



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, January 24, 2018
4:00 P.M.**

**Downtown Reno Library
301 S. Center Street
Reno, NV 89501**

PURSUANT TO NRS 241.020, THE AGENDA FOR THE TRUSTEES MEETING HAS BEEN POSTED AT THE FOLLOWING LOCATIONS: WASHOE COUNTY COURTHOUSE, WASHOE COUNTY ADMINISTRATION BUILDING, DOWNTOWN RENO LIBRARY, INCLINE VILLAGE LIBRARY, NORTH VALLEYS LIBRARY, NORTHWEST RENO LIBRARY, SIERRA VIEW LIBRARY, SOUTH VALLEYS LIBRARY, SPANISH SPRINGS LIBRARY AND SPARKS LIBRARY. FURTHER, IN COMPLIANCE WITH NRS 241.010, THIS NOTICE HAS BEEN POSTED ON THE OFFICIAL WEB SITE FOR THE WASHOE COUNTY LIBRARY SYSTEM AT www.washoecountylibrary.us; and <https://notice.nv.gov>.

SUPPORT DOCUMENTATION FOR ITEMS ON THE AGENDA PROVIDED TO THE LIBRARY BOARD OF TRUSTEES IS AVAILABLE TO MEMBERS OF THE PUBLIC AT THE DOWNTOWN RENO LIBRARY ADMINISTRATION OFFICE, 301 SOUTH CENTER STREET, RENO, NEVADA AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR tgaston@washoecounty.us. WE ARE PLEASED TO MAKE REASONABLE ACCOMMODATIONS FOR MEMBERS OF THE PUBLIC WHO ARE DISABLED AND WISH TO ATTEND MEETINGS. IF YOU SHOULD REQUIRE SPECIAL ARRANGEMENTS FOR ANY TRUSTEE MEETING, PLEASE CONTACT OUR OFFICE AT 327-8341 24 HOURS PRIOR TO THE DATE OF THE MEETING.

THE LIBRARY BOARD CAN DELIBERATE OR TAKE ACTION ONLY IF A MATTER HAS BEEN LISTED ON AN AGENDA PROPERLY POSTED PRIOR TO THE MEETING. DURING THE PUBLIC COMMENT PERIOD, SPEAKERS MAY ADDRESS MATTERS LISTED OR NOT LISTED ON THE PUBLISHED AGENDA. THE OPEN MEETING LAW DOES NOT EXPRESSLY PROHIBIT RESPONSES TO PUBLIC COMMENTS BY THE BOARD. HOWEVER, RESPONSES FROM TRUSTEES TO UNLISTED PUBLIC COMMENT TOPICS COULD BECOME DELIBERATION ON A MATTER WITHOUT NOTICE TO THE PUBLIC. ON THE ADVICE OF LEGAL COUNSEL AND TO ENSURE THE PUBLIC HAS NOTICE OF ALL MATTERS THE TRUSTEES WILL CONSIDER, TRUSTEES MAY CHOOSE NOT TO RESPOND TO PUBLIC COMMENTS, EXCEPT TO CORRECT FACTUAL INACCURACIES, ASK FOR LIBRARY STAFF ACTION OR TO ASK THAT A MATTER BE LISTED ON A FUTURE AGENDA. THE BOARD MAY DO THIS EITHER DURING THE PUBLIC COMMENT ITEM OR DURING THE FOLLOWING ITEM: "BOARD COMMENT – LIMITED TO ANNOUNCEMENTS, STRATEGIC PLAN ACTIVITY UPDATES OR ISSUES PROPOSED FOR FUTURE AGENDAS AND/OR WORKSHOPS."

THE BOARD OF LIBRARY TRUSTEES CONDUCTS THE BUSINESS OF THE WASHOE COUNTY LIBRARY SYSTEM DURING ITS MEETINGS. THE PRESIDING OFFICER MAY ORDER THE REMOVAL OF ANY PERSON WHOSE STATEMENT OR OTHER CONDUCT DISRUPTS THE ORDERLY, EFFICIENT OR SAFE CONDUCT OF THE MEETING. WARNINGS AGAINST DISRUPTIVE COMMENTS OR BEHAVIOR MAY OR MAY NOT BE GIVEN PRIOR TO REMOVAL. THE VIEWPOINT OF A SPEAKER WILL NOT BE RESTRICTED, BUT REASONABLE RESTRICTIONS MAY BE IMPOSED UPON THE TIME, PLACE AND MANNER OF SPEECH. IRRELEVANT AND UNDULY REPETITIOUS STATEMENTS AND PERSONAL ATTACKS WHICH ANTAGONIZE OR INCITE OTHERS ARE EXAMPLES OF SPEECH THAT MAY BE REASONABLY LIMITED.

THE LIBRARY BOARD OF TRUSTEES MAY TAKE AGENDA ITEMS OUT OF ORDER, CONSIDER TWO OR MORE ITEMS IN COMBINATION, REMOVE ONE OR MORE ITEMS FROM THE AGENDA OR DELAY DISCUSSION ON AN ITEM.

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

The Board of Trustees may take action only on the items below that are preceded by the words "For Possible Action." The Board will not take action on any other items.

- 1) Roll Call
- 2) Public Comment – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) Approval of Meeting Minutes
 - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of December 20, 2017
- 4) Old Business
None
- 5) New Business
 - a. *For Possible Action:* Acknowledge a Donation in the Amount of \$120,000 from Friends of Washoe County Library, Which Demonstrates Its Continued Support of Libraries, Literacy, the Arts, and Cultural Enrichment Throughout the Community
 - b. *For Possible Action:* Acknowledgement of Cash and Non-Cash Donations Received by the Library System between October 1 and December 31, 2017 for a Total of \$156,645.29
 - c. *For Possible Action:* Acknowledgment of Director-Approved Gift Fund Purchases Between June 30 and December 31, 2017
 - d. *Informational:* Update on Washoe County Library Strategic Communication Plan
- 6) Reports
 - a. Library Director's Presentation to Include System Programs and Activities, and Friends Report
 - b. Monthly Technology Update
 - c. Tacchino Trust Expenditure Update
 - d. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances for December 2017
 - e. Monthly Library Usage for December 2017
- 7) Staff Announcements - Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda
- 8) Public Comment – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda
- 9) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops - *No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda*
- 10) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, December 20, 2017**

The Board met in regular session at the Sierra View Library, 4001 S. Virginia Street, Reno, NV 89502

Vice Chair Marsh called the meeting at 4:00 pm. Via telephone, Chair Alderman consented to the recording of this meeting.

1) ROLL CALL

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

County Staff Present: Assistant District Attorney Nate Edwards, Assistant County Manager Dave Solaro

Public Present: WCEA Lead Representative Wendy Leonard, WCEA Representative John Lewis

2) PUBLIC COMMENT

Washoe County Employee Association (WCEA) Lead Representative Wendy Leonard addressed the Board stating that the employee association has been inundated with increased levels of complaints regarding management of the Washoe County Library System and treatment of staff. She stated that there was not a method in place where staff and WCEA could contact the Library Trustees directly. She requested that the Trustees contact her at the beginning of the year to discuss confidential personnel matters with the goal of reaching solutions. She provided contact information.

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF NOVEMBER 15, 2017

On motion by Trustee Stoess, seconded by Chair Alderman, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of November 15, 2017. Trustee Wilson abstained due to being absent last meeting. None opposed.

4) OLD BUSINESS

None

5) New Business

a. Discussion and Possible Action on Evaluation of Washoe County Library Director including but not limited to Discussion of Goals and Results of Annual Evaluation Survey

In light of the public comment and upon questioning by the Board, Legal Counsel Nate Edwards confirmed that a meeting individually with WCEA does not violate Open Meeting Law, but state that meeting individually and then convening outside of an agenda meeting regarding the issue would violate Open Meeting Law. He also

cautioned that any group meetings that may require a decision be made as a Board later is at their discretion but, to keep an open mind. He stated that information that is used in preparation for a decision on an issue can be repeated; however, they cannot announce or take a position on a decision before the actual meeting takes place. He reiterated "Don't communicate with each other if you do meet individually with someone on an issue outside an open meeting and, again, keep an open mind."

Trustee Alderman noted her knowledge of some issues as Chair, but that those had been resolved and the Board was not likely aware of it. The Board determined there was not enough information to know the status of the issues.

Chair Alderman was disconnected at 4:11 pm, reconnected, then ended the call due to poor connection.

The Board agreed to table this agenda item until they all met with WCEA Lead Representative Wendy Leonard after the first of the year.

Board Secretary Tami Gaston corrected an error noted in the public comment in which WCEA Lead Representative Leonard stated that there was not an avenue for Washoe County Employees or WCEA to reach out to the Library Board Trustees without going directly through the Library Director. As the Board Secretary, any mail or email that is sent in and addressed to the Library Board of Trustees is sent immediately to the Library Board Chair and that she had not been contacted by WCEA.

Legal Counsel Nate Edwards advised that the same admonitions apply to this also. If a Trustee receives information from the outside for any item: you can consider it but keep an open mind, you cannot discuss it among yourselves outside an agenda meeting. Once the item is agenda meeting, you can discuss it at the public meeting.

Upon questioning of how this item would be agenda meeting, Legal Counsel advised that the Trustees start this process with assigned Legal Counsel Dania Reid.

The Board agreed to move this agenda item to the February meeting to allow for time to complete individual meetings after the New Year and holidays and agenda meeting for a public meeting.

On motion by Trustee Stoess, seconded by Trustee Wilson, motion which duly carried, the Board approved to table this agenda item to the February meeting and to make individual contact with WCEA Lead Representative Leonard. All in favor, none opposed.

b. DISCUSSION AND RECOMMENDATIONS REGARDING THE WASHOE COUNTY LIBRARY STRATEGIC PLAN FOR 2018-2020

Director Scott reviewed the process in which the strategic plan was created and the timeline approved in prior Board meetings, which is also provided in the Staff report.

He referred to the Presentation of the Washoe County Library Strategic Plan for 2018-2020 provided in the board packet.

On motion by Trustee Wilson, seconded by Trustee Stoess, motion which duly carried, the Board recommended that the Washoe County Library System proceed with Strategic Plan for 2018-2020 as consistent with the presentation. All in favor, none opposed.

c. SELECT AN OPTION FOR MEETING THE MATERIALS-EXPENDITURE STANDARD WITHIN THE MINIMUM PUBLIC LIBRARY STANDARDS AS SET FORTH BY THE NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

Resources Library Debi Stears provided background to August of 2015 when the Board approved to select Option II of the Nevada Library and Archives Minimum Public Library Standards with the expectation the Library System would be able to meet the standard of Option III this year. Option III standards include meeting or exceeding 10% of total operating budget. Although the Library System has had considerable increased in the Collections budget, it is still short of meeting that goal by \$311,000 at this time. The Library System is still required to select an Option and recommends Option II until further notice

Upon questioning by the Board, the Director explained that the Library System spends about 80% of the budget on staffing and is maxed out with the ability to add funding to Collection Development. We are currently maximizing collection expenditures with County Budget support. Annually, the Director asks for additional funding during budget cycle including the state mandate information for the Library Collections budget and has been instructed to use Expansion Funds, which is not a long term option.

Ms. Stears further clarified that all Library funding, but \$64,000, comes from the County General Budget, rest is Expansion Fund. She stated that when the Expansion Fund sunsets the Library System is in dire straits if it is not replaced with another initiative.

On motion by Trustee Stoess, seconded by Trustee Wilson, motion which duly carried, the Board approved selection of Option II until further notice, for verifying that WCLS is meeting the materials-expenditure standard within the Minimum Public Library Standards; (2) Establishing a goal that WCLS will use Option III as soon as possible for the purpose of meeting the materials-expenditure standard. All in favor, none opposed.

6) REPORTS

a. DOWNTOWN RENO LIBRARY PROGRAMS, ACTIVITIES AND OPERATIONS

Director Scott directed the Board to the packet which includes the report provided by Managing Librarian John Crockett. He highlighted the following:

- Patagonia outreach was part of their Workwear Program and the Library joined the event to work on building a relationship with them
- Library staff wrapped books at B&N Bookfair and customers were able to donate a percentage of their sale to the Washoe County Library System during and after this event.
- Downtown Reno Library is working on the creation of the 4th Floor or Makerspace area. Managing Library John Crockett visited several companies in the area to continue building relationships and gather information for the project
- The Downtown Reno Auditorium renovation project is getting closer to completion. They are wrapping up the asbestos abatement to follow up with plastering, painting and installation of the new audio visual equipment.

- The Auditorium will be used to live stream the TedX talks in January. The Library System will be advertising this event mid-January

b. **TACCHINO TRUST UPDATE**

Director Scott reported a total of \$714.54 expended from the Tacchino Trust during the month of November for library materials for the Downtown Reno Library.

c. **FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES FOR NOVEMBER 2017**

The Library Board reviewed the information submitted in the packet.

Director Scott noted that the Library System is starting to expend funds for the RFID and AMH projects so the Trustees will start seeing decreases in available funds on the reports from this point on.

d. **MONTHLY LIBRARY USAGE FOR NOVEMBER 2017**

The Library Board reviewed the information submitted in the packet.

7) **STAFF ANNOUNCEMENTS**

None

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

Trustee Wilson referred to a volunteer hours document provided upon request for duties and numbers of library volunteers. Following a suggestion by Tami Gaston, Trustee Wilson noted that he would like to add this information to the agenda for discussion in April 2018, which corresponds with Volunteer Appreciation Month.

Vice Chair Marsh stated, in reference to next steps for the Public Comment issues, she would contact Legal Counsel Dania Reid as acting chair and follow up with the Board.

10) **ADJOURNMENT**

Assistant Chair Marsh adjourned the meeting at 5:28 pm.

TO: Library Board of Trustees

FROM: Andrea Tavener, Development Officer and PIO

RE: Acknowledge a Donation in the Amount of \$120,000 from the Friends of Washoe County Library, Which Demonstrates Its Continued Support of Libraries, Literacy, the Arts, and Cultural Enrichment Throughout the Community

DATE: January 24, 2018

Background: Friends of Washoe County Library (FWCL) is a 501 (c) (3) non-profit organization, incorporated in January 1981 with over 700 members dedicated to advocating, fundraising and providing support for the Washoe County Library System (WCLS). Its sole mission is to strengthen public libraries throughout Washoe County. FWCL strives to give children an educational head start, encourage all forms of literacy and foster lifelong learning and recreation for everyone. For the past thirty-seven (37) years, the Friends of Washoe County Library, through their community projects and fundraising efforts, has raised over two million dollars for the Washoe County Library System. This funding has continued to support free library programs, enhance library technology and equipment, provide gift funds for Library materials and augment marketing and training endeavors, which benefit all Library patrons. The Friends community projects include operating the Secondhand Prose bookstore within the Northwest Reno Library and managing voluminous donations for book sales which take place in their Reno Town Mall location as well as through their Amazon sales.

In December 2017, the Friends of Washoe County has once again allocated \$120,000 to the Washoe County Library Gift Fund to assist the 2018 system-wide endeavors in direct support of technology, materials, programming, summer reading prizes, marketing, and staff development and training. The unwavering support of the Friends of Washoe County Library is invaluable as it continues to enhance a multitude of diverse programs and projects benefitting the entire Washoe County Library System.

Recommendation: Staff recommends that the Library Board of Trustees acknowledge the \$120,000 donation from the Friends of Washoe County Library, which demonstrates its continued support of libraries, literacy, the arts and cultural enrichment throughout the community.

TO: Library Board of Trustees

FROM: Andrea Tavener, Public Information and Development Officer

RE: Acknowledgement of Cash and Non-Cash Donations Received by the Library System Between October 1 and December 31, 2017, for a Total of \$156,645.29

DATE: January 24, 2018

Background: Washoe County Library System receives monetary and in-kind donations throughout the year that assist in providing services and materials. These donations are greatly appreciated by Library staff and the public and are normally brought to the Board on a quarterly basis.

In this acknowledgment, the list includes the names of donors from October 1, 2017 – December 31, 2017. The attached document identifies all cash donations and grants totaling \$156,645.29 and in-kind support.

Recommendation: Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the second quarter of Fiscal Year 2017-2018.

Item 5b

We receive monetary and in-kind donations throughout the year that assist in providing services and materials. These donations are greatly appreciated by the Library Board of Trustees, staff and the public. The list includes the names of donors from October 1, 2017 through December 31, 2017.

Cash Donations: \$ 122,850.00

- Friends of Washoe County Library (\$120,000)
- Friends of Washoe County Library (Domingo & McNaug e-books) (\$100)
- Hot August Nights Foundation for SRP through FWCL (\$750)
- Thomas P. Erwin (\$500)
- Second Baptist Church (\$500)
- Smallwood Family Trust (\$1,000)

Cash Donations for Give the Gift of Reading: \$11,642.29

- Anonymous (\$5,937.29)
- Friends of Washoe County Library
Scott Bequest interest through FWCL (\$4,800)
- Laura Barmettler (\$20)
- Tom Bourke (\$20)
- JoD Davison (\$50)
- Shanon Dellinger (\$20)
- Ben Diedrichsen (\$10)
- Donahue Family Trust (\$20)
- Vicki Dunivan (\$20)
- Deborah Guebel (\$40)
- Lindsey Hogue (\$20)
- Rita Malkin (\$50)
- Judy Martin (\$5)
- Deborah McBride (\$20)
- Juanita Mitchell (\$20)
- Mike Morcom (\$20)
- Rhonda Moschetti (\$10)
- Alice Moy (\$50)
- Carolyn and Lawrence Paul (\$200)
- Craig Pointes (\$40)
- Heather Procter (\$20)
- Shanaz Razavi (\$20)
- Dan Reilly (\$20)
- Betty Sorenson (\$50)
- Kay Theaman (\$100)
- Patricia Virina (\$20)
- Deanna Williams (\$20)
- Julie Woodard (\$20)

GRANTS: \$22,153.00

- SGIA

Non-Cash Donations

- Anonymous
- Carolyn Bidwell
- Krystal Dickinson/Model Dairy
- Robin Holabird
- Amy Levy/Northern NV Literacy Council
- Michael McStroul
- Monica Peterson/UNR Cooperative Ext.
- Margaret Stewart/Community Foundation of Western NV
- Larry Wilson/Education Renaissance of NV Initiative

We strive to ensure that our donors and supporters are recognized accurately. If we have inaccurately not listed you, or if a mistake has been made, please let us know so we can correct it. Thank you!

Un-Designated Gift Fund Expenditures
over \$100.00
July - December 2017

Item 5c

<u>BRANCH</u>	<u>DESCRIPTION</u>	<u>EXPENDITURE</u>	
Downtown Reno	SRP Supplies	\$	128.00
Incline Village	Supplies	\$	147.00
North Valleys	Picture Hanging System	\$	160.00
North Valleys	Picture Hanging System	\$	160.00
Northwest	Supplies	\$	140.00
Northwest	Volunteer Gifts	\$	100.00
Northwest	Santa Suit	\$	125.00
Sierra View	30th Birthday Supplies	\$	105.00
Sierra View	Legos for Program	\$	450.00
Sierra View	Legos for Program	\$	107.00
Sierra View	IPAD case, cable covers	\$	167.00
Sierra View	Halloween Party Supplies	\$	151.00
Sierra View	Program & Storytime Supplies	\$	148.00
Sierra View	2 Makey Makey kits	\$	110.00
Sierra View	Task Chairs	\$	147.00
South Valleys	Indoor Signage	\$	432.00
South Valleys	Bookmarks	\$	164.00
South Valleys	Craft Supplies	\$	178.00
South Valleys	Supplies	\$	318.00
South Valleys	Program Supplies	\$	179.00
South Valleys	Program Supplies	\$	133.00
South Valleys	Feather Flag	\$	125.00
South Valleys	Program Supplies	\$	229.00
South Valleys	Program Supplies	\$	113.00
Sparks	Supplies	\$	138.00
Sparks	TV	\$	500.00
Sparks	Utility Shelving for Utility Room	\$	350.00
Sparks	Lincoln Logs for STEAM center	\$	118.00
Verdi	Supplies	\$	151.00
Verdi	Supplies	\$	275.00

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Update for WCLS Strategic Communication Plan
DATE: January 24, 2018

Strategic Communication Plan Overview

- Plan created by students from UNR Reynolds School of Journalism as a class project and presented to the Board February 2016.

- Expected outcomes included attendance at events geared toward target audiences and increased library card registration and online resource usage by members of the target audiences.

- Strategies include targeted social media marketing, online advertising, special events, and local partnerships to incentivize library use. WCLS plans on continuing these efforts:
 - WCLS plans on launching an Instagram as-hoc team to expand social media presence in this platform, along with other social media groups, in Spring 2018. The Library MarCom Team will create more defined plans for various platforms (Twitter plan currently in planning stages).
 - Development Officer Andy Tavener continues to work with the Friends of Washoe County Library to identify and recruit businesses for strategic partnerships.

- Also recommended were revisions to library logo and branding.
 - The Library System has created templates with a new look and feel for all marketing materials such as flyers and posters with branding blocks.

- WCLS was given the opportunity to use journalism students as interns to assist with implementation of the plan. This project was started as a UNR Journalism Class project. The Library System has determined that there is currently not a way to use an intern effectively; we may reach out to journalism students to work as interns on more focused and specific projects. The scope of Instagram and other social marketing projects are too great for a short-term intern to tackle.

Strategic Communication Update from February 2017

- Targeted Facebook ads promoting the North Valleys Library renovation fundraiser and the Give the Gift of Reading campaign

- Good ROI: \$50 spent on targeted advertising immediately resulted in an additional \$175 in donations and \$500 over the remainder of the campaign for a 900% return on the initial advertising investment. Additionally, the message was delivered to over 10,000 local facebook users and engaged over 600 (a more typical post reaches ~500 and engages fewer than 50).

- One intern was selected for Summer 2016 and assisted with creating a collection of licensed images for use by staff in marketing efforts.

Updates Since the LBOT Meeting held on February 22, 2017

- WCLS continues to do targeted paid marketing on Facebook, specifically promoting Hélène Berr exhibit, Give the Gift of Reading 2017, Nevada's Big Give, and Summer Reading.
- Successfully engaged most branches with Facebook posting and have seen steady engagement with the public. Two changes made to how Facebook delivers page content like ours reduced our reach but our efforts to increase our reach have resulted in no net loss of engagement.

At this point, the Library System is satisfied with the progress made with high engagement. Currently, the Washoe County Library System Strategic Plan for 2018-2020 will guide the Library System going forward.



WASHOE COUNTY
LIBRARY SYSTEM

Washoe County Library System Monthly Report

December 2017



Connect

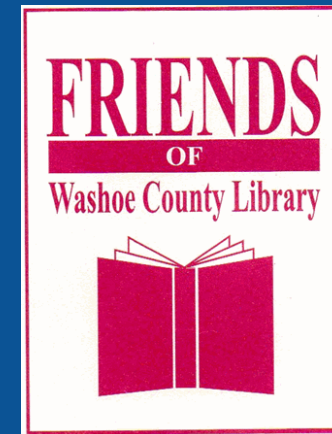
Gather

Explore



Friends of the Washoe County Library

- Friends of Washoe County Library met January 10th at Downtown Reno Library
- Friends Book sale runs January 13th to January 21st, 2018
- Will have an additional book sale this year
- Friends donate \$120,000 for library books, training, technology, programs, and Summer Reading!



Library Events

System-wide

- University of Nevada Cooperative Extension Presents:
 - Little Books and Little Cooks ~ 361 attended the 7 week series. 17 average in attendance.
- Pioneer Center Youth Programs Presents:
 - In-Tune Tales presents “How the Grinch Stole Christmas” @ 3 libraries: ~ 239 total, averaging 80 in attendance.
 - Petroglyph the Evolution of Music @ 6 libraries



Library Events

System-wide

- Santa Claus is coming to town
 - 8 Washoe County Libraries: 673 total with 84 average attendance
- Woodwind Quintet Concert presented by the NorthStar Chamber Players @ 7 libraries: 227 total with 32 average attendance



Library Events

System-wide

- In celebration of Reno's Sesquicentennial, Historic Reno Preservation Series (HRPS) Presents Reno 150 series @ Northwest Reno Library, 3rd Wednesdays, 5:30pm-7pm, January – May, 2018
 - Wednesday, January 17, 5:30pm- 7pm Fran Tryon, Hillside Cemetery Activist, presents "Families of Hillside Cemetery"
- 2017-2018 Historic Reno Preservation Society (HRPS) series, October 2017 – April 2018 @ Sierra View Library, 4th Sundays, 1:30-3pm. (Free, Cooperative)
 - Sunday, January 28, 1:30 p.m. – 3pm Jeff Auer, American History and Humanities instructor and LGBTQ Scholar presents "History of LGBTQ Reno"



Winter Reading Program

- WCLS Winter Reading Program: 12/15-1/15 ~ 775 folks participated in WCL's inaugural Winter Reading Program!



2017 Winter Reading Program (Dec 15 - Jan 15)

This program is designed for kids and teens to stay engaged with reading during the winter break and to encourage life-long reading habits. Earn a free book for signing up, and another one for competing the program! You'll also receive a completion certificate you can print and share!

If you were signed up for our Summer Reading Program, just click login below to register yourself for the Winter Reading Program. Didn't have an account for Summer? Register a new account below.

Library Events

Branches

- South Valleys:
 - Gingerbread Houses (139)
 - STEAM Saturdays
- Sierra View/Duncan-Traner:
 - STEAM Events
- North Valleys:
 - STEAM Thursdays



Library Events

Branches

- Sparks
 - Saturday Tech Café
 - Harry Potter Christmas Party
- Spanish Springs
 - Fall/Winter STEAM Events
 - Northern Nevada Literacy Council Legacy Program



Washoe County Library in the News

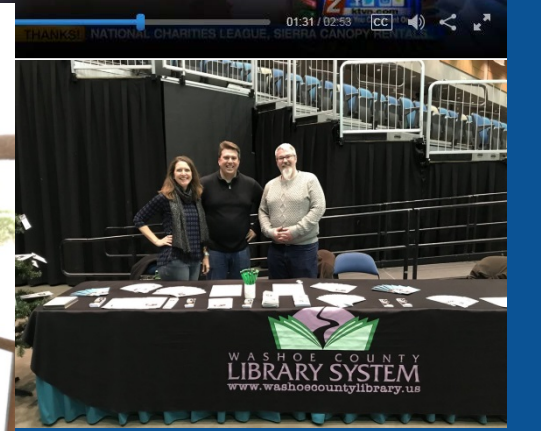
- 12/4: Washoe County Library System Celebrates the Season! Join us in December for several great holiday programs.
- 12/5: All Washoe County Libraries Closed on Christmas Day, December 25, 2017. Washoe County Library invites you to help us celebrate the season.
- 12/15: Chill Out and Read: Winter Reading Program, Dec. 15 - Jan. 15. Kick Off Winter by Signing Up Today! Washoe County Library System kicks off their Winter Reading Program!
- 12/18: All Washoe County Libraries Closed on January 1, 2018. Wishing Everyone a Wonderful New Year!



- 12/2: Participated in the Sparks Hometown Christmas Parade.
- 12/7 – FOX highlighted Bighorns game and Holiday Book Drive for game on 12/10.
- 12/14: KOLO highlighted the Grinch performances.
- Washoe County Library System was awarded Best Overall and will have the honor of being the lead entry in the 2018 parade! Special thanks to everyone who participated and to Friends of Washoe County Library for their generous support.
- Give the Gift of Reading Campaign closed on December 31, 2017. To date we have raised \$13,183.99 with the final total due mid-January.

Outreach

- Washoe County Library System placed Best Overall at the Sparks Hometowne Christmas Parade
- North Valleys
 - Reno-Stead Airport Santa Fly-In
- Reno Bighorns Outreach
- Annual Food Drive
- Barnes and Noble Gift Wrap/Fundraiser



Strategic Initiatives

- **School Public Library card**
 - All Washoe County Students will have the option to sign-up for a library card upon enrollment
 - Implemented July 2017
 - Currently in place with an increase in library card sign-ups
- **Fine Free Library Cards for Children**
 - Started December 2016
- **Database Support for Children:**
 - Databases reviewed by Collection Development and Reference/Technology Service Team
 - Tumblebooks (early literacy), Overdrive (e-books), RBdigital (e-magazines), Little Pim (Languages), and Ebsco Host (student research) all supports students and children now.
- **Support and Grow Idea Boxes: Maker Services Team**
 - Maker Services are continually reviewing all Idea Boxes and looking at additional boxes.
 - Budget for Maker Services/Idea Boxes is \$30,000: \$15,000 to sustain and \$15,000 for innovation.

Strategic Initiatives

- **Support Discover and Go and expand number of locations**
 - Patrons can get free access. Looking at three other museums to add (National Automobile Museum, Nevada Historical Society, and Sparks Heritage Museum among others).
- **Investigate Fix-It Clinics: Maker Services Team**
 - Staff are currently working with individuals to host Fix-it Clinics.
 - Downtown Reno Staff attended Patagonia Work Wear clinic.
 - Goal is to have regular fix-it clinics at Downtown Reno Library and expand to other branches.
- **Build a Bridge to TMCC/UNR**
 - Library currently works with UNR on Coding Camps and other ways to bridge to the DeLaMare Library.
 - Will continue to investigate opportunities.

Strategic Initiatives

- Attend Community/NAB/Senior Services Meetings: Leadership Team
- Community Expansion Meetings: Leadership Team
- Attending Housing Meetings: Leadership Team
- For these above items, Managing Librarians and staff are coordinating meetings and attendance among their staff.
- Monthly Report on Technology Infrastructure Tasks: Systems Report
 - 300 MB at seven locations.
 - Children's Internet Filtered: Children's Internet Protection Act compliant which activates federal grants and e-rate application.
 - Need funding for replacement schedule of public access computers (233 total).

Upcoming

- **WCSD Pre-K Family Nights:**
 - WCLS will once again attend six family nights throughout the school year (November, February and April) sponsored by WCSD's Child And Family Services.
 - Tuesday, February 13th, 4-6pm @ Hug HS Cafeteria—North Valleys Library Staff
 - Thursday, February 15th, 4-6pm Hug HS—Sparks Library Staff
 - Tuesday, April 17th, 4-6pm @ Hug HS—Sparks Library Staff
 - Wednesday, 4/18, 4-6pm @ Sparks HS Cafeteria—Sparks Library Staff
- **National Radon Action Month** in collaboration with UNR Cooperative Extension, workshops and displays at 4 locations between January and February.
- **South Valleys Story Stroll** with Washoe County Parks
- **Strategic Initiatives**
 - **EDAWN Know Your Business**
 - **Implement ExecReport (Security Incident Software)**
 - **Arts, Culture, Author Programs Review**
 - **Budget**
 - **E-Rate**
 - **Know Your Non-Profits Review**



WASHOE COUNTY
LIBRARY SYSTEM

Thank you!

Connect

Gather

Explore



TO: Library Board of Trustees
FROM: Nancy Keener, Systems Librarian
RE: Monthly Technology Update
DATE: January 24, 2018

Update on Technology at WCLS January 2018

As of January 2018, Washoe County Library System offers 300 MB internet service in 7 of the largest branches in the system. The public networks at eligible branches have been reconfigured by Systems staff to have a large number of IP addresses to accommodate moving self-checks and some staff workstations off of the county network. The final goal is to have a robust public network run by a server at each branch that is easily managed by Systems staff. We also will be able to count wifi users at each branch.

Turning on, and shutting down public computers, PACs and self-checks has been automated as well as updating their software on a regular schedule.

The county discontinued providing a public proxy, so we recently began using an open source solution called, "Open DNS" to filter public internet sessions when needed.

The public internet reservation system (Envisionware) has been configured to filter children's internet, and to ask adults if they want a filtered or unfiltered session. This puts our internet service in compliance with the requirements for E-rate.

We went live on our RFID self-checks Oct. 1 and after a lot of troubleshooting, they are working well.

We are working to achieve 90% circulation using self-checks.

A Koha software upgrade was applied on 12/6/2017.

The Plan for 2018/2019 Budget

At this time we have 233 public internet stations. There are also 60 stations that are PACs (Public Access Catalogs), Envisionware management consoles, or download stations. These computers are between 3- and 5-years old, with the monitors being much older. Our 30 self-checks are also on 5 year old computers.

The county has been reluctant to replace public computers, giving the library only 91 about 3 ½ years ago. The prospects for more new or even used county computers are looking very bad at this point.

For the next budget cycle we would like to continue automating our tasks and make it easier to provide support services remotely. If we do not receive E-rate funding, we want to begin replacing public hardware beginning with the computer 17-inch monitors that currently stay in place until they die.

We will be working on the materials handling project.

Budget Items for 2018/2019

\$1,800	Upgrade Team Viewer software
\$4,000	Move to Deep Freeze to cloud solution includes makerspace Macs
Cost unknown	New library network for Senior Center Library
\$30,000	Begin replacing public monitors with 200 new public 22- inch monitors
\$9,000	200 22-inch privacy film for monitors
\$600	New projector for loaning
\$250	New portable mic and speaker for loaning
\$8,400	12-Windows laptops for branch use
\$600	Tablet for Verdi to manage locker
\$11,050	Replace 13-training lab laptops at SP (purchased in 2012)
\$1,600	2-travel size 13" laptops to loan

\$15,000 Replacement Equipment

Mice
22-inch Touchscreens
RFID Pads

New Software/Hardware Maintenance for 2018

Deep Freeze for Macs (12 for Makerspace RN) any others? Add \$132 or more
(we want to convert to deep freeze cloud solution for easier central management)

Bibliotheca Gate and self-check software maintenance - \$19,245 per year

Budget totals

Budget for 2018 equipment and software -	\$83,275
Budget for maintenance on software and equipment -	\$52,590
Total budget request -	\$135,865

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: January 24, 2018

Background: The Tacchino Trust requests regular updates to ensure the Trust schedule is being complied with and the Library Board of Trustees agreed upon regular updates on the status of expenditures out of the Tacchino Trust bequeathment to the Washoe County Library System. The Library System decided to include the Tacchino Trust Updates as a monthly update provided with the Library Board of Trustee meetings.

For the month of December 2017, a total of \$999.00 was spent for materials for the Downtown Reno Library and \$21,059.39 was spent towards half of the payment for the Downtown Reno Auditorium remodel for a total of \$22,770.93 spent to date.

Recommendation and Suggested Motion: This is a non-action item. No motion is required.

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

9-Jan-18

F/Y 2017 / 2018

CURRENT YEAR

PRIOR 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	\$ 5,714,656	\$ 2,822,658	\$ 2,891,998	49%	\$ 5,450,444	\$ 2,737,288	\$ 2,713,156	50%
EMPLOYEE BENEFITS	\$ 3,163,491	\$ 1,522,671	\$ 1,640,820	48%	\$ 3,003,191	\$ 1,506,079	\$ 1,497,112	50%
SERVICES & SUPPLIES	\$ 884,281	\$ 462,778	\$ 421,503	52%	\$ 857,140	\$ 422,037	\$ 435,103	49%
CAPITAL OUTLAY	\$ 96,000							
TOTAL:	\$ 9,858,428	\$ 4,808,107	\$ 5,050,321	49%	\$ 9,310,775	\$ 4,665,404	\$ 4,645,371	50%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

9-Jan-18


F/Y 2017 / 2018

CURRENT YEAR

PRIOR 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	\$ 918,300	\$ 448,542	\$ 469,758	49%	\$ 868,989	\$ 429,828	\$ 439,161	49%
EMPLOYEE BENEFITS	\$ 488,937	\$ 232,775	\$ 256,162	48%	\$ 450,274	\$ 221,744	\$ 228,530	49%
SERVICES & SUPPLIES	\$ 1,204,650	\$ 593,276	\$ 611,374	49%	\$ 1,103,603	\$ 598,253	\$ 505,350	54%
CAPITAL OUTLAY			\$ -					
TOTAL:	\$ 2,611,887	\$ 1,274,593	\$ 1,337,294	49%	\$ 2,422,866	\$ 1,249,825	\$ 1,173,041	52%


GIFT FUND BALANCE AS OF DECEMBER 31, 2017					ITEM 6d
<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>		
CHILDREN'S COORDINATOR	\$ 14,154.57	\$ 14,154.57	\$ -		
DOWNTOWN RENO	\$ 5,149.67	\$ 3,039.91	\$ 2,109.76		
DUNCAN / TRANER	\$ 2,111.20	\$ 1,607.20	\$ 504.00		
GERLACH	\$ -	\$ -	\$ -		
INCLINE	\$ 7,791.39	\$ 3,313.90	\$ 4,477.49		
INTERNET	\$ -	\$ -	\$ -		
NORTHWEST	\$ 2,009.59	\$ 253.65	\$ 1,755.94		
NORTH VALLEYS	\$ 1,763.60	\$ 497.70	\$ 1,265.90		
SENIOR CENTER	\$ 5.00	\$ -	\$ 5.00		
SIERRA VIEW	\$ 4,938.02	\$ -	\$ 4,938.02		
SOUTH VALLEYS	\$ 4,182.34	\$ 711.81	\$ 3,470.53		
SPANISH SPRINGS	\$ 9,387.91	\$ 1,651.31	\$ 7,736.60		
SPARKS	\$ 13,617.10	\$ -	\$ 13,617.10		
SYSTEMS OFFICE	\$ 77,265.84	\$ 77,129.40	\$ 136.44		
SYSTEMWIDE	\$ 497,379.83	\$ 496,467.78	\$ 912.05		
SYSTEMWIDE INTEREST	\$ 10,394.02	\$ -	\$ 10,394.02		
TECHNICAL SERVICES	\$ 60,341.11	\$ 60,280.00	\$ 61.11		
VERDI	\$ 484.85	\$ -	\$ 484.85		
TOTALS:	\$ 710,976.04	\$ 659,107.23	\$ 51,868.81		

Washoe County Library System															
Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2016-2017/2017-2018															
	Accumulative														
	Checkouts			Reference			Patron Computer Use			Library Visits			Digital Visits		
	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change
July	164,272	165,475	0.73%	23,910	19,617	-17.95%	20,228	14,600	-27.82%	92,084	90,537	-1.68%	199,582	174,972	-12.33%
August	167,937	168,085	0.09%	25,481	27,170	6.63%	19,942	19,433	-2.55%	103,611	103,416	-0.19%	235,008	212,446	-9.60%
September	164,949	161,206	-2.27%	26,409	18,909	-28.40%	20,426	15,863	-22.34%	94,506	97,303	2.96%	208,290	203,286	-2.40%
October	169,212	159,134	-5.96%	25,081	20,708	-17.44%	18,475	16,525	-10.55%	107,178	97,761	-8.79%	208,979	173,340	-17.05%
November	162,418	151,108	-6.96%	21,146	17,238	-18.48%	13,420	14,888	10.94%	82,129	73	-99.91%	176,872	168,585	-4.69%
December	150,576	150,842	0.18%	18,316	16,278	-11.13%	13,932	15,699	12.68%	77,749	61	-99.92%	182,954	156,313	-14.56%
January	162,069	0	0	19,255	0	0	18,260	0	0	82,503	0	0	182,692	0	0
February	160,568	0	0	21,500	0	0	16,121	0	0	81,118	0	0	182,258	0	0
March	176,437	0	0	22,884	0	0	18,619	0	0	94,623	0	0	191,689	0	0
April	166,349	0	0	21,262	0	0	17,375	0	0	86,728	0	0	182,768	0	0
May	161,903	0	0	18,116	0	0	15,955	0	0	86,397	0	0	179,679	0	0
June	159,020	0	0	21,180	0	0	17,988	0	0	94,165	0	0	173,483	0	0
Totals	1,965,710	955,850	-2.40%	264,540	119,920	-14.55%	210,741	97,008	-8.85%	1,082,791	389,150	-30.17%	2,304,254	1,088,942	-10.13%
Totals to Date	979,364			140,343			106,423			557,257			1,211,685		
	# of Programs			Program Attendance			# of Outreach			Outreach Attendance					
	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change			
July	280	285	1.79%	6,492	6,027	-7.16%	6	9	50.00%	421	549	30.40%			
August	259	327	26.25%	6,354	7,886	24.11%	26	21	-19.23%	853	1,723	101.99%			
September	316	303	-4.11%	7,851	6,748	-14.05%	22	21	-4.55%	1,053	1,103	4.75%			
October	284	290	2.11%	10,797	9,236	-14.46%	13	19	46.15%	1,575	2,846	80.70%			
November	367	268	-26.98%	5,598	5,977	6.77%	17	26	52.94%	1,114	1,734	55.66%			
December	232	232	0.00%	6,364	4,740	-25.52%	17	18	5.88%	935	480	-48.66%			
January	232	0	0	4,325	0	0	17	0	0	815	0	0			
February	289	0	0	6,266	0	0	31	0	0	1,304	0	0			
March	325	0	0	8,327	0	0	19	0	0	1,441	0	0			
April	312	0	0	9,435	0	0	23	0	0	2,752	0	0			
May	327	0	0	7,329	0	0	41	0	0	2,374	0	0			
June	323	0	0	7,540	0	0	20	0	0	810	0	0			
Totals	3,546	1,705	-1.90%	86,678	40,614	-6.54%	252	114	12.87%	15,447	8,435	41.74%			
Totals to Date	1,738			43,456			101			5,951					

NOTE: DUE TO THE INSTALLATION OF THE BIBLIOTHECCA SYSTEM AND SYSTEM BUGS BEING WORKED OUT, CHECKOUTS MAY NOT BE ACCURATE AND GATE COUNTS HAVE BEEN AVERAGED FOR OCT.

NOTE: Due to issues with the new gates, counts for Library Visits are not available for November or December (except for Gerlach)

**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 2017-2018																
For The Month Of: DECEMBER																
BRANCH ACTIVITY	Checkouts		Reference		Patron Computer Use		Library Visits		Miscellaneous							
	# checkouts	YTD	Count	YTD	# signups	YTD	# visits	YTD	Digital Visits	YTD	Database Usage	YTD	Social Media Adult	YTD	Read & Share	
Digital Branch	34,823	206,815							156,313	1,088,942	9,075	55,495	31,295	201,089		
Duncan/Traner	167	1,473	90	1,047	207	1,690	N/A	4,480							0	
Gerlach	57	665					61	357								
Incline	4,490	29,617	830	6,792	425	2,350	N/A	20,745							409	
North Valleys	9,603	62,638	0	0	729	5,212	N/A	46,055							0	
Northwest	19,427	120,805	3,958	21,311	1,530	9,341	N/A	55,140							770	
Reno	13,351	90,823	1,039	8,712	3,841	25,256	N/A	49,266							205	
Senior Center	1,173	7,085	245	1,729	913	5,633	N/A	14,505							0	
Sierra View	15,520	96,858	2,707	22,903	3,141	17,099	N/A	42,224							156	
South Valleys	22,351	138,798	2,205	16,036	839	4,626	N/A	61,172							1,040	
Spanish Springs	10,716	84,547	1,092	11,531	918	6,467	N/A	41,880							0	
Sparks	18,885	114,993	4,021	29,346	3,156	19,314	N/A	51,664							1,111	
Verdi	279	733	91	513	0	20	N/A	1,662							0	
Total:	150,842	955,850	16,278	119,920	15,699	97,008	61	389,150	156,313	1,088,942	9,075	55,495	31,295	201,089	3,691	
# of Programs				Program Attendance				# of Outreach				Outreach Attendance				
Adult		Youth		Adult		Youth		Adult		Youth		Adult		Youth		
PROGRAMS/ OUTREACH	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD
Digital Branch																
Duncan/Traner	3	9	21	98	9	20	139	671	0	0	0	0	0	0	0	0
Gerlach																
Incline	1	27	13	98	4	429	246	2,422	0	6	3	11	0	305	38	996
North Valleys	3	36	29	141	22	273	576	5,912	0	0	0	10	0	0	195	2,107
Northwest	8	46	20	120	213	661	888	5,927	0	0	0	3	0	0	0	215
Reno	8	52	12	68	20	307	173	1,101	1	7	0	4	7	66	0	203
Senior Center	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0
Sierra View	2	30	31	179	46	1,045	276	2,464	0	1	11	23	0	216	163	793
South Valleys	11	75	27	187	206	1,379	991	6,764	0	6	0	8	0	176	0	286
Spanish Springs	9	59	34	275	107	662	824	7,291	0	0	3	19	0	0	77	2,373
Sparks	0	61	0	128	0	490	0	2,387	0	1	0	12	0	118	0	496
Verdi	0	0	0	16	0	0	0	409	0	0	0	1	0	0	0	85
Total:	45	395	187	1,310	627	5,266	4,113	35,348	1	23	17	91	7	881	473	7,554
Administration Outreach									0	6	0	3	0	555	0	354
Note: Digital Branch includes ebooks, audiobooks, magazine checkouts																
Duncan Traner & Verdi reflect public hours only																
Gerlach reflects both public and school hours																
NOTE: Due to issues with the new gates, counts for Library Visits are not available for December (except for Gerlach)																

Washoe County Library System						
Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total – Thru December						
\						
Meeting Room Use						
	2016-2017	2017-2018	% Change	2016-2017	2017-2018	% Change
	# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance
Administration Outreach						
Digital Branch						
Duncan/Traner	0	0	0.00%	0	0	0
Gerlach						
Incline	27	18	-33.33%	283	327	15.55%
North Valleys	0	0	0	0	0	0
Northwest	32	35	9.38%	425	419	-1.41%
Reno	59	24	-59.32%	1,205	283	-76.51%
Senior Center	0	0	0	0	0	0
Sierra View	19	20	5.26%	366	486	32.79%
South Valleys	134	135	0.75%	2,710	2,439	-10.00%
Spanish Springs	64	66	3.13%	1,178	1,185	0.59%
Sparks	34	36	5.88%	744	566	-23.92%
Verdi	0	0	0	0	0	0
Totals	369	334	-9.49%	6,911	5,705	-17.45%

****PLEASE NOTE:**

CHECKOUT TOTALS

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