr. Scott through initial ranking), and she recommended the Trustees select a second choice should the top choice not work out.

Discussion for the runner-up included:

Robert Shupe:

- Discussion in favor included comments regarding his starting the Latino Advisory Group, appreciation of his marketing approach to the strategic plan and his initiative to discuss it, and the feeling he would fit best within the County. One Trustee voiced his appreciation of how Mr. Shupe appears to use the Strategic Plan as a management document.
- Discussion against included comments about how it appeared everything circulated around the marketing strategy; and his comment about not knowing why one of the community groups found him to engage him within their organization and not attributing it to his community contact, initiatives and media communications. Based on information presented during the interview, Mr. Shupe's strategic plans did not include stakeholders and were internally focused, appearing to leave out the community, which is not the direction the Board desires. Other voiced concerns included: Mr. Shupe's responses indicated a strong degree of polling employees and research prior to making a decision, leaving the question of his ability to be decisive; and due to the manner in which the libraries in his employment history operate fiscally, Mr. Shupe did not demonstrate his ability to be flexible in budgeting practices or in pursuing additional funding other than CLEF grants which he agreed are easy to get.

Sarah Booth:

- Discussion in favor included her ability to provide information on her budget experience (including numbers), and her experience presenting policy changes in front of the Commission to make changes in the library. Other discussion noted the similarities in her current responsibilities to the Washoe County Library System (WCLS), with her overseeing 164 staff in seven branches. Comment was made that although she does not currently hold the title of Director, WCLS has strong, tenured staff to help provide guidance. Also in her favor, Ms. Booth visited numerous branches and introduced herself to WCLS staff during her short stay in Reno, demonstrating her motivation to get out into the community.
- Discussion against included surprise at her lack of a broader approach when answering questions about budgeting, and her lack of experience as a Library Director.

During discussion of Mr. Shupe's interview, Chair Stoess noted his concerns regarding the selection of the top candidate, Jeff Scott. He stated that he was not sure how long Mr. Scott would be happy in this position in a city the size of Reno with a pay scale lower than he may be used to.

Trustee Alderman stated she did not believe that was a relevant point, as Mr. Scott was the Library Director in agriculture-based Tulare County, California.

Trustee Sattler stated that the Washoe County population is changing.

Trustee Wilson agreed with Trustee Sattler and stated that although he also liked Mr. Shupe, he was looking for individuals with a higher profile and that is also the reason he placed Ms. Booth as the runner-up.

Trustee Marsh noted she liked the way Mr. Scott approached pursuing USDA funds, using creativity to obtain them. She also stated she like the ways he applied articulated budget decisions.

Results for the #1 choice for Library Director were four for Mr. Scott with one for Mr. Shupe. Mr. Scott was selected by a majority.

Results for runner-up were three for Ms. Booth and two for Mr. Shupe. Ms. Booth was selected by a majority.

On motion by Trustee Marsh, seconded by Trustee Wilson, which motion duly passed, the Board directed Human Resources to negotiate an employment contract with Jeff Scott with a pending offer to Sarah Booth should negotiations with Mr. Scott fail. Four in favor, one opposed.

PUBLIC COMMENT

Julie Ullman, Managing Librarian, thanked the Board on behalf of Library personnel, for their time and efforts in this process.

Arnold Maurins, Library Director, thanked the Board for their time. He noted that Mr. Scott was also his first choice. He acknowledged some concerns about Ms. Booth's potentially long learning curve due to her lack of experience as a Director.

Chair Stoess adjourned the meeting at 4:12 p.m.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Letter of Support for a Proposed Ice Arena near the South Valleys Library
DATE: November 18, 2015

Background: At the Board's October 21st meeting, Greater Reno Community Ice Skating Association (a.k.a. Reno Ice) Board President Joel Grace made a presentation regarding a proposed ice arena north of the South Valleys Library. During his presentation, Mr. Grace requested that the Library Board issue a letter of support for the project. Board discussion indicated there was interest in providing such a letter.

If you as a Board do in fact wish to provide a letter of support for the arena, please make whatever revisions you desire to the appended draft letter and approve it for distribution. Library Administration will ensure that copies of the letter are forwarded to the appropriate parties, including but not necessarily limited to: the Board of County Commissioners; the Regional Parks and Open Space Division of the Community Services Department; and Reno Ice.

Recommendation: Approve the letter of support for a proposed ice arena near the South Valleys Library, including any revisions you wish to make.



November 18, 2015

Subject: Proposed Ice Arena near the South Valleys Library

To Whom It May Concern:

The Washoe County Library Board of Trustees supports the construction and operation of an ice arena on the land north of the South Valleys Library, as proposed by the Greater Reno Community Ice Skating Association (GRCISA) and included in draft revisions of the South Valleys Regional Park Master Plan. In addition to providing a needed venue for ice hockey and skating, the proposed arena would also offer opportunities for collaborations on programs and services, and it would likely include parking spaces that could be shared with library users.

In accordance with its legally mandated responsibilities (NRS 379.025), the Library Board wants to ensure that the ice arena, if constructed, does not impede the operation of the South Valleys Library or negatively impact the potential for expanding the library. Therefore, the Board looks forward to working with Library Administration, County staff and GRCISA to ensure that the arena's location on the park property:

- Maintains the primary views that are currently available from the north-facing windows of the library; and
- Allows for a future library expansion of at least 12,500 square feet, in accordance with the Library's Facility Master Plan (accepted by the Library Board in December 2014).

Sincerely,

Al Stoess
Chairman, Washoe County Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Arnie Maurins, Director

RE: Appointment of Jeff Scott as the New Library Director, with a Proposed Starting Date of December 14, 2015 and an Initial Salary of \$125,008; Proposed Starting Date is Contingent on County Management's Approval to Overfill the Director Position, and on the Amount of Funds Available to Overfill the Position

DATE: November 18, 2015

Background: At its special meeting on November 4, the Board designated Jeff Scott as its number-one choice to be the next Library Director, subject to final reference checks and successful salary negotiations. The reference checks have returned positive responses, and the salary discussions have produced a figure that is acceptable to the County Human Resources Department. A job offer with a tentative start date of December 14 and starting salary of \$125,008, signed by Al Stoess as the Library Board Chair, was emailed to Mr. Scott on November 12, and he was expected to return his acceptance of that offer by November 13.

The job offer is contingent on County Management's approval of the request to overfill the Director position for a period of four weeks, i.e. December 14, 2015—January 8, 2016, which depends in part on the availability of funds to pay both Mr. Scott and myself for that length of time. As I write this report, the County's response to the overfill request is pending. That response, which I hope to bring to the Board meeting, will determine when Mr. Scott can begin working as the new Director.

Recommendation and Suggested Motion: Approve the appointment of Jeff Scott as the new Library Director, with a starting date of December 14, 2015 and an initial salary of \$125,008 [Motion may be modified with a different starting date based on County Management's response to the request to overfill the Director position.]

TO: Washoe County Library Board
FROM: Arnie Maurins, Library Director
RE: Approval of Revised Fines, Fees & Charges Policy
DATE: November 18, 2015

Background: The Policy Review Team is recommending the following revisions to the Fines, Fees & Charges Policy:

Overdue Library Material Fines

- Removal of verbiage, "not to exceed replacement cost of item."
- Clarifications in parentheses

Lost Materials and Materials Damaged Beyond Repair

- "Overdue" clarified as 54 days
- General explanation of what defines "damaged beyond repair."

Library Fees

- Removed \$1.00 for holds not picked up.
- Generalization of electronic reading devices to alleviate the necessity of updating the policy each time a new type of e-reader device is introduced into the Library System for check-out.

Recommendation and Suggested Motion: Approve the revised Fines, Fees & Charges Policy, effective November 19, 2015.



FINES, FEES AND CHARGES POLICY

The Washoe County Library Board of Trustees reaffirms its intention to carry out and fulfill the duties and obligations imposed upon all library boards under Chapter 379 of the Nevada Revised Statutes.

It is the policy of the Library Board, through the library administration and staff, to protect and secure, by whatever lawful means necessary, the property and materials entrusted to it for preservation, research or loan to the general public the Washoe County Library System serves. Following is a list of fines and fees that may be imposed pursuant to NRS Chapter 379.

All patrons will be held responsible for lost materials or materials damaged beyond repair. All charges listed herein are subject to periodic review.

Overdue Library Material Fines

Patrons owing \$10.00 or more in overdue fines cannot check out any library materials, except by special arrangements made with a Library supervisor. Fines accrue on days the library is closed.

Fines accrue on days the library is closed.

Adult library cardholders: 25 cents per day per item, maximum fine per item ~~\$918.00, not to exceed replacement cost of item.~~ (includes one renewal.)

Minor library cardholders: (Age 17 and younger) 10 cents per day per item, maximum fine per item ~~\$24.00, not to exceed replacement cost of item.~~ ~~(Age 17 and younger)~~

E-Readers: \$2.00 per day per item, maximum fine per item \$10.00, ~~regardless of age of cardholder, not to exceed replacement cost of item.~~ (Adult and Minor cardholders.)

~~If a patron renews items that are already overdue, the overdue amount is automatically charged. Fines on overdue items that have been renewed may therefore be up to double the maximum amount. Each day an item is overdue a fine is charged.~~

~~Fines accrue on days the library is closed.~~

~~Patrons owing \$10.00 or more in overdue fines cannot check out any library materials, except by special arrangements made with a Library supervisor.~~

Lost Materials and Materials Damaged Beyond Repair

'Lost materials' are items that have been overdue for 54 days.

'Materials damaged beyond repair' are those items that cannot be returned to circulation.

Patrons with ~~one or more~~ lost library items cannot check out any library materials, except by special arrangements ~~made~~ with a library supervisor.

~~Lost materials are items that have been overdue for 54 days.~~

~~Materials damaged beyond repair are those items that cannot be returned to circulation.~~

The actual cost of the material or a default cost for the material as indicated on the list below is charged as a replacement charge for lost items or materials damaged beyond repair.

- If the item is not returned, the patron owes the replacement charge.
- If the item is damaged beyond repair, the patron owes the replacement charge.
- If the lost item is returned, the patron still owes any applicable overdue fines.

- If the patron, with the approval of the library supervisor, provides the library with a suitable replacement for the lost item, the replacement charge is waived.
- If a patron pays the replacement charge and later returns the "lost" item to the library, no refund is given. The patron may keep the book or donate it to the library.

Library Fees

Library card fees:

Annual card*	\$50.00 annually from date of issue
Replacement WCLS library card	\$ 1.00

External storage device	\$ 2.00 above cost
Headphone purchase	\$ 2.00 above cost
Holds not picked up	\$ 1.00 per item
Meeting room	\$20.00 per reservation
Print fees	\$.25 per page (other than staff-initiated library business)

*Includes printing of received faxes

Default Replacement Charges

These default charges are incurred when the purchase price of an item is not available through library records.

Audiobook set	\$40.00	
CD set (music)	\$40.00	
CD (music)	\$15.00	
Computer software	\$50.00	
DVD set	\$40.00	
DVD	\$25.00	
Hard cover book	\$25.00	
Kinder/theme kit	\$50.00	
Kindle Touch/Nook E-readers		\$80.00
Kindle Touch/Nook E-reader -casing case		\$15.00
Kindle Touch/Nook E-reader USB cord		\$ 3.00
<u>E-reader wall charger</u>	<u>\$20.00</u>	
Magazine	\$ 3.00	
Paperback	\$10.00	
Read-along	\$10.00	
Reference material	\$50.00	
Vertical file material	\$ 5.00	

Other replacement charges:

Audio-Video -casing case		\$ 1.00
Computer lock	\$35.00	
Other Locks	\$ 5.00	
Engravers/etching tool	\$20.00	
Missing pieces	\$ 1.00 (i.e., inserts, barcodes, labels)	

* A card issued to someone living and working outside Washoe County in a jurisdiction whose library does not issue free cards to Washoe County residents.

Fines, fees and charges may be waived by the branch manager or her/his designee.

APPROVED: February 15, 2006
REVISED: October 16, 2014
REVISED: November 19, 2015



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Minor library cardholders: (Age 17 and younger) 10 cents per day per item, maximum fine per item \$4.00.

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CD (music)	\$15.00
Computer software	\$50.00
DVD set	\$40.00
DVD	\$25.00
Hard cover book	\$25.00
Kinder/theme kit	\$50.00
E-reader	\$80.00
E-reader case	\$15.00
E-reader USB cord	\$ 3.00
E-reader wall charger	\$20.00
Magazine	\$ 3.00
Paperback	\$10.00
Read-along	\$10.00
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* A card issued to someone living and working outside Washoe County in a jurisdiction whose library does not issue free cards to Washoe County residents.

Fines, fees and charges may be waived by the branch manager or her/his designee.

APPROVED: February 15, 2006
REVISED: October 16, 2014
REVISED: November 19, 2015

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Report by Staff Who Represented WCLS at the Northern Nevada Business Summit
DATE: November 18, 2015

**Northern Nevada Business Summit, sponsored by The Chamber-Reno-Sparks-N. Nevada
Thursday, November 5, 2015 8:30 am – 5:30 pm
Sparks Nugget Rose Ballroom**

Staff Representatives: Corinne Dickman, Sparks Library; Jonnica McClure, Sparks Library; Morgan Tiar, South Valley Library

This was a focused outreach specifically highlighting resources and services the library had to offer the business community. A major goal in attending was to network and create connections within the community for possible future partnerships and collaborations: what WCLS can help them with, and how we, in turn, might potentially use them as well to further the Library System's goals. The booth in the vendor exhibit hall featured print information about various library databases and services of unique interest to the business community in Washoe County. The laptop displayed the Lynda.com database and various topics as requested by visitors to the booth. Lynda.com was a favorite of visitors. Some people indicated they had personal subscriptions and wanted to know if the library's subscription was identical to their paid subscription (availability/variety of subjects covered), as they would rather use the library's access and re-direct those subscription funds to other areas of their business. (We actually don't have a good answer for this, but will investigate.)

The MT-1 certification program was a big topic of interest. We learned about many different kinds of organizations that could work as advocates to help recruit potential students for our program and/or serve as (financial) sponsors for individuals to join our program. Also, we received many leads to options to help build a scholarship for our program at the state level.

We gained exposure to about 400 people at this event. It was an excellent outlet for us to surprise people and organizations about aspects of our services that are not commonly known. We highly encourage WCLS to continue to participate in this and similar events on an ongoing basis. All three WCLS employees walked the room repeatedly to visit with the other exhibitors. The importance of an "elevator speech" cannot be emphasized enough.

While this was a focused business service opportunity, we did get very supportive comments about the library in general. We surprised a great deal of people with the vast and diverse services. We also had some random interactions like issuing a library card, renewing a book, a vendor offering to provide a program for the Library, etc.

Corinne participated in a focused “30 second introduction” activity at the end with a small group; the goal was to introduce yourself to another person, clearly state your service/business purpose and state what you needed from the other person in the next 30 days. It was a good exercise.

We were delighted to be visible in the community, and Trustee Marsh was very excited to see our participation in an event like this. All in all it was a great opportunity to have a clearly focused purpose for the outreach, it made it much easier to have the right introductions prepared, the right collateral, and the right people participate.

Major Conversation/Topics of Interest with attendees:

- Lynda.com – personal, professional, business use and employee training
- Reference USA
- Branch Accommodations: free Wi-Fi, affordable meeting rooms (interestingly, when the 20.00 fee came up, most businesses exclaimed that was cheap)
- MT-1 and Entrepreneurial Classes

Future Considerations:

- Although we had a ¼ sheet postcard with business services, it would be nice to have additional collateral with some specific business services. We observed that people collected business cards, while anything bigger went into a tote bag, even folded before going in, with the potential of just being emptied later.
- We liked that there was a single email for contacting the library for business support
- Maybe marketing a library “business”? Like we did with “S.T.E.M. Spot”. A branded moniker.
- Finalizing MT-1 and Entrepreneurial details
- WCLS would benefit from similar networking and outreach events
- SWAG---some kind of give-away really draws people to the booth.
- Taking business cards for other key players within the library...making it easy to direct folks to the correct people.

TO: Washoe County Library Board
FROM: Arnold Maurins, Library Director
RE: Library Director's Report to Include Administration and Collaborations, Programs and Activities
DATE: November 18, 2015

There is no written material on this agenda item.

An oral report will be made at the meeting.

TO: Library Board of Trustees
FROM: Patti Day, North Valleys Managing Librarian
RE: North Valleys Library Staff Report
DATE: November 18, 2015

Welcome to the North Valleys Library!

1. Branch Highlights:

- Major Programs: Mystery Sleuths Adult Book Club, Paws 2 Read, Yarn Time, The Great Alphabet Adventure, The Cow that went Oink by KNPB, Cook the Book Book Group, Beekeeping in Northern Nevada, and The Very Hungry Caterpillar Workshop by KNPB, Wild Kingdom Heroes with Wildthings Inc.
- Program Stats: We have had 179 programs with attendance of 10,649 since July 2014.
- Periodical Drive – Patrons donated 30 periodicals
- New Registrations: Issued 1,789 new library cards since July 2014.
- Community Connect: Top population Segments are *Aspiring Families and Up and Coming Families*. Since the Community Connect Workshop last year, we have had 1,330 new registrations and gained 1,378 patrons. We have a service population of 61,069 (14.3%). Activities implemented since workshop: Expanded and realigned our hours, Increased evening programs, Maker Space – lots of STEM stations in the Picture book area to include a small car, hands on activities, and wall mounted activities, AWE Computers, and opening up more space for Wi-Fi and laptop users. Below is a car we purchased with our STEM Grant. The kids love it.



- Collaborations: Halloween Trick or Treat Night on Oct. 28 from 5:30 – 7:00 pm. For 27 years we have had a successful partnership with all of the local merchants in the North Hills Shopping Center to offer Trick or Treating in a safe environment for the children in our community. This event is initiated by the North Valleys Library. We make posters for each business to post in their windows to show that they are participating in the event. We go to each merchant and find out if they will need help passing out candy (as some businesses close early). We assign a volunteer to their door front if that is the case. Each business buys their own candy for the evening. A few years ago we set out a container asking for requests for candy for the Trick or Treaters. We have always received so much candy from patrons that we do not ever have to spend a penny. Many times we even help supply the other merchants when they have run out of candy that evening. Round Table Pizza has generously donated pizzas for many years for our volunteers to have before we begin for the evening. We also have coloring tables for the kids and this year we were fortunate to have the Photo Booth. Each year we have approximately 700-1,000 ghosts and goblins of all ages trick or treating. This is an event the community looks forward to each year and we certainly want to continue to foster these relationships with these businesses in the future.

Trick or treaters and Photo booth, which was a big hit.



- Staff decorated pumpkins for Halloween and our patrons voted on their favorite. We had over 250 votes. First, Second and Third place winners are shown below:



Staffing/volunteers:

- Dave Eveland resigned after 16 years with WCLS. We wish him the best as he returns to Georgia. Megan Conelly from South Valleys transferred into this position.
- Our P/T LAII accepted a FT position at the Northwest Library and we have hired Bonnie Adams from the outside.
- All mandatory trainings have been completed by staff. Trainings have accounted for 55 hours this past quarter.
- Volunteers – We have had 20 adult volunteers and 3 youth volunteers this past fiscal year with a total of 1,245 volunteer hours since July 2014.
- Our contract cleaners who come each evening have found on two separate occasions broken dvd cases in the trash cans with the dvd's missing.

3. Facility:

- Gate Counter – We have had an ongoing problem for almost three months. It took a couple of weeks to get 3M out. After the technician came out and fixed the problem, the counter went out again the very next day. It took about 3 more weeks for the technician to come out again, after leaving messages. It was still not working properly – one day it works and then it doesn't. Left message again, but took 2 weeks for him to return call. We have decided to get a new counter. It has arrived but we are waiting for Facilities to install.

- Meeting room door is difficult to open in an emergency. Paul came out and said signage is the best way to get people to open it properly (they tend to pull on the door without pressing the lever). We will put a sign on door that says "Press here in case of emergency."
- We finally got our Thumb Turn Lock for our front door. We have been waiting for Alpine Lock to put one in since March 2015 (when Facilities turned it over to them) – then Paul from Facilities came out last month and told us he saw one on a door at Jan Evan and said he would look for one. He came back within days and installed one for us and on our other doors as well.

4. Upcoming programs/initiatives/projects/services, and ideas under consideration:

- Our annual Santa visit on December 19, 2015

TO: Washoe County Library Board
FROM: Zanny Marsh, Friends Liaison
RE: Friends Report
DATE: November 18, 2015

There is no written material on this agenda item.

An oral report will be made at the meeting.

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

FY 2015 / 2016

10-Nov-15

<u>TITLE</u>	<u>CURRENT YEAR</u>			<u>PRIOR YEAR</u>				
	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 5,467,684	\$ 1,766,280	\$ 3,701,404	32%	\$ 5,324,211	\$ 1,795,831	\$ 3,528,380	34%
EMPLOYEE BENEFITS	\$ 2,296,996	\$ 798,202	\$ 1,498,794	35%	\$ 2,176,225	\$ 696,161	\$ 1,480,064	32%
SERVICES & SUPPLIES	\$ 496,386	\$ 283,543	\$ 212,843	57%	\$ 426,252	\$ 235,498	\$ 190,754	55%
CAPITAL OUTLAY								
TOTAL:	\$ 8,261,066	\$ 2,848,025	\$ 5,413,041	34%	\$ 7,926,688	\$ 2,727,490	\$ 5,199,198	34%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

FY 2015 / 2016

10-Nov-15

<u>TITLE</u>	<u>CURRENT YEAR</u>			<u>PRIOR YEAR</u>				
	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 1,164,278	\$ 225,259	\$ 939,019	19%	\$ 679,995	\$ 215,258	\$ 464,737	32%
EMPLOYEE BENEFITS	\$ 495,296	\$ 97,019	\$ 398,277	20%	\$ 301,577	\$ 94,026	\$ 207,551	31%
SERVICES & SUPPLIES	\$ 1,002,423	\$ 295,290	\$ 707,133	29%	\$ 915,661	\$ 247,412	\$ 668,249	27%
CAPITAL OUTLAY			\$ -					
TOTAL:	\$ 2,661,997	\$ 617,568	\$ 2,044,429	23%	\$ 1,897,233	\$ 556,696	\$ 1,340,537	29%

Washoe County Library System

Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2014-2015/2015-2016

Accumulative														
Month	Checkouts			Library Visits			Patron Computer Use			Program Attendance			Digital Visits	
	2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2015 - 2016	% Change
July	166,953	145,188	-13.04%	98,714	80,867	-18.08%	25,347	22,764	-10.19%	6,956	6,406	-7.91%	160,421	0.00%
August	157,069	137,408	-12.52%	94,781	89,571	-5.50%	22,807	22,562	-1.07%	6,308	5,206	-17.47%	218,167	0.00%
September	155,234	142,445	-8.24%	91,907	77,877	-15.27%	23,022	22,900	-0.53%	5,379	5,965	10.89%	207,273	0.00%
October	163,330	145,837	-10.71%	111,021	85,059	-23.38%	23,360	22,871	-2.09%	21,231	8,545	-59.75%	204,974	0.00%
November	142,699	0	0	79,964	0	0	20,666	0	0	6,749	0	0	0	0.00%
December	140,348	0	0	81,286	0	0	21,187	0	0	5,407	0	0	0	0.00%
January	161,353	0	0	92,700	0	0	22,790	0	0	6,116	0	0	0	0.00%
February	142,907	0	0	87,713	0	0	20,447	0	0	7,545	0	0	0	0.00%
March	151,184	0	0	95,841	0	0	22,988	0	0	10,615	0	0	0	0.00%
April	146,691	0	0	91,129	0	0	23,070	0	0	8,682	0	0	0	0.00%
May	143,844	0	0	82,361	0	0	21,919	0	0	7,299	0	0	0	0.00%
June	137,787	0	0	85,910	0	0	22,678	0	0	5,871	0	0	0	0.00%
Totals	1,809,399	570,878	-11.16%	1,093,327	333,374	-15.90%	270,281	91,097	-3.64%	98,158	26,122	-34.49%	790,835	0.00%
Totals to Date	642,586			396,423			94,536			39,874			0	

Note 1: FY 15/16 GRAND TOTAL (includes Library, Partnership Public Hours, Downloadable Materials, Database Usage and Read & Share): 1,523,270

Note 2: School checkouts are now being tracked separately from public hour checkouts, which will decrease the numbers in FY 15/16. FY 14/15 checkouts included school and public hours together. FY 15/16 reflects only public hour checkouts.

Note 3: 'Website Visits' has been changed to 'Digital Visits', which now includes website, catalog, and online services visits. FY 15/16 will establish base figures so there will be no comparisons.

PLEASE NOTE:

CHECKOUT TOTALS

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

Washoe County Library System

Monthly Statistics Report for Fiscal Year 2015-2016

For The Month Of: OCTOBER



BRANCH ACTIVITY	Library Visits		Checkouts		Patron Computer Use		Program/Outreach Attendance			
	# visits	YTD	# checkouts	YTD	# signups	YTD	Adult		Youth	
							# adult	YTD	# youth	YTD
Duncan/Traner (Public Hours)	489	1,772	128	930	124	416	0	0	0	0
Gerlach (Public & School Hours)	61	152	145	377						
Incline	4,975	21,780	5,687	22,716	416	1,879	63	357	347	1,245
North Valleys	0	0	12,719	48,609	1,112	4,527	25	117	1,244	2,288
Northwest	11,646	42,106	21,679	83,742	1,644	6,738	257	506	1,009	3,646
Reno	13,436	48,978	20,357	81,964	5,136	20,904	72	273	286	976
Senior Center	2,257	8,601	861	3,764	364	1,482	0	75	0	0
Sierra View	14,127	60,405	19,584	74,236	5,770	22,442	303	444	612	1,294
South Valleys	14,381	56,814	23,992	94,455	750	3,086	590	1,416	1,384	5,211
Spanish Springs	8,810	36,133	13,942	58,828	1,380	5,830	112	439	2,116	5,473
Sparks	14,535	55,372	26,253	99,195	6,163	23,755	125	324	0	2,038
Verdi (Public Hours)	342	1,261	490	2,062	12	38	0	0	0	0
Total:	85,059	333,374	145,837	570,878	22,871	91,097	1,547	3,951	6,998	22,171
ADMINISTRATION OUTREACH										
ONLINE ACTIVITY										
Downloadable Materials (ebooks, audiobooks, magazines)			21,199	79,503						
Digital Visits (includes website, catalog, online services)	205,955	791,816								
Database Usage			10,927	43,477						
Social Media Reach							13,548	44,164		0
Total:	205,955	791,816	32,126	122,980			13,548	44,164	0	0
MISCELLANEOUS										
Collection Development			124	332						
Read & Share			5,653	20,302						
Total:			216,356	839,534						
GRAND TOTALS	291,014	1,125,190	394,319	1,533,392	22,871	91,097	15,095	48,215	6,998	22,171

NOTE: Due to equipment malfunction, there is no gate count for NV

Washoe County Library System

Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total- Thru October

System Total Comparison For Fiscal Years 2014-2015 / 2015-2016

	Meeting Room Use					
	2014-2015	2015-2016	% Change	2014-2015	2015-2016	% Change
	# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance
Administration Outreach						
Duncan/Traner	0	0	0.00%	0	0	0
Gerlach						
Incline	24	24	0.00%	339	375	10.62%
North Valleys	2	6	200.00%	50	33	-34.00%
Northwest	16	15	-6.25%	170	181	6.47%
Reno	51	44	-13.73%	590	580	-1.69%
Senior Center	0	0	0	0	0	0
Sierra View	2	6	200.00%	6	96	1500.00%
South Valleys	80	83	3.75%	1,456	1,892	29.95%
Spanish Springs	54	53	-1.85%	1,259	938	-25.50%
Sparks	6	12	100.00%	67	178	165.67%
Verdi	0	0	0	0	0	0
Totals	235	243	3.40%	3,937	4,273	8.53%

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