



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, MARCH 16, 2016  
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](http://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](mailto: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.

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Administration  
301 South Center Street  
P.O. Box 2151, Reno, Nevada 89505  
(775) 327-8341  
[www.washoecountylibrary.us](http://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 Meeting of February 17, 2016
- 4) Old Business  
*For Possible Action:* Review and Approve Budget for WCLS Strategic Communication Plan for Total of \$5,603.12
- 5) New Business
  - a. *For Possible Action:* Review and Approve Above Base Budget request to Washoe County in the Amount of \$100,000.00 for Collection Development
- 6) Reports
  - a. Library Director's Presentation to Include System Programs and Activities, and Friends Report
  - b. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
  - c. 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 TRUSTEES MEETING MINUTES  
WEDNESDAY, FEBRUARY 17, 2016**

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

Chair Stoess called the meeting to order at 4:00 p.m.

**1) ROLL CALL**

Board Members Present: Wendy Alderman, Zanny Marsh, Sara Sattler, Al Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Dan Erwine, Bria Hansen, Elijah Havana, Mary Jones, James Rutter, Tatiana Smith

**2) PUBLIC COMMENT**

No public comment

**3) APPROVAL OF MEETING MINUTES**

On motion by Trustee Wilson, seconded by Trustee Alderman, which motion duly carried, the Board approved the meeting minutes from the Library Board Meeting of January 20, 2016. All in favor, none opposed

**4) OLD BUSINESS**

No old business

**5) NEW BUSINESS**

**5a) STRATEGIC COMMUNICATION PLAN PROPOSAL PRESENTED BY UNIVERSITY OF RENO, NEVADA JOURNALISM STUDENTS BRIA HANSEN, JAMES RUTTER, KAYLA CHELMAN AND TATIANA SMITH**

Jennifer Oliver, Development Officer and PIO, introduced the following students in attendance from UNR Reynolds School of Journalism to present the Washoe County Library System Strategic Communication Plan Proposal: James Rutter, Bria Hansen and Tatiana Smith.

Trustees Marsh, Alderman and Wilson commended the students on a presentation that was well done.

Upon questioning by the Board, Mr. Rutter clarified that the implementation period for the Communication plan is six months.

As this agenda item was listed as an item for possible action without specified budgetary action noted, Legal Counsel Dania Reid stated that the Board could request that this item be agendized in a future meeting.

**5b) APPROVAL OF APPLICATION BY PAM LARSEN FOR A BOARD SCHOLARSHIP**

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Sierra View Managing Librarian John Crockett stated that Pam Larsen has been taking Spanish courses in her General Studies degree and has been using those skills when presenting Spanish Storytimes.

Upon questioning by the Board, Director Scott stated he would find out where scholarship funds are paid out of. Director Scott also noted that the Board Scholarship process and availability is important to allow staff to continue their education and that it is encouraging to see staff using the option.

The Director was later provided information that approved Scholarship funding is paid out of Library Administration Gift Funds.

On motion by Trustee Alderman, second by Trustee Marsh, which motion duly carried, the Board approved the Scholarship requested by Pam Larson for \$2,000.00 as submitted. All in favor, none opposed.

**5c) APPROVAL OF APPLICATION BY MEGAN CONELLY FOR A BOARD SCHOLARSHIP**

The Library Board reviewed the information submitted in the packet.

Megan Conelly, Librarian I at the North Valleys Library, stated that she is a 15-year employee of the Washoe County Library System having worked her way up through the ranks. She noted that she enrolled in the Kent State University On-line program to further her career and promote within the Library System.

On motion by Trustee Marsh, second by Trustee Alderman, which motion duly carried, the Board approved the Scholarship requested by Megan Conelly for \$2,000.00 as submitted. All in favor, none opposed.

Trustee Marsh congratulated Ms. Conelly on her decision to continue her education.

**6) REPORTS**

**6a) LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT**

Director Scott provided a PowerPoint presentation, updating the Board on Library System activities, programs, outreach and operations for the month of January 2016.

Trustee Marsh left the meeting early at 5:00 pm.

Trustee Sattler noted her excitement about the prospect of programs potential return to some of the partnership libraries.

**6b) FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES**

The Library Board reviewed the information submitted in the packet.

**6c) MONTHLY LIBRARY USAGE**

The Library Board reviewed the information submitted in the packet.

**7) PUBLIC COMMENT**

Debi Stears, Resources Librarian, stated that the digital services are a valuable resource and last month the Library System had more digital checkouts than ever before.

**8) BOARD COMMENT**

Trustee Wilson stated that he would like to have the Washoe County Library System Strategic Communication Plan Proposal agendaized at a future Board Meeting for possible action.

Trustee Sattler stated she would like Staff to consider holding some of the future Board meetings at the Partnership Libraries.

**9) Adjournment**

Chair Stoess adjourned the meeting at 5:18 pm.

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Review and Approve Budget for WCLS Strategic  
 Communication Plan for Total of \$5,603.12  
**DATE:** March 16, 2016

**Background:** University of Nevada, Reno (UNR) students developed a WCLS communication plan presented at the December and February Library Board of Trustees meeting. This plan is intended to extend the library reach using social media targeting millennials and students from UNR.

The following budget is broken down into 3 categories: resources used for the Primary Audience, resources used for Secondary Audience, and resources used for both audiences. It is also worth noting, that these budget numbers are based on maximum expenditure estimations; actual dollars spent may be lower than the projected numbers here.

WCLS Available Marketing Funds for Fiscal Year: \$8,340  
 WCLS Available Printing Funds for Fiscal Year: \$2,000

**Primary Audience Budget:**

- Total Estimated, Maximum Audience Cost: \$2,580.20
- College Intern: Paid in college credit
- Cost for 250 flyers printed on glossy paper: \$222.50 (89¢ per-sheet at FedEx Office)
- Cost for 15 Sandwich boards and 2 quarts of paint: \$389.10 (\$23.94 per board at Home Depot + \$30 for 2 quarts of paint from Target)
- Cost of food catering, from Chipotle, for 3 college events: \$1,968.60 (\$656.20 for 75 people\*3 events)

**Secondary Audience Budget:**

- Total Estimated, Maximum Audience Cost: \$1, 775.00
- Email newsletters: \$375.00 (for 10,000 recipients, once a month, for 5 months)
- Google AdWords: \$1,400 (\$10 per-day, for 5 months)

**Shared Audience Resource Expenses:**

- Total Estimated, Maximum Shared-Resource Cost: \$1,278.93
  - Facebook advertising: \$700.00 (\$20 daily budget, for the first week of 5 months)
  - New Website: Pre-funded prior to campaign
  - Adobe Photoshop: \$59.94 (\$9.99 a month\*6 months)
  - Library Lovers program store stickers: \$93.74 (for 25 stickers from Vista Print)
  - Graphic designer: \$394.24 (assuming a max of 16 hours of service at \$24.64 an hour)
- Total Estimated, Maximum Cost for All Resources: \$5,603.12

**Recommendation and Suggested Motion:** We are currently recommending approval to pay for this plan in the amount of \$5,603.12 using System Administration Gift Funds.

**TO:** Washoe County Library Board

**FROM:** Jeff Scott, Library Director

**RE:** Review and Approve Above Base Budget Request to Washoe County in the Amount of \$100,000.00 for Collection Development

**DATE:** March 16, 2016

**Background:**

The Washoe County Library System currently expends \$830,000. The goal set forth by the Library Board of Trustees is to expend 10% of the library's budget on Collection Development.

(taken from: "Minimum Public Library Standards for Nevada")

7. The Library Board of Trustees shall select from one of three listed options as a means by which to validate and document the library's efforts to maintain a collection appropriate to community needs. The option selected by a jurisdiction may be revised each year.

Option I: Meet or exceed at 90% -The five-year average of amounts spent on collections.

Option II: Meet or exceed at 30%-Amount spent on collections divided by Total Services and Supplies budget.

Option III: Meet or exceed at 10% -Adjusted total operating budget divided by collection budget.

8/19/15 board meeting selected Option II with goal of Option III by FY 2017/2018

**Recommendation and Suggested Motion:** We are currently recommending a \$100,000 above base budget request. With current budget reallocation and this request, we would meet our goal one year early.



# Washoe County Library System

## Budget Review

March 2016

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# Budget

- Funding Sources for Library

- County: \$8,202,466

- Source=General Fund

- Expansion Fund: \$2,661,997

- Source=Special Property Tax

- Total Budget: \$10,864,463

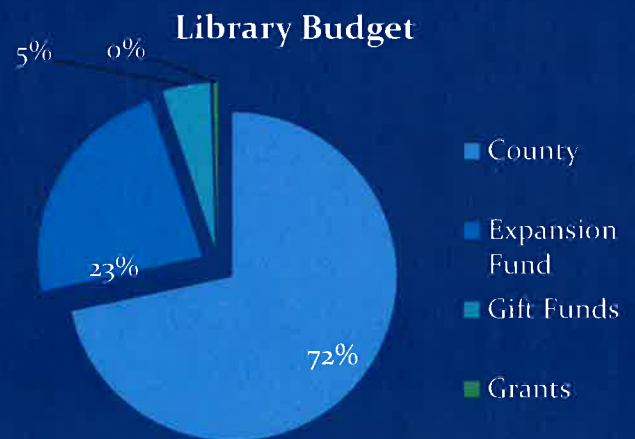
- Other Sources:

- Gift Funds: \$551,961

- Friends, Donations, Endowments, Non-profits, Wishing Wells

- Grants: \$51,000

- LSTA Collection Development (funding formula every year based on how much library spends on Collection Development)
      - IMLS Ideabox Grant (one time revenue)
      - EDAWN (MT-1) (\$15,000)

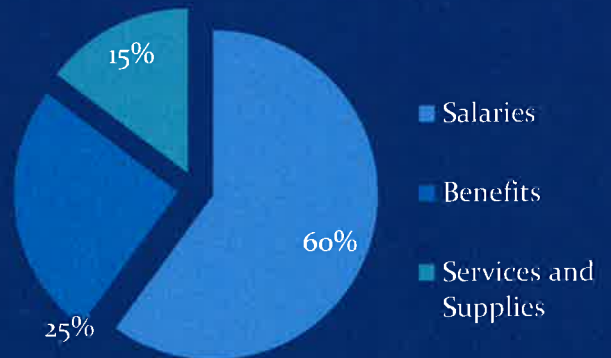


# Budget

## Budget Expenditures

|                       |             |
|-----------------------|-------------|
| Salaries              | \$6,526,961 |
| Benefits              | \$2,742,292 |
| Services and Supplies | \$1,595,209 |

## Library Budget



# Budget

- Washoe County Strategic Planning Budget Retreat
- General Cap – applicable to commercial
- Greater of:
  - 10-year average of percentage change in a county's assessed valuation (up to 8%)
  - 2 x CPI
- If the General Cap is below 3%, the Residential Cap resets at the lower rate
- Washoe County is anticipating a Flat budget for Fiscal Year 16/17



# Budget

- Budget Priorities:
  - New North Valleys Library \$10m
  - RFID Project (\$500,000)
  - Increase Collection Development Funds (goal to hit \$1M)
  - Increase funding for Furniture, Fixtures, and Equipment (FFE)
  - Increase Technology Budget
  - Restoration of Programming at Partnership Libraries

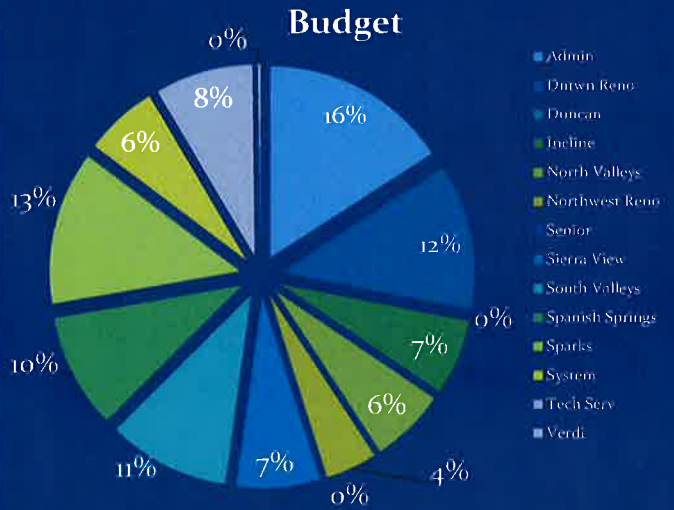


# Cost Centers

## General Fund: 14 Cost Centers

|                   |             |
|-------------------|-------------|
| • Admin           | \$1,279,121 |
| • Downtown Reno   | \$989,982   |
| • Duncan          | \$890       |
| • Incline         | \$515,818   |
| • North Valleys   | \$513,448   |
| • Northwest Reno  | \$350,792   |
| • Senior          | \$204       |
| • Sierra View     | \$564,189   |
| • South Valleys   | \$838,582   |
| • Spanish Springs | \$784,281   |
| • Sparks          | \$1,049,602 |
| • System          | \$500,639   |
| • Tech Serv       | \$675,478   |
| • Verdi           | \$15,232    |

(note that staff costs for Senior Center, Verdi, and Duncan-Traner Libraries are from Sierra View budget)



# Cost Centers

## General Fund: 14 Cost Centers

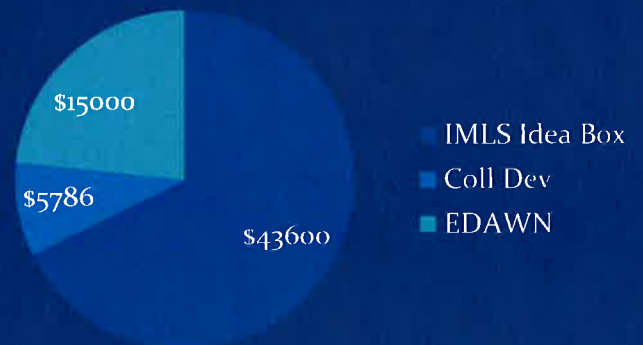
- General Fund Cost Centers Mainly Consist:
  - Salaries and Benefits
  - Operating Supplies
  - Copy Machine Expense
  - Property and Liability
  - Equipment Non-Capital
- Operating Supplies that support all cost centers come out of Public Administration budget
- FY 16-17 Operating Supplies Cost Center budgets will be collapsed into Public Administration budget
- Budget Savings: \$31,300
- Underused budget lines reallocated to Collection Development, Travel and Training, and Technology Equipment
- Budget Reallocation: \$35,500

# Cost Centers

## General Fund: Grants

- IMLS Idea Box (\$43,600)
- Nevada State Library Collection Development (\$5,786)
- EDAWN (MT-1) (\$15,000)
- Grant review for further applications is currently underway

## Budget



# Cost Centers

## Expansion Fund: 14 Cost Centers

- WC-1 Tax Override
  - Underspent Budget line reallocated to Collection Development, Travel and Training, and Technology
  - Budget reallocation: \$23,500



# Budget Request FY 16-17

- Goal is to spend 10% of budget on Collection Development

- Materials Allocation (taken from: "Minimum Public Library Standards for Nevada")

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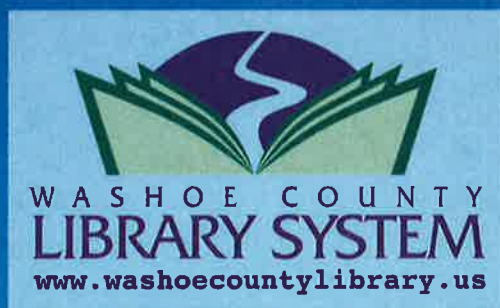
- Washoe County Above Board Budget Request for Collection Development: \$100,000

- Department Savings: \$90,300

- Travel and Training: \$10,000 (increase from \$2,900)

- Equipment Non-Capital (Technology Equipment): \$58,000 increase from \$40,000

- If approved: Collection Development Total=\$1,000,000



**Thank you!**

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# Washoe County Library System Monthly Report

February 2016

Connect

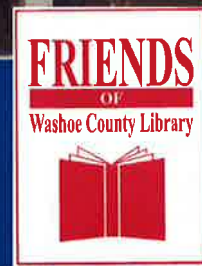
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# Friends of the Washoe County Library

## Friends' commitment

- March Book Sale @ Reno Town Mall
- March 12-20, 2016, 10am to 5pm
- Digital billboard for sale forthcoming (graciously donated by Lamar Advertising)
- Current membership is at 601
- Amazon February 2016 Book Sales: 44 books sold for a total of \$1,945.22
- Next meeting: Wednesday, April 6, \*1:00pm, 2016 @ the Gerlach Community Library (\*please note earlier start time).



# Programs

## Branches

- South Valleys: Full STEAM Ahead—Hands On Science (UNR Medical Students) (26)
- Northwest Reno: Elizabeth Busch (31)
- Northwest Reno: 2nd ME2 lab program (UNR Math & Engineering students teaching an educational program for kids) (36)
- Spanish Springs Young Writers Program



# Programs

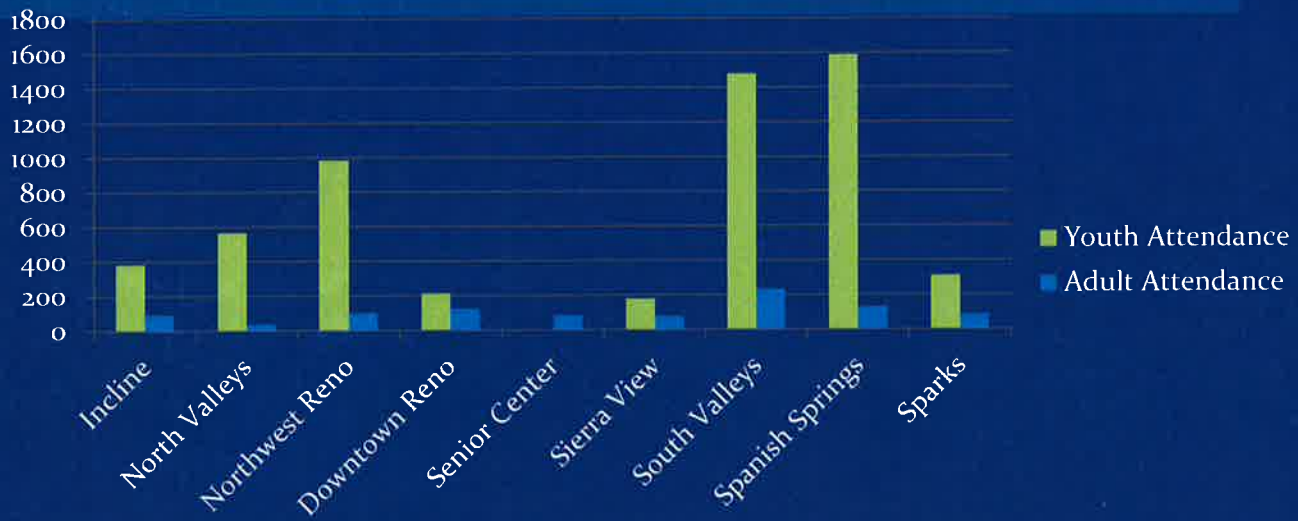
## System-wide

- **Historic Reno Preservation Society (HRPS)**  
Barry Lynn Schuster presents *The House that Tony Built* (64)
- **Pioneer Programs:**
  - M5 Mexican Brass at 5 locations, with 247 total attendance
- **UNR Performing Arts Series:**
  - Red Chamber @ 3 locations including GE (79)
  - Last Southern Gentlemen Tour featuring Ellis Marsalis Jr. and Delfeayo Marsalis @ 2 locations (221)





# Program Attendance-February 2016



# Collections

- Purchasing more materials-
  - 40,000 simultaneous use ebooks via Ebsco
  - April 1st move to Zinio. Titles increase from 28 to over 100
- NoveList Select implemented:
  - Catalog will show book series and provide recommendations
  - Monthly Newsletters available (provides alert for new books)
- Lucky Day Expands:
  - South Valleys and Northwest on St. Patrick's Day.
- ReferenceUSA Training:
  - Seven public training sessions across branches
  - "Start, Manage, and Grow Your Business Using Reference USA and Marketing 101."



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# Outreach

## School Visits

- Nevada Reading Week
  - Reached approximately 125 librarians and educators from across the State
  - 30,000,000 Word Deficit display initiated a lot of conversation and interest
- WCD Striving Readers School-wide Card Carrying/1st Grade Initiative @ Hunsberger ES
- Celebration assemblies for reaching 90% card carrying featuring Penny the Pig and Angel with Reno Tahoe Rescue Society
- Hunsberger Library Night at South Valleys (230)
- Four 1<sup>st</sup> Grade Outreach Events (South Valleys)
- Sensory Storytime (Marvin Picollo School)
- Northwest: 5 elementary school outreaches, 242 kids



Northwest Reno Library Gallery

Comment Card  
This library is amazing because it is filled with books and joy that fills the whole world with good life and humanity.

Original Submission  
Name Rebecca F. Age 8 City Reno

# Outreach

## Community Collaborations

- WCSD 8th Grade Career Expo
  - WCLS representatives hosted an info/interactive table. Reached approximately 1300 8th graders from across the district (Mt. Rose, Pine, Shaw, SNACS(Sierra Nevada Academy Charter School))
- WCLS at WCSD's Parent University Family Access Day
  - Issued library cards and workshop featuring WCLS resources, interacted with over 100 folks.
- Interviewed by KOLO 8 Washoe County Library System on KOLO (ABC) - Reno, NV
- SP Staff represented WCLS at the WCSD's Science Exploration Night in the Hug High cafeteria, reaching approximately 270 people. They brought a sampling of STEAM Center activities

- Representing WCLS at the Gifted and Talented Parent Connection Resource Fair @ Wooster HS on Monday, March 14
- NW represented WCLS at the March 5 Social Studies Conference and Expo @ TMCC hosted by the Northern Nevada Council for the Social Studies (NNCSS), a professional organization for social studies teachers.



# Operational

- **Financial Support from Washoe County Board of County Commissioners**

- \$10,000 from Commissioner Berkgigler for Duncan-Traner
- \$1,500 each for Spanish Springs and Sparks Library from Commissioner Vaughn

- **Library Aide Recruitments**
- **Library Assistant III Recruitment**
- **Librarian I Recruitment (Sparks)**

- **Recruitments Filled:**

- Joan Dalusung, Assistant Director starts April 4<sup>th</sup>
- Jonnica McClure, Branch Manager (Librarian II) North Valleys starts March 8<sup>th</sup>

- **Library Assistant II transfers:**

- Jen Cole (to SV)
- Jamie Hemingway (to NW)
- Toni McLaughlin (to SO)

- **Library Assistant II promotions:**

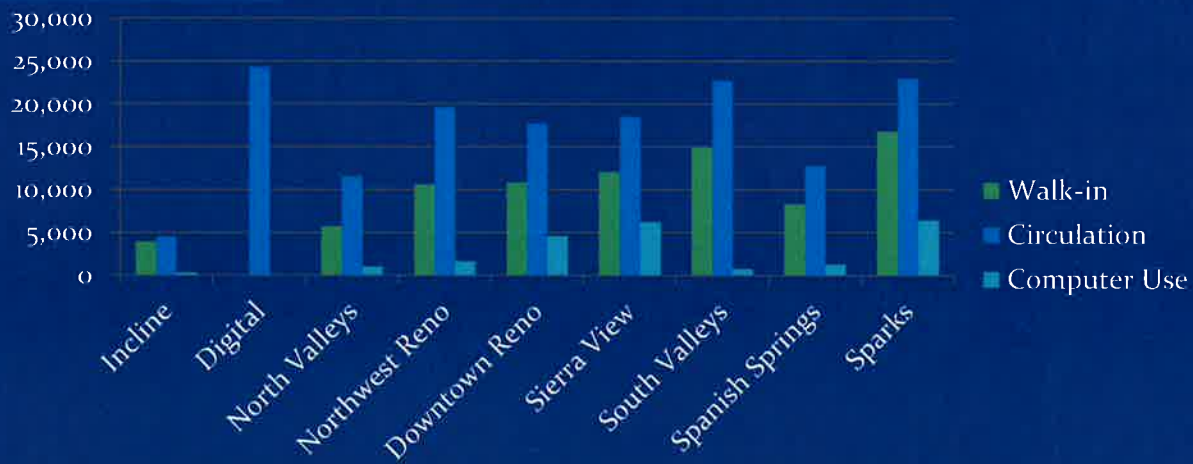
- Colin Biggs (to NW)
- Thanh Nguyen (SS)
- Charles Taggart (RN)

- **New Library Assistant II's to the Washoe County Library System:**

- Debra Anderson (RN)
- Meg Blanchard (NW)
- Laurie Newman (SV)
- Jennie Swanson (RN)

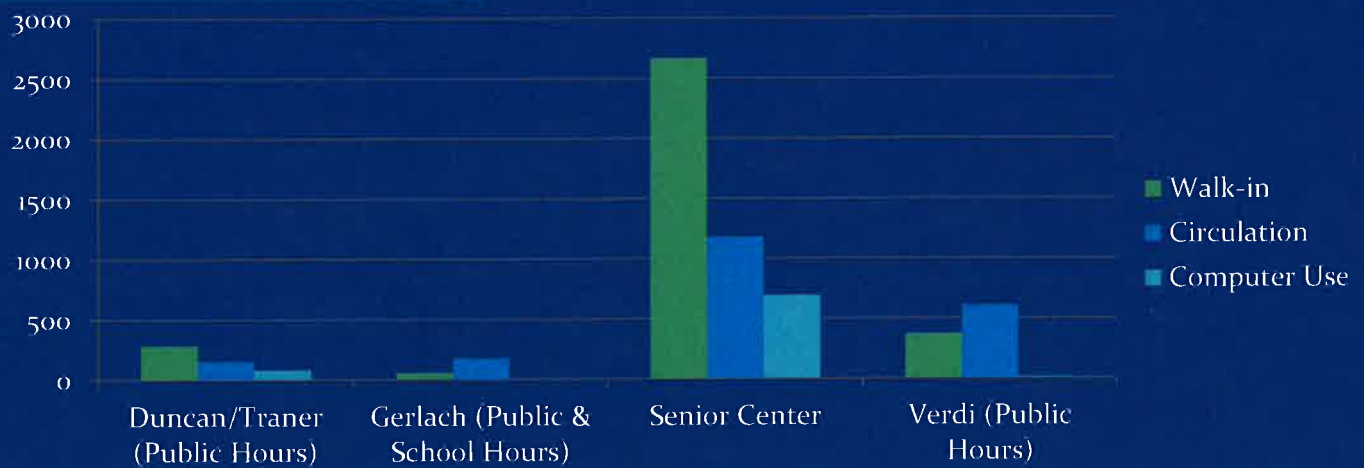
# Statistics-February 2016

## Main Libraries

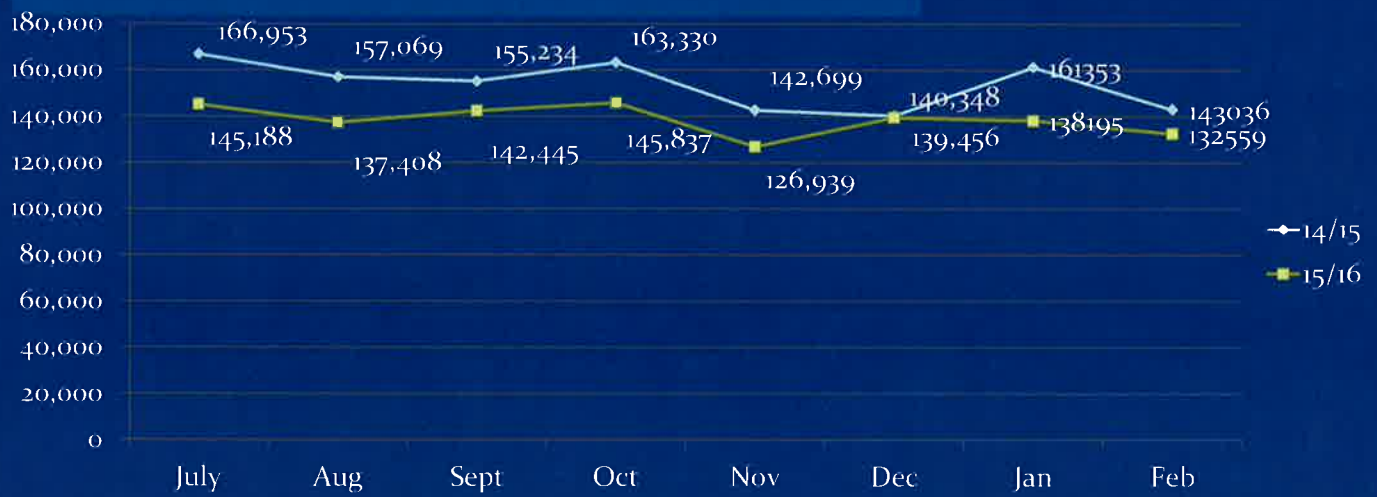


# Statistics-February 2016

## Partnership Libraries



# Circulation Statistics- Monthly Trend Comparison





# Upcoming

## Operational/Promotional

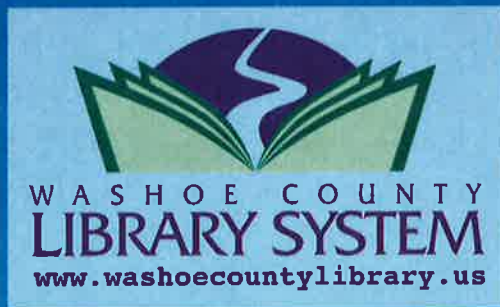
- Social Media planning efforts
- Work in conjunction with UNR Students' Marketing Plan
- New Webpage will roll out in Beta in April



## Upcoming

- Pulitzer Prize Board awards Nevada Humanities \$66,000 for program Campfire Gatherings Include:
  - Pop-Up Salon: An Evening with Pulitzer Prize-Winning Journalist John Branch Friday, March 25 / 6pm @ Incline Village Library
- Family Estate Planning Series
- Pioneer Center Youth Programs
- Erika Paul Trio
- In-Tune Tales
- Tsurunokai
- Brūka's Theatre for Children
- Presentation at One Million Cups April 6
- Historic Reno Preservation Society (HRPS) Series Dr. Michael Fischer presents Reno's Fabulous Town House and its Cousin, The Country Club
- Trash Talk with Keep Truckee Meadows Beautiful (KTMB)
- Are You Aware of Your Brain? With Sierra NV Chapter of the Society for Neuroscience
- Start, Manage, and Grow Your Business Using ReferenceUSA and Marketing
- Immigration 101 and Naturalization with U.S. Citizenship and Immigration Services





**Thank you!**

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WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

FY 2015 / 2016

10-Mar-16

| TITLE               | <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      | \$ 5,467,684        | \$ 3,494,302        | \$ 1,973,382        | \$ 5,324,211        | \$ 3,482,521        | \$ 1,841,690        | 65%        |
| EMPLOYEE BENEFITS   | \$ 2,296,996        | \$ 1,515,063        | \$ 781,933          | \$ 2,176,225        | \$ 1,379,246        | \$ 796,979          | 63%        |
| SERVICES & SUPPLIES | \$ 496,386          | \$ 464,051          | \$ 32,335           | \$ 426,252          | \$ 425,358          | \$ 894              | 100%       |
| CAPITAL OUTLAY      |                     |                     |                     |                     |                     |                     |            |
| <b>TOTAL:</b>       | <b>\$ 8,261,066</b> | <b>\$ 5,473,416</b> | <b>\$ 2,787,650</b> | <b>\$ 7,926,688</b> | <b>\$ 5,287,125</b> | <b>\$ 2,639,563</b> | <b>67%</b> |

ITEM 6b

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

F/Y 2015 / 2016

10-Mar-16

PRIOR YEAR

CURRENT YEAR

| <u>TITLE</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      | \$ 1,064,278        | \$ 487,679          | \$ 576,599          | 46%        | \$ 679,995          | \$ 421,226          | \$ 258,769        | 62%        |
| EMPLOYEE BENEFITS   | \$ 445,296          | \$ 197,166          | \$ 248,130          | 44%        | \$ 301,577          | \$ 186,509          | \$ 115,068        | 62%        |
| SERVICES & SUPPLIES | \$ 1,152,423        | \$ 684,948          | \$ 467,475          | 59%        | \$ 915,661          | \$ 537,502          | \$ 378,159        | 59%        |
| CAPITAL OUTLAY      | \$ -                | \$ -                | \$ -                |            | \$ -                | \$ -                | \$ -              |            |
| <b>TOTAL:</b>       | <b>\$ 2,661,997</b> | <b>\$ 1,369,793</b> | <b>\$ 1,292,204</b> | <b>51%</b> | <b>\$ 1,897,233</b> | <b>\$ 1,145,237</b> | <b>\$ 751,996</b> | <b>60%</b> |

ITEM 6b

# Washoe County Library System

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

| Accumulative   |                  | 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       |
| July           | 166,953          | 145,188          | -13.04%       | 98,714           | 87,648         | -11.21%             | 25,347         | 22,764             | -10.19%       | 6,956          | 6,479         | -6.86%         |
| August         | 157,069          | 137,408          | -12.52%       | 94,781           | 95,827         | 1.10%               | 22,807         | 22,562             | -1.07%        | 6,308          | 5,425         | -14.00%        |
| September      | 155,234          | 142,445          | -8.24%        | 91,907           | 84,519         | -8.04%              | 23,022         | 22,900             | -0.53%        | 5,379          | 6,084         | 13.11%         |
| October        | 163,330          | 145,837          | -10.71%       | 111,021          | 92,011         | -17.12%             | 23,360         | 22,871             | -2.09%        | 21,231         | 8,618         | -59.41%        |
| November       | 142,699          | 126,939          | -11.04%       | 79,964           | 74,043         | -7.40%              | 20,666         | 18,913             | -8.48%        | 6,749          | 6,066         | -10.12%        |
| December       | 140,348          | 139,456          | -0.64%        | 81,286           | 81,639         | 0.43%               | 21,187         | 21,329             | 0.67%         | 5,407          | 6,008         | 11.12%         |
| January        | 161,353          | 138,195          | -14.35%       | 92,700           | 80,390         | -13.28%             | 22,790         | 22,440             | -1.54%        | 6,116          | 7,237         | 18.33%         |
| February       | 142,907          | 132,559          | -7.24%        | 87,713           | 86,440         | -1.45%              | 20,447         | 22,989             | 12.43%        | 7,545          | 6,451         | -14.50%        |
| March          | 151,184          | 0                | 0             | 95,841           | 0              | 0                   | 22,988         | 0                  | 0             | 10,615         | 0             | 0              |
| April          | 146,691          | 0                | 0             | 91,129           | 0              | 0                   | 23,070         | 0                  | 0             | 8,682          | 0             | 0              |
| May            | 143,844          | 0                | 0             | 82,361           | 0              | 0                   | 21,919         | 0                  | 0             | 7,299          | 0             | 0              |
| June           | 137,787          | 0                | 0             | 85,910           | 0              | 0                   | 22,678         | 0                  | 0             | 5,871          | 0             | 0              |
| <b>Totals</b>  | <b>1,809,399</b> | <b>1,108,027</b> | <b>-9.91%</b> | <b>1,093,327</b> | <b>682,517</b> | <b>-7.53%</b>       | <b>270,281</b> | <b>176,768</b>     | <b>-1.59%</b> | <b>98,158</b>  | <b>52,368</b> | <b>-20.28%</b> |
| Totals to Date | 1,229,893        |                  |               | 738,086          |                |                     | 179,626        |                    |               | 65,691         |               |                |

Note 1: 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. Statistics from Gerlach are also included.

Note 2: '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.

ITEM 6c

**\*\*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: FEBRUARY



|   | Library Visits |                  | Checkouts      |                  | Patron Computer Use |                | Program/Outreach Attendance |                |              |               |               |                |          |
|---|----------------|------------------|----------------|------------------|---------------------|----------------|-----------------------------|----------------|--------------|---------------|---------------|----------------|----------|
|   | # visits       | YTD              | # checkouts    | YTD              | # signups           | YTD            | Adult                       |                | Youth        |               |               |                |          |
|   |                |                  |                |                  |                     |                | # adult                     | YTD            | # youth      | YTD           |               |                |          |
| <b>BRANCH ACTIVITY</b>                                      |                |                  |                |                  |                     |                |                             |                |              |               |               |                |          |
| Duncan/Traner (Public Hours)                                | 283            | 3,084            | 151            | 1,362            | 79                  | 748            | 0                           | 0              | 0            | 0             | 0             | 0              | 0        |
| Gerlach (Public & School Hours)                             | 57             | 364              | 176            | 934              |                     |                |                             |                |              |               |               |                |          |
| Incline   | 3,899          | 37,303           | 4,459          | 41,083           | 273                 | 2,822          | 93                          | 806            | 384          | 2,786         |               |                |          |
| North Valleys   | 5,690          | 50,603           | 11,576         | 98,536           | 983                 | 8,199          | 39                          | 239            | 566          | 3,519         |               |                |          |
| Northwest   | 10,601         | 79,599           | 19,632         | 162,745          | 1,642               | 12,505         | 101                         | 1,210          | 984          | 6,717         |               |                |          |
| Reno  | 10,817         | 96,136           | 17,717         | 157,608          | 4,583               | 39,952         | 125                         | 605            | 212          | 1,905         |               |                |          |
| Senior Center   | 2,667          | 17,390           | 1,180          | 7,970            | 693                 | 3,361          | 87                          | 343            | 0            | 0             |               |                |          |
| Sierra View   | 12,036         | 106,842          | 18,534         | 147,793          | 6,237               | 44,961         | 79                          | 818            | 179          | 2,462         |               |                |          |
| South Valleys   | 14,897         | 111,946          | 22,758         | 182,285          | 758                 | 5,736          | 235                         | 2,334          | 1,250        | 10,916        |               |                |          |
| Spanish Springs   | 8,326          | 69,626           | 12,778         | 110,914          | 1,309               | 10,989         | 131                         | 961            | 1,589        | 12,075        |               |                |          |
| Sparks  | 16,797         | 107,033          | 22,990         | 192,222          | 6,422               | 47,411         | 87                          | 585            | 310          | 4,087         |               |                |          |
| Verdi (Public Hours)  | 370            | 2,591            | 608            | 4,575            | 10                  | 84             | 0                           | 0              | 0            | 0             |               |                |          |
| <b>Total:</b>   | <b>86,440</b>  | <b>682,517</b>   | <b>132,559</b> | <b>1,108,027</b> | <b>22,989</b>       | <b>176,768</b> | <b>977</b>                  | <b>7,901</b>   | <b>5,474</b> | <b>44,467</b> |               |                |          |
| <b>ADMINISTRATION OUTREACH</b>                              |                |                  |                |                  |                     |                |                             |                |              |               |               |                |          |
|   |                |                  |                |                  |                     |                | 225                         | 955            | 1,350        | 1,945         |               |                |          |
| <b>ONLINE ACTIVITY</b>                                      |                |                  |                |                  |                     |                |                             |                |              |               |               |                |          |
| Downloadable Materials (ebooks, audiobooks, magazines)      |                |                  | 24,334         | 171,613          |                     |                |                             |                |              |               |               |                |          |
| Digital Visits (includes website, catalog, online services) | 209,689        | 1,610,603        |                |                  |                     |                |                             |                |              |               |               |                |          |
| Database Usage  |                |                  | 11,949         | 83,199           |                     |                |                             |                |              |               |               |                |          |
| Social Media Reach  |                |                  |                |                  |                     |                |                             |                |              |               | 38,555        | 235,910        | 0        |
| <b>Total:</b>   | <b>209,689</b> | <b>1,610,603</b> | <b>36,283</b>  | <b>254,812</b>   |                     |                |                             |                |              |               | <b>38,555</b> | <b>235,910</b> | <b>0</b> |
| <b>MISCELLANEOUS</b>  |                |                  |                |                  |                     |                |                             |                |              |               |               |                |          |
| Read & Share  |                |                  | 5,447          | 212,401          |                     |                |                             |                |              |               |               |                |          |
| <b>GRAND TOTALS</b>   | <b>296,129</b> | <b>2,293,120</b> | <b>174,289</b> | <b>1,575,240</b> | <b>22,989</b>       | <b>176,768</b> | <b>39,757</b>               | <b>244,766</b> | <b>6,824</b> | <b>46,412</b> |               |                |          |

# Washoe County Library System

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

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

|                         | Meeting Room Use |               |               |               |              |               | % Change      |            |          |          |
|-------------------------|------------------|---------------|---------------|---------------|--------------|---------------|---------------|------------|----------|----------|
|                         | 2014-2015        |               | 2015-2016     |               | 2014-2015    |               |               | 2015-2016  |          | % Change |
|                         | # of Meetings    | % Change      | # of Meetings | % Change      | Attendance   | % Change      |               | Attendance | % Change |          |
| Administration Outreach |                  |               |               |               |              |               |               |            |          |          |
| Duncan/Traner           | 0                | 0.00%         | 0             | 0.00%         | 0            | 0             | 0             | 0          | 0        |          |
| Gerlach                 |                  |               |               |               |              |               |               |            |          |          |
| Incline                 | 46               | 10.87%        | 51            | 10.87%        | 550          | 693           | 26.00%        |            |          |          |
| North Valleys           | 9                | 22.22%        | 11            | 22.22%        | 223          | 134           | -39.91%       |            |          |          |
| Northwest               | 42               | -19.05%       | 34            | -19.05%       | 483          | 494           | 2.28%         |            |          |          |
| Reno                    | 82               | 9.76%         | 90            | 9.76%         | 1,353        | 1,514         | 11.90%        |            |          |          |
| Senior Center           | 0                | 0             | 0             | 0             | 0            | 0             | 0             | 0          | 0        |          |
| Sierra View             | 6                | 250.00%       | 21            | 250.00%       | 14           | 272           | 1842.86%      |            |          |          |
| South Valleys           | 163              | 7.98%         | 176           | 7.98%         | 3,231        | 3,980         | 23.18%        |            |          |          |
| Spanish Springs         | 107              | 8.41%         | 116           | 8.41%         | 2,465        | 2,591         | 5.11%         |            |          |          |
| Sparks                  | 11               | 109.09%       | 23            | 109.09%       | 181          | 485           | 167.96%       |            |          |          |
| Verdi                   | 0                | 0             | 0             | 0             | 0            | 0             | 0             |            |          |          |
| <b>Totals</b>           | <b>466</b>       | <b>12.02%</b> | <b>522</b>    | <b>12.02%</b> | <b>8,500</b> | <b>10,163</b> | <b>19.56%</b> |            |          |          |

ITEM 6c

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

FYI

# VAUGHN MIDDLE SCHOOL

*International Baccalaureate  
Middle Years Programme*

1200 Bresson Avenue  
Reno, Nevada 89502  
Office: 775-333-5160  
Fax: 775-333-5118

*Principal, Dr. Victoria Roybal  
Asst. Principal, Mr. Steven Constantino  
Dean of Students, Mr. Dustin Beil*

March 3, 2016

Ms. Beate Weinert  
Washoe County Libraries  
301 S. Center St.  
Reno, NV 89501

Good day Ms. Weinert,

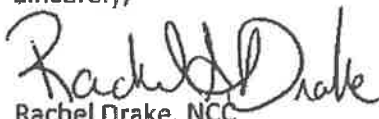
Thank you for your efforts impacting the February Career Expo on February 19<sup>th</sup>. While Vaughn was only one of the schools in attendance, I wanted to take a moment to share why this was a powerful event. At thirteen years old, our 8<sup>th</sup> graders have a very limited view of the world. Their experiences with the world of work are limited to the adults in their family, the adults they see in service industries (stores), those in healthcare professions and school employees. Your involvement in this event helped to widen their perception.

With my kids, I heard conversations related to:

- occupations they had no idea existed
- awareness of opportunities outside Reno
- and pride in their ability to speak a second language as it may afford them additional career options (30% of my students live in a home where English is not the primary language).

Your time is valued and I am grateful that our combined efforts were able to make this event come to life for my students. Please share the enclosed thank you letters with the members of your team who helped bring this to fruition.

Sincerely,

  
Rachel Drake, NCC  
School Counselor

February, 14, 2016

Dear Gody Smael

Thank you for the opportunity to attend to be a librarian because

I always to be a librarian. You told to me about your career. I look forward

to learning more about to be a librarian to my career. As I prepare for high school, I am excited about to

learn about to be a librarian when I grow up. Thank you for the work that made this possible.

Sincerely

Luis Nava

Student at Vaughn Middle School



**Amanda Mongolo**  
**Lib Loop**

February 29, 2016

## **Tahoe-Truckee Lib Loop: Get ready for the Edible Books Festival**

INCLINE VILLAGE, Nev. — The Tahoe Library Coalition is gearing up to host our third annual Edible Books Festival on April 1 from 5-6:30p.m.

An Edible Book Festival is a culinary celebration of a book. Participants base their food creations on the book using a literal OR tongue-in-cheek theme.

Prizes will be awarded for Most Creative and Best Tasting based on public voting. All are welcome to bring a dish, or just stop by to taste and vote at Incline Village Library at 845 Alder Ave.

If you'd like to bring a dish we ask that you RSVP by March 25th to [sharvey@washoecounty.us](mailto:sharvey@washoecounty.us).

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Upcoming Library Events, Incline Village:

March 2: 4-4:45 p.m. Family Story Time — Children of all ages are welcome at story time. Join us for stories, songs, games, and crafts!

March 3: 11:15-11:45 a.m. Toddler Time — Stories, puppets, music and movement for children 6 months to 3 years. Siblings welcome!

March 5: 10 a.m.-noon. Family Reading Program. Northern NV Literacy Council and the United Way have partnered to bring a family reading program to you. You will learn techniques to help your children learn to read while doing fun family activities. Take home some great ideas and a free book! For parents and children from birth through third grade.

Kings Beach

March 3: 2-3 p.m. Drop in Computer Help — Stop by for help with basic computer tasks.

March 8: 10:30-11 a.m. Preschool Story Time presents “Crazy for Cats” — Books, stories, felt board and a craft!

March 12: SnowFest! Parade, Chili Cook-off, and SnowWhat? building contest — Join us as we walk in the parade dressed as our favorite book characters. 11:30 a.m. start. Enter your Chili in our Chili Cook-off for a chance to win prizes or just come eat; \$5 for unlimited tastes immediately after the parade. Kids will love the SnowWhat? contest. Prizes in many categories. Call 530-546-2021 with questions.

### Truckee

Nevada County Reads & Writes writing contest for all-community-read book: “Just Mercy” by Bryan Stevenson, the deeply-moving, highly-acclaimed and award-winning look at unfairness and racial bias in the justice system. Stevenson is described as “a real-life, modern-day Atticus Finch.”

Writing competition: Local high school students are invited to enter, with a 1st-place prize of \$200, a 2nd-place prize of \$100, and for 3rd place \$75, with an awards and public reading event. Guidelines and writing prompts are available in hardcopy at the Truckee Library, or online at [bit.ly/1TAWCYK](http://bit.ly/1TAWCYK); deadline for submissions is midnight on March 31, 2016.

### Sierra Nevada College

March 4: 7 p.m. at TCES 139-141. Benjamin Busch — Benjamin Busch is an actor, writer director, and veteran. He is author of the memoir “Dust to Dust.” His acting roles include Officer Anthony Coliccho on the HBO series “The Wire” and Major Todd Ecklodd on the HBO mini-series “Generation Kill.” His first film as a writer/director was Sympathetic Details released in February 2008. His latest release, “Bright,” was featured at the 2011 Traverse City Film Festival.

March 5: 10 a.m.-noon. Workshop with Benjamin Busch at TCES 139-141.

Amanda Mongolo is Programs & Outreach Librarian at Incline Village Library, 845 Alder Ave., Incline Village. Call 775-832-4130.

See attached for an article by Julie Ullman at South Valleys. She is a regular contributor to this neighborhood newspaper on behalf of Washoe County Library—with an emphasis on South Valleys programs.

Thank you,  
Jennifer

Jennifer Oliver

Public Information and Development Officer | Washoe County Library System  
joliver@washoecounty.us | (775) 327-8360 | 301 S. Center Street, Reno, NV 89501



*Living Local*

*The Galena Times | Spring 2016*

## Free eBooks at Washoe County Library

By Julie Ullman

If you haven't taken advantage of your library card to check out free eBooks yet, we hope you're ready to give it a whirl. It's actually pretty easy to do, and the Library has more than 8,000 eBooks on every subject from cooking to travel. You'll also find eBooks from your favorite fiction writers.

You can access the eBook catalog at [www.washoecounty.lib.overdrive.com](http://www.washoecounty.lib.overdrive.com) where you can browse eBooks and downloadable audiobooks. You can even read eBooks right from your internet browser. But, the great thing about eBooks is being able to download them to your tablet or smartphone so you can read them anywhere.

Overdrive is the name of the free app that lets you do all of your browsing, checking out, and reading in one easy interface. Once you download the free app from your app store and create an

Overdrive account, you'll be asked to enter your Washoe County Library card number.

eBooks can be checked out for up to three weeks, and you can check out up to ten items at a time. Your items are automatically returned to the Library on the due date, so you'll never have to worry about overdue fines. And you can even renew your items if no one is waiting for them.

Just like with print books, if the eBook you want is currently checked out, you can place a hold on the eBook. You'll be notified by email when it becomes available, and you can even tell Overdrive to go ahead and check it out to you when the eBook becomes available.

Prefer listening to books rather than reading books? You can use the same Overdrive app to find digital audiobooks from favorite authors. Download them to your mobile device and listen anywhere.

There are lots of picture books and chapter books in the Overdrive eBook catalog for young readers to enjoy, but the Library also has a special resource called Tumblebooks just for them.

Visit the Library website at [www.washoecountylibrary.us](http://www.washoecountylibrary.us). Click on Resources-Research Databases Tumblebooks. Kids can enjoy eBooks by well-known authors like Kate DiCamillo and Robert Munsch. All you need is a browser and Wifi Internet, so it's perfect for tablets. Be sure to explore the read-alongs, puzzles, games and National Geographic videos too. Tumblebooks is free because you have a Washoe County Library card!

A little eHelp from your friends Library staff can help you learn how to use your mobile device to check out Library eBooks. You can bring your device to the library anytime we're open

DOWNLOAD  
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LIBRARY



and we will do our best to help you, as staffing levels permit. Or, you can attend an eBook help session at our Tech Café, held every Friday at 3pm at the South Valleys Library. *Julie Ullman is the managing librarian at Washoe County Library System/South Valleys Library, 15650.A Hedge Parkway, Reno. She can be reached at (775) 851-5190 or [jullman@washoecounty.us](mailto:jullman@washoecounty.us). For complete information about programs for kids, teens and adults at all Washoe County Libraries visit the library's website at [www.washoecountylibrary.us](http://www.washoecountylibrary.us).*

FYI