



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, October 21, 2015
4:00 P.M.**

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

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

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

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

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

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

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

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

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) Approval of Meeting Minutes
 - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of September 16, 2015
 - b. *For Possible Action:* Approval of Minutes from the Special Library Board Meeting of October 2, 2015
- 4) Old Business
 - a. *For Possible Action:* Approval of Questions to be asked of Director Candidates by the Interview Panel and by the Library Board; Statement to Be Given to Panel Members Regarding How to Evaluate the Candidates; Time Allotments for Interviews Conducted by the Panel; Evaluation Criteria to Be Used by the Library Board When Conducting Its Interviews of the Top Remaining Candidates; and Starting Time for the Library Board's Interviews
- 5) New Business
 - a. *For Possible Action:* Presentation by Reno Ice Regarding a Proposed Ice Arena Near the South Valleys Library
 - b. Report by WCLS Staff Who Attended the Nevada Library Institute September 17-18, 2015
 - c. *For Possible Action:* Acknowledgment of Donations Received Between July 1 and September 30, 2015
- 6) Reports
 - a. Library Director's Report to Include Administration and Collaborations, Programs and Activities
 - b. Spanish Springs Library Programs, Activities and Operation
 - c. Friends Activities
 - d. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
 - e. Monthly Library Usage
- 7) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 8) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 9) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, SEPTEMBER 16, 2015**

The Board met in regular session at the Incline Village Library, 845 Alder Ave, Incline Village, Nevada

ROLL CALL

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

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

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

PUBLIC COMMENT

None

APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF AUGUST 19, 2015

Trustee Wilson noted a correction from the Board Comments section, stating he did not attend the Duncan-Traner Community Open House on August 8.

On motion by Trustee Alderman, seconded by Trustee Wilson, which motion duly carried, the Board approved the minutes with the modification from Trustee Wilson. All in favor, none opposed.

OLD BUSINESS

DIRECTION TO STRATEGIC GOVERNMENT RESOURCES, THE FIRM RETAINED TO RECRUIT APPLICANTS FOR THE LIBRARY DIRECTOR POSITION, REGARDING QUESTIONS TO BE ASKED OF SEMI-FINALIST APPLICANTS IN WRITTEN QUESTIONNAIRES AND ONLINE INTERVIEWS (APPEARANCE BY MIKE TANNER OF STRATEGIC GOVERNMENT RESOURCES)

The Library Board reviewed the information submitted in the packet.

Director Maurins introduced Mike Tanner, Senior Vice President Strategic Government Resources.

Mr. Tanner provided a brief summary of the purpose of the questions for both the written and online questions and asked for input from the Board for any changes they would like to see.

Trustee Sattler stated she would like to see some form of the following questions:

- 1) What is their vision for the Library System?
- 2) What organizations or committees are they involved in or do they volunteer for? More information on their community involvement.
- 3) How do they feel about public speaking and how often do they do it?
- 4) What networks or partnerships are they part of?

Trustee Sattler also stated that she would prefer removal of question #16, "Please tell us about a major mistake you have made, what you did in response to making the mistake and what you learned from it."

Trustee Alderman agreed to prefer removal of question #16.

Upon questioning by the Board and Director Maurins, Mr. Tanner clarified the following:

- The candidates will be required to complete both the online interview and the written questionnaire. This will allow the Trustees to see how the candidates respond under pressure and their degree of articulation.
- The candidates will have 5-7 days to complete the questionnaires.
- The online interview is done through Skype.
- Strategic Government Resources also completes a background and social media search on the candidates. The Board will be able to view any media coverage for that individual.

Upon questioning by Trustee Wilson, Director Maurins stated that he did not get appointed through a process of this depth, but he believes these are good questions.

Mr. Tanner stated that in an effort to save the County money, upon Board approval, that the next steps in the process could be done through electronic means with a site set up providing Trustees a means to go over materials electronically. Future communications could be done through Skype.

Dania Reid, Legal Counsel, advised that any type of deliberation must be done in an open meeting and not one-on-one with Mr. Tanner as it will violate open meeting law.

Upon questioning by the Board, Ms. Reid clarified the following:

- Discussion of anything beyond the questions was not agendaized. Discussing the questions was agendaized, the process was not.
- Trustees can talk to Mr. Tanner individually, but he cannot share any of the information or input from other Trustees with each other. There is a risk of violating the Open Meeting law should a decision be made because three members have shared a similar opinion.
- There is no confidentiality protection for job seekers in Open Meeting law.
- Mr. Tanner has the information and, although not tested, this process has been used by Human Resources and the Board of County Commissioners when the current County Manager was appointed.

Trustee Wilson stated he was satisfied with the questions.

Trustee Sattler requested questions #11 and #12 be merged. The questions were:

- #11 – Describe your approach to developing a team that is passionate about customer service.
- #12 – Describe your philosophy and approach to building a strong team environment and motivating your employees to perform at their highest levels.

Trustees Wilson and Alderman preferred to keep questions #11 and #12 separate. The questions remained separate.

On motion by Trustee Alderman, seconded by Trustee Wilson, which motion duly carried, the Board accepted the written and online questions with the added questions above. All in favor, none opposed.

APPROVAL OF REVISED PUBLIC HOURS AT THE DOWNTOWN RENO, NORTHWEST RENO, SENIOR CENTER, SIERRA VIEW, SOUTH VALLEYS, AND SPARKS LIBRARIES, EFFECTIVE JANUARY 4, 2016

The Library Board reviewed the information submitted in the packet.

Director Maurins thanked the Board for tabling this agenda item last month, as it allowed him the opportunity to provide a clearer explanation and justification of the intent to increase system hours. He briefly summarized the reasons Verdi and Duncan-Traner Libraries were removed from the list of proposed hours' changes and explained that the branches increasing in hours and days were chosen for their strategic location and community needs that can be better met.

Director Maurins briefly reviewed the staff report summarizing the more in-depth reasoning as follows:

- The nine additional staff add up to approximately \$254,263 annually out of the Expansion Fund.
- Adding Mondays to the Senior Center Library supports the County Strategic Objective of improving services to senior citizens.
- He has committed at least \$100,000 of additional Expansion Fund money to the materials budget.

Upon questioning by the Board, Director Maurins responded:

- Hours changes at the Verdi Library were removed from the proposal to provide the residents of Verdi the opportunity to see what they are able to do. No one wants to close a library and this allows them time to see what they are able to do as a community.
- Adding hours at the six identified libraries will increase overhead costs like couriers and utilities.

Upon questioning by the Board, Assistant Library Director Cirrincione provided the following information on the nine new staff positions:

- Library Assistant III's are lead workers who help support paraprofessional staff.
- The Library would hire two full-time Library Assistant III – one for South Valleys Library and one for Northwest Reno Library. Currently, Sparks Library and Sierra View Library have two each and this allows managers to split days with the added day.
- The Library would hire seven part-time (15-hour) Library Assistant II's – Sierra View Library would get one of the positions and Sparks Library, South Valleys Library and Northwest Reno Library would each get two.

Trustee Wilson stated he agreed with the proposed changes to the big branches. He also noted that partnership hours will need to be discussed at some point and that we need to find a way to make them work and function like a branch or cut them out.

On motion by Trustee Wilson, seconded by Trustee Alderman, the Board approved the revised changes as written, effective January 4, 2016. All in favor, none opposed.

NEW BUSINESS

STAFF PRESENTATION ON LYNDA.COM, A VIDEO-BASED ONLINE TRAINING RESOURCE NOW AVAILABLE TO ALL WASHOE COUNTY LIBRARY CARDHOLDERS

Debi Stears, Resources Librarian, provided a live demonstration by logging into lynda.com from the Library website. She explained that library users must log in through the library website to access the library version. Ms. Stears pointed to the high visibility of the new resource on the website and highlighted that this resource provides training for a wide variety of topics including but not limited to Microsoft Office programs, photography, business and education.

Ms. Stears pulled up an Excel training example, explaining that the exercise can be downloaded to the desktop to use and practice with. She also showed how a person can access a selected part of the training or the training as a whole.

Upon questioning by the Board, Ms. Stears confirmed the following:

- Resource data provides information on what our patrons want training/knowledge on.
- There is a whole course in the Education subject on Flipping the Classroom.
- 221 users have registered since it was brought online in July.
- At this time, the Library has been told that no branch has reached their limits yet, but she will try to get a definitive answer.
- There is so much available in lynda.com that staff needs to find out what its capabilities are to better assist patrons.

Director Maurins left the meeting at 4:58 pm. Assistant Director Cirrincione took his place at the table.

REPORTS

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

The Library Board reviewed the information submitted in the packet.

Assistant Director Cirrincione briefly highlighted the following:

- Approximately 140 people turned out to look at options for the South Valleys Regional Master Plan and those ideas will now return to the drawing board to be merged into one plan. Once that is completed, the draft will be brought back to the public at the end of September where staff can get additional information and incorporate it. Once that is done, it will go to the Parks Commission for their input.
- Trustee Wilson attended the Children's Cabinet Neighborhood Center discussion group. He stated that he is happy to be a part of it. He said that libraries need more than small portable buildings and need to have a basket of services available that appeal to the public.
- Director Maurins and several Library staff were on their way to the Nevada Library Institute in Las Vegas which will focus on leading and facilitating change. In this seminar, they will meet with employees from libraries throughout the state.

Upon questioning by the Board regarding a meeting with Lakes Crossing Center, Debi Stears, Resources Librarian, clarified that at this time they are starting with Lakes Crossing to determine if the Library System will be able to meet their clientele's needs. There are two stroke victims who speak Spanish and Lakes Crossing Center has English-supporting materials but not Spanish. The Library is looking at the collection to see what we can share based upon their needs and restrictions. Trustee Sattler stated she would like to be included in those emails as well.

INCLINE VILLAGE LIBRARY PROGRAMS, ACTIVITIES AND OPERATION

The Library Board reviewed the information submitted in the packet.

Pam Rasmussen, Managing Librarian, stated she was excited about the upcoming Tahoe Talks, monthly community conversations facilitated by professors from Truckee Meadows Community College. The first one will be facilitated by former Trustee Fred Lokken on October 20.

FRIENDS ACTIVITIES

There was no report for this month.

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

The Library Board reviewed the information submitted in the packet.

MONTHLY LIBRARY USAGE

The Library Board reviewed the information submitted in the packet.

Assistant Director Cirrincione noted that Director Maurins wanted the Board advised that the Library is starting to count digital visits separately and is including more activities in that category.

Upon questioning by the Board, Debi Stears, Resources Librarian, stated that the drop in downloadable material versus digital visits is a miscalculation. She stated that the Library used to count only Overdrive, E-books and audio, but have recently added e-magazines. She stated she will get correct numbers and ensure that the Library counts things consistently. She said she would also like to see more detail in check-out statistics and that the Library has recently invested in software that will break out what the branches need.

PUBLIC COMMENT

None.

BOARD COMMENT

Trustee Wilson proposed discussion of finding possible sources for grant procurement/fund raising to be included in a future agenda item. He stated that he believes the County will find a way to fund the Library if buildings are built. Assistant Director Cirrincione advised that Director Maurins has stated he would like to include that type of agenda item in the next strategic planning workshop.

Trustee Sattler thanked Library staff for all the hard work put in to add hours.

Item 3a

Trustee Alderman thanked Library staff for answering questions and explaining things to the new Trustees. She also noted that she would like to add more analytics to the Strategic Planning Workshop Agenda to help explain why the library does what it does.

Dania Reid, Legal Counsel, stated that she will send out a packet of Open Meeting Law information as a reminder for veteran Trustees and learning material for new Trustees. Additionally, she stated there will be a County training in November on Open Meeting Laws and she will make sure the Board has the opportunity to attend.

Trustee Wilson appreciates the legal guidance provided by Ms. Reid.

Chair Stoess adjourned at the meeting at 5:10 pm.

**SPECIAL LIBRARY BOARD OF TRUSTEES MEETING MINUTES
October 2, 2015**

**The Board met in special session at the North Valleys Library, 1075 North Hills Blvd,
Reno, Nevada**

CALL TO ORDER

Chair Stoess called the meeting to order at 11:30 a.m.

ROLL CALL

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

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

Public Present: Mike Tanner, Senior Vice President, Strategic Government
Resources (via Skype)

PUBLIC COMMENT

Jennifer Oliver, Development Officer, provided Trustees with a copy of the most recent welcome brochure. She noted that there is also a Spanish version available.

DISCUSSION AND DIRECTION TO STAFF REGARDING THE ESTABLISHMENT AND DUTIES OF THE PANEL WHICH WILL INTERVIEW FINALIST CANDIDATES FOR THE LIBRARY DIRECTOR POSITION, WHICH MAY INCLUDE THE FOLLOWING ISSUES: PREFERRED NUMBER OF MEMBERS ON THE PANEL; WHO SHOULD BE INVITED TO SERVE ON THE PANEL; QUESTIONS THAT THE PANEL SHOULD ASK OF THE CANDIDATES; PROCESS AND/OR CRITERIA TO BE USED IN EVALUATING THE CANDIDATES; AND HOW MANY OF THE CANDIDATES SHOULD THE PANEL RECOMMEND FOR A FINAL INTERVIEW WITH THE TRUSTEES

The Library Board reviewed the information submitted in the packet.

Director Maurins provided a brief overview of the purpose of the special meeting and explained what should be accomplished. He informed the Board that Strategic Government Resources had narrowed the applicants down to 12 and that an outside panel was to be selected to interview the top six or so candidates on November 3. The panel would then identify the top two or three candidates, whom the Board would interview on November 4.

Upon questioning by the Board, Director Maurins answered the following:

- The November 3rd Special Meeting to interview the remaining candidates meets the qualifications of an open meeting, and the public is welcome to attend.
- Candidates will be interviewed in person with travel expenses paid by Washoe County Human Resources, and moving costs for the individual who is hired would be paid out of the Library System budget.
- He would recommend having a Trustee on the panel.
- November 4th is okay should the Trustees decide to set the Board Interview meeting for that day; however, there is also a Friends meeting that the Director will be attending.
- He expects that it will take the Board 2-3 hours to make a selection from the candidate interviews.

Director Maurins imparted the following information regarding the interviews:

- The panel will ask the same questions of each candidate.
- Any questions not asked by the panel can be asked by the Board, but those questions must also be asked of all candidates.
- He noted it may be unrealistic to determine all questions today and that the Board could select a sub-committee to schedule a meeting of up to two Trustees to review the sample questions and determine which ones should be asked by the panel, and which ones by the Board.

Trustees Alderman and Sattler volunteered and were selected by the Chair to serve as members of the sub-committee.

Director Maurins called Mike Tanner of Strategic Government Resources on Skype to join the meeting.

Upon questioning by the Board, Mr. Tanner stated that the panel should not exceed nine members.

Trustee Alderman noted concerns about panel representation rather than the number of individuals. She stated she would like to see a cross section that includes a representative from the community who trains in adult skill-building and workforce development like Jim New from Truckee Meadows Community College or an EDawn representative. She also stated she would like to aim for a panel of seven versus nine members.

Trustee Wilson stated his preference towards nine panel members including Former Library Director Nancy Cummings

Upon questioning by Trustee Sattler, Director Maurins clarified County policy that no one below the classification of Library Director within the Library System could be on the interview panel.

Chair Stoess volunteered to be on the panel as the Trustee representative.

Trustee Marsh arrived at 12:00 p.m.

Legal Counsel Dania Reid informed the Board that an even number of panel members could result in a tie and that the Board should stay with an odd number.

Further Board discussion resulted in the following:

- Nine names to be included on the invitations to join the interview panel for Library Director. Based upon availability, a maximum of nine individuals will participate in the panel.
- Senior Services Director Grady Tarbutton and Assistant County Manager Kevin Schiller were selected to be contacted as an alternate should one of the other invitees be unavailable.

As decided by the Board, the following individuals have been selected to be invited to participate in the Library Director Interview Panel:

- Chair Stoess, Library Trustee
- Dan Erwine, Friends Board President

- Traci Davis, WCSD Superintendent
- Kathlin Ray, UNR Dean of Libraries
- Daphne DeLeon, Nevada State Library Director
- Arnie Maurins, WCLS Library Director
- Carol Lloyd, Churchill County Library Director
- Nancy Cummings, Former WCLS Library Director; NNLC Board Member
- Jim New, Truckee Meadows Community College Dean of Technical Services

Director Maurins defined the task of the selected panel as narrowing down the candidates from approximately six to the number preferred by the Board for the final piece of the selection process.

Mr. Tanner, Government Strategic Resources provided the following direction:

- He recommended no more than six candidates be moved forward in the selection process to appear before the interview panel.
- An efficient interview panel can ask up to 15 questions during a 50-minute period if they are able to keep candidates on track.
- The focus of the panel should be evaluating the candidates against the Board's desired profile and qualities.
- He confirmed he could re-send the search criteria to the Trustees.

Trustees Sattler and Alderman will use the search criteria as a reference document when going through questions as the selected sub-committee.

Upon Director Maurins' query to the Trustees asking if they wanted to provide input on the questions or areas or leave judgement to the sub-committee, Board discussion included:

- Trustee Sattler stated she felt the Library is in need of alternate funding quickly, and that the new Director should be someone willing to make connections and who is comfortable with it.
- Trustee Marsh stated that she felt funding is important, but that the Library System also needs to have a role in the community and with economic development.
- The intent of the sub-committee will be to create two lists of questions; one for the panel and one for the Board. These lists will be brought to the next meeting.
- The sub-committee will also create a statement or profile of what the Board is looking for in a Library Director to provide the panel members for their interviews.

Director Maurins asked that either the panel or the Board interviews include a question about what qualities candidates would look for when hiring their new Assistant Library Director.

Upon questioning by the Board, Mr. Tanner stated that he is not in favor of providing questions to the candidates ahead of time, allowing time to prepare a response. He is in favor of seeing how a candidate responds in real time.

Upon further discussion of how many candidates the Board would like to have the panel recommend, Workforce Development Officer Kathy Hart clarified that the intent of the panel is to narrow down the larger field of candidates to a small group. This allows the final interview panel, i.e. the Library Board, to see the top two to three candidates.

By majority, the Board selected to interview the final three candidates, potentially four in case of a tie, as their goal. Trustee Marsh stated her preference to remain at three.

Legal Counsel Dania Reid, informed the Board that, although this agenda item is listed as a possible action item, there is no motion required.

There were no additional requests of the sub-committee.

Director Maurins disconnected with Mr. Tanner from Skype.

PUBLIC COMMENT

None

BOARD COMMENT

Upon questioning by the Board, Director Maurins confirmed that the Joint Library Board of Trustee and Board of County Commissioner Meeting has been scheduled for Tuesday, October 20 at 2:00 pm in the Commissioner Chambers. He stated that the staff reports will be officially available about one week prior to the meeting, but that he would send the reports to the Trustees prior to that time.

Chair Stoess adjourned the special Board meeting at 12:30 p.m.

Some thoughts regarding the attached list of interview questions.

The questions are proposed in two groups, panel questions and LBOT questions. As a board we can prioritize and shift them around. Wording can also be edited. Our goal was to derive a selection of questions that would focus on teasing out the details of each candidate's experience. Knowing what someone would try to do if they were hired is great; however, we felt it was important to understand what they have already accomplished.

The questions are focused on the categories listed in the job description created by SGR. Some of the questions are trying to access the same information with different wording. For example panel questions 4 & 16 are trying to access the ability of the applicant to delegate. Finalizing the list, determining what order they should be asked, and instructions to the panel should all be determined by the LBOT during our meeting, Wednesday.

Regards,

Wendy Alderman & Sara Sattler

WCL Interview Questions for 11/3/2015 & 11/4/2015 Rev.1

Moving into the future the WCLS is going to need more community involvement and political support in order to grow. The new director will spearhead this effort. Our new director must be personable and outgoing. The board has identified these priorities that they will need their new director to spearhead: building relationships with community partners, promotion and marketing of library resources, and obtaining additional funding.

As well, the finalists should be able to demonstrate skills in these areas: fund raising and budget management, written and verbal communication skills (emphasis on digital media), marketing, strategic planning including implementation and evaluation, development of community partnerships.

Panel Questions: *(In no particular order)*

1. What have you done to promote your library system by going out into the community you serve?
Looking for someone that has several examples of promotional experience.
2. Do you have experience in working with a local governing body; such as, county commission, legislature, city council and library board? If you have had a situation where political acumen was necessary please elaborate.
Looking for someone that has had regular dealing and experience with political communities.
3. Discuss **one** major issue facing libraries today.
Interested to know what they consider a major issue.
4. How do you motivate and empower your staff so the organizations goals are achieved?
Looking for someone who delegates.
5. New business opportunities are coming to Northern Nevada, with it a focus on workforce development. The library has the resources to be part of this

effort. How would you go about identifying and promoting these resources?

Looking for someone interested in workforce development as it relates to the library .

6. What civic activities, outside of your library responsibilities, have you taken an active roll? Please be specific.

Looking for someone passionate about helping their communities, or making a change.

7. What has been your most successful marketing effort? Please explain the objectives of this effort and the results.

Looking for someone with creative marketing strategies.

8. What methods have you employed to promote your library's services? How did you measure success?

Looking for someone with creative marketing strategies

9. Give an example of when you have collaborated with another community organization to create a joint project. Who initiated the project and what was the result?

Looking for someone interested in partnerships within the community.

10. Difficult and potentially unpopular decisions are part of the job. Please discuss a time when you had to make an unpopular decision, how was it resolved?

Looking for someone who was fluid and made changes.

11. What do you believe are the future trends in libraries? How would you go about selecting and evaluating these opportunities for the Washoe County Library system?

Looking for someone who is not afraid of trying new ideas.

12. Discuss your experience with the creation, implementation and evaluation of a strategic plan. Did the results match your objectives, if not how did you redirect the organization?

13. You are the new person in town. How would you introduce yourself to the Northern Nevada community?

14. Would you rate your overall mastery of English conventions as fair, adequate, or exemplary?

Someone who feels inferior in their grammar would not be prone to start a blog or newsletter.

15. Please describe how you were introduced at your last position. Describe how you initiate relationships when you are the new person.

Looking for someone that initiates first contact with their peers. This person would be forthcoming.

Would you call yourself a delegator? Can you provide an example of how you delegate duties? If hired, you will be responsible for delegating job responsibilities to your assistant director.

The director might need the assistant director to take on extra tasks when required. The assistant needs the tools and training to be successful, if they are handed a task that they have never experienced, then they will feel incompetent.

Board Questions: *(in no particular order)*

1. The new director will have the opportunity to hire an assistant director. What skills/ experience would you seek for this position?
2. Do you have experience with organizing/ supporting a grassroots community advocacy group for libraries? If not how might you go about creating one.
3. The *library environment is constantly changing*. How have you evaluated and responded to this quickly changing world?
4. The Board has committed to expanding the resources and services offered by the WCL. To achieve this goal additional “non-traditional” funding will be required. How have you identified and accessed additional funds for your library.
5. Discuss your experience with the creation, implementation and evaluation of a strategic plan. Who did you involve in the planning process? Did the results match your objectives, if not how did you redirect the organization?

6. Tell us about a situation where you wanted to implement a change in your library systems operations that was met with resistance. What steps did you take to implement this change and what was the result.
7. Describe your leadership style; when working with community partners, when working with subordinates.
8. What metrics have you used to determine distribution of library resources? What additional metrics would you like to develop? **Will the interviewee understand this question?**
9. What information do you feel is important for determining the allocation of library resources?
10. At times the perception of a situation is different than the data. How would you reconcile the discrepancy between a “gut feeling” and analysis/usage metrics?
11. Our library system is on a very tight budget. Can you discuss your experience with balancing budgets? If you have had to make cuts where did you choose to make them?

TO: Library Board of Trustees
FROM: Arnold Maurins, Library Director
RE: Presentation by Reno Ice Regarding a Proposed Ice Arena Near the South Valleys Library
DATE: October 21, 2015

There is no written material on this item.
An oral report will be made by Reno Ice at the meeting

TO: Library Board of Trustees
FROM: John Andrews, Internet Services Librarian
RE: Report by WCLS Staff Who Attended the Nevada Library Institute
September 17-18, 2015
DATE: October 21, 2015

Thanks to funding provided by the Friends of Washoe County Library, eight Washoe County Library System employees (John Andrews, Megan Conelly, John Crockett, Brian Garner, Debbie Gunderman, Sarah Jaeck, Amanda Mongolo, and Beate Weinert) had the privilege of attending the 2015 Nevada Library Institute, along with Library Director Arnie Maurins who was there as a presenter. The institute, titled "Be a Catalyst for Change," was held September 17-18, 2015, at the Sahara West branch of Las Vegas-Clark County Library District.

The Institute featured a combination of speakers, panel discussions, and group activities. Keynote speakers Rivkah Sass from Sacramento Public Library and Felton Thomas from Cleveland Public Library engaged the attendees on qualities of leadership and cultivating emergent leaders. "Locals conversation" panels were facilitated by the keynote speakers, and included Kimberly Clanton-Green, Sahara West Library branch manager; Sena Loyd, Carson City Library Director; Arnie Maurins; Stephen Platt, Green Valley Library branch manager; and Amy Dodson, Douglas County (NV) Library Director.

The importance of stories and memorable messages

Recurring themes at the Institute revolved around change, both internal – changes to the library's status quo – and external – changes in our communities. As pointed out by many of the Institute speakers, one of the key pieces involved in leading change, either in the organization or the community, is the power of the story. Some of the most memorable moments from the Institute came about because of the stories that accompanied them.

On the subject of preparing for unforeseen problems, Douglas County Director Amy Dodson recounted her experience in creating a community garden that ended up being plagued by gophers. Her recounting of the library garden's gophers, their destructive activities, and their ultimate demise was memorable to attendees, ensuring that the lessons of the story about leadership surrounding a controversial decision will be easily recalled. Likewise, Las Vegas branch manager Kimberly Clanton-Green's point about needing wipe-able surfaces in the teen zone will never be forgotten after hearing the story of the teen patron who proved the point after having eaten too much ramen before having stomach problems in the library.

On the subject of presenting change, a video was shared of a TEDx talk by Joe Smith, former Speaker of the Oregon House of Representatives. Mr. Smith gave a powerful presentation on

the simplicity of reducing paper towel usage that included a repeated demonstration of how to use just one paper towel to get hands completely dry. Rather than just presenting statistics about paper waste and cost to effect change, Mr. Smith's demonstration, along with the simple admonition to "shake, shake, fold," left all in attendance with a clear understanding of the issue, and a determination to change behavior in this one small way. Take-away advice:

- Use tools like "The Library Story: A Strategic Storytelling Toolkit for Public Libraries," a guide developed in Pennsylvania, to improve WCLS's institutional storytelling skills.
- Find engaging ways to enlist the community in telling the library's story. (One example given was library staff "trading cards.")
- Being a good storyteller in the community can create fans and grow future voters.
- When presented with opportunities for change, ask "why not?" instead of "why?"

The importance of cultivating emergent leadership

The topics at the institute all touched on leadership, but Felton Thomas's keynote focused more specifically on emergent leaders, those staff who "lead from the chair." An emergent leader may not have official authority or be in a leadership role, but successful organizations allow such leaders to take ownership of their skills and lead when appropriate. An example from Mr. Thomas' keynote presentation dealt with a low-level library staff member in Las Vegas, where Thomas oversaw library branches. After an incident that required evacuation, Thomas inquired to the branch leadership regarding the success of the evacuation procedure.

As it turned out, it was a low-level library staffer named Jeremy who had taken the lead in evacuating staff and patrons. Felton Thomas repeated his bewilderment at hearing the news from the branch manager: "Jeremy, the *page*?" Jeremy was a self-motivated staff member, and during his breaks and downtimes would regularly review information from the emergency procedures. Consequently, when an evacuation was required, Jeremy knew where the procedure was, where the staff should meet, how to systematically clear the building, and he noticed that nobody else was stepping into the leadership role. Thomas encouraged all in attendance to work toward creating the type of work environment that would empower the "Jeremys" across Nevada's libraries to step up, lead when appropriate, and then return to their everyday roles. Take-away messages:

- Create an environment where people can emerge as leaders. Empower them to lead from their positions when appropriate.
- Encourage staff to be remarkable
- Do the worst thing you have to do first: 'eat the frog' or 'eat the crust first.'

What Washoe County Library System should be doing

Over the course of the Institute, lots of specific tips were presented – ways to encourage leadership, to manage change, or just to make our libraries better. Of the suggestions

presented, several stood out to Washoe County Library System staff as particularly meaningful as we all work to improve our library and community, as well as our professional selves:

- Keep a “No Log” — log every time you say no to a patron, what you said no to, and why. Go back and evaluate with staff how you can say yes.
- Be the library people tell other libraries about. Amanda Mongolo related a story of a regular patron at the Incline Village Library, who, when met with a less-than-helpful staff member at an out-of-state library, said “You don’t have an Amanda, do you?” We all need to make sure we have “Amandas” in our library – people willing to find a way to get to yes.
- Lose your fear of failure – take risks.
- If you want to succeed, your development is your responsibility.
- Ensure support for staff development; encourage and engage staff to take advantage of development opportunities.
- When presenting change, have a clear and memorable message.
- Use tools like the Gallup Strength Finder to identify key leadership traits.
- Identify gaps in the community that can be filled by the library.
- Recognize the need to communicate differently with younger generations (incoming college freshmen in 2015 have never lived in a world without cell phones, the Internet, and South Park).
- Be Community Deficit Fighters, i.e. identify community issues that the library can address, and address them.
- Don’t allow yourself to become a “Paid Assassin” (or morale vampire).

Next steps for Washoe County Library

As a group, the Institute attendees agreed on a focused engagement with our K-12 school districts, and students and learners from pre-kindergarten through graduation. All Institute attendees will reconvene several times over the next year to discuss progress, challenges, and successes of these efforts across the state. All agreed that public libraries in Nevada have an important role to play in student development, as today’s students will be tomorrow’s leaders, workers, teachers, and voters. In Washoe County, we have identified several initial steps and initiatives that will be part of this process:

- We frequently tell teachers and other school district employees about our resources. To be more effective, we will change up that conversation to focus on the needs of educators in the district. We will meet with the Washoe County School District’s Director of Curriculum and Instruction with the goal of learning:
 - What schools and teachers need in terms of support resources (and what they think they need)
 - How to make it easier to access WCLS services
 - What teachers and school staff think the library offers
 - Areas that teachers struggle in reaching students and creating lesson plans

- What we can do for the school
- We will apply the knowledge learned from the interaction above to offer focused and tailored presentations to educators.
- We will cultivate ‘insider’ supporters within the school district – library fans/champions/groupies who already have influence within their organization.
- We will offer at least one presentation at the Nevada Reading Week conference. Proposals will be submitted for conference sessions covering WCLS’s new Idea & Experience Boxes, the WCLS Summer Reading Program, technology resources and training opportunities through the library (like lynda.com), and reader’s advisory resources like the online-access NovelList service.
- We will heavily promote the importance of early access to books and reading at home.
 - Children growing up at lower socio-economic levels have a 30-million word gap when entering kindergarten.
 - Create displays in libraries and the community to indicate the scale of 30-million words (24 boxes of 10 reams of paper each).
 - Make the 30-million word gap a part of WCLS’s presence at community events like the Sparks Hometown Christmas Parade.
- Provide support for Nevada’s “Read by Grade 3” initiative by coordinating with other organizations to make effective use of resources and ensuring that early literacy programs in the library promote early literacy skills along the continuum of talk-sing-read-write-play.
- As the de facto school library for many students, offer support to students to supplement, enhance, and enrich their K-12 experience.



Was it worth it?

All attendees from Washoe County Library System found the two-day institute to be incredibly valuable, both for individual professional development and for the long-term improvement of the institution itself. While much of the Institute was focused on specifics – changes to spaces or services, outreach to new community partners – one of the most poignant take-aways for Washoe County Library staff was the idea, presented by Felton Thomas specifically but echoed by all in attendance, that all we have the power to do is change one person at a time. For us, that speaks directly to what we already know our mission to be:

“Our Mission is to connect people with information, ideas and experiences to support an enriched and engaged community, *one person at a time.*”

TO: Library Board of Trustees
FROM: Jennifer Oliver, Development and Public Information
RE: Acknowledgment of Donations Received Between July1 and September 30, 2015
DATE: October 21, 2015

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 July 1 - September 30, 2015. The attached document identifies all cash donations and grants totaling \$37,104 and in-kind support.

Recommendation: Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the first quarter of Fiscal Year 2015-2016.

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 July 1, 2015 through September 30, 2015

CASH DONATIONS - \$15,801

Anonymous	Patty Engels and Dick Medland	George Foster	Friends of Washoe County Library
Commissioner Kitty Jung, District 3	Klink Family Charitable Trust	Vivian Roberts	

GRANTS - \$15,000

Governor's Office of Economic Development Economic Development Authority of Western Nevada

NON-CASH DONATIONS

The Book Club

NON-CASH DONATIONS - FREE PROGRAMS

Trisha Beaupre	Bill Carlos	Model Dairy	Dawn Costa
Reno Aces Baseball Club	Reno Little Theater	Maite Smith	WC Sheriffs Department K-9 Team
Grady Tarbutton	VSA Arts for Nevada/Arts for All	Tammy Whatley	Karen Wikander

AMAZON WISH LIST.COM

Anonymous Donors	Berenice Alejo	Harry Barnett	Rod Burt
Mason Cody	James D'Andrea	Mary Drager	Melva Ford
Genine Franklin-Clark	Douglas Heidema	Nancy Heywood	Jenny Jarvis
Heather Korbulic	Raeve N. Labaro	Lisa Maylath	Lori McArthur
Moses McKeague	Chad McKinnon	Susan Meuschke	Rochelle L. Nakanishi
Helyse Niemann	Chelsea Pitts	Richard Raichel	Joanna Roberts
Denise Sigler	Debi Stears	Morgan Trieger	Mary Scott Wallace
Chandra Walters	Jill Whisler	Angela E. Woodley	

Periodicals Drive - \$6,303

Virginia Andres	Anonymous Donors	Elaine Alexander	Catherine Armatage
GW and Patricia Atkinson	Richard and Linda Aure	Laura Barmettler	Emily Barnes
Robert K. Barnett	Suzanne Bayer	Vera M. Bert	Dennis and Kathy Bohall
Nancy Carr	Robin Chaffey	Nicole Cheslock	Harriett Clarke
Lois Crocker	Becky Czarnik	Susan Czech	Jon Paul Davidson
Patti Day	Donna Ducharme	K. L. Edmundson	Cynthia and James Edwards
James Emme	Boneta Fechko	Jean Rose Fernandez	Martie Fine
Judy Fitzgerald	Karen Forrester	Genine Franklin-Clark	Frank T. Gartman
Rebecca Ann Gaul	Steve, Sara and Liberty Hanson	Catie Harrison	Jana Harvill-Correa
Grant Hayashi	Stacy Hinderks	Jeffrey and Robin Hirata	Susan Hobbs
Holly Johnson	Mary Jones	Lee and Irasema Kouns	Jane Kundel
Maryann Leynes	James Linebaugh	Daniel and Jillinda Lorenz	Julie Machado
M. B. Marlowe	Suzanne McMann	Nancy Miller	Carolyn Misumi
Northwest Book Club	Patti O'Brien	David and Uzoma Okpukpara	Jennifer Oliver
Claudia Patraw	Susan Payton	Jane and Tom Pecsvaradi	Melanie Perish
Joanne Perkins	Mike and Janet Pozarski	James Price	Bob Quilitch
Betty Rock	Paulette Schneider	Marie Schreiber	Connie Jo Smith
Dianne Smith	Karren and Michael Smith	Sheryl Stopper	Carol Stranford
Raechel Thomas	David and Dianne Varmon	Linda Weagel	Kenneth West
Jeff Wilson	Pat Wilson	Jeff and Mary Wolf	

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

DIRECTOR'S REPORT

September-October 2015

ADMINISTRATION

- At Commissioner Lucey's Community Forum on October 14 at South Valleys Library, I accepted various donations to support STEAM activities--\$500 from the Stanley Family Trust, \$1,500 from the Great Basin Exploration Center (via the Community Foundation), and a matching \$2,000 from Commissioner Lucey himself. The Stanley and GBEC funds are for South Valleys Library, while the Commissioner's donation (pending approval at the October 27th BCC meeting) will support STEAM activities at South Valleys and Sierra View, which are the two libraries in his district.
- On October 13, I gave a departmental presentation to the Board of County Commissioners. Topics included: the Library's role in the County; current and upcoming initiatives such as 1st-grade outreach and the Senior Center Library computer lab; and future plans and opportunities such as a new North Valleys Library and finding alternative sources of funding for other capital projects.
- Verdi Community Library's holds pick-up locker is scheduled to be installed on Thursday, October 22. The locker will provide Verdi residents with 24/7 access to held items, if they choose it as the pick-up location when placing their holds.
- On October 27, Beate Weinert and I will represent WCLS at a "summit meeting" of local organizations hosted by United Way of Northern Nevada in direct support of its goal to double the number of children in northern Nevada who read proficiently at the end of third grade by 2020. The United Way Board adopted this goal knowing that it will take the support and engagement of many stakeholders—interested individuals, businesses, elected officials, faith leaders, educational institutions, parents, and others—to be successful.

COLLABORATIONS, PROGRAMS AND ACTIVITIES

- SPELLBINDERS comes to the Library! Magicians Stephen Bargatze, Lennart Green, Shoot Ogawa, Bob Sheets, and Richard Turner will astonish audiences with their skills in free programs October 20-23 at five libraries, sponsored by the Education Renaissance of Nevada Initiative.
- Our partnership with Historic Reno Preservation Society continues with two programs at the Downtown Reno Library: "Preserving Nevada's Past" by Jim Bertolini with the State Historic Preservation Office, November 1; and "Robert Laxalt: Nevada's Man of Letters," by Warren Lerude and Monique Laxalt, November 22.
- This year's fall Food for Fines campaign, in which patrons can get one fine waived for each item of food they donate, will run November 1-30.
- WCLS will have a booth at the Northern Nevada Business Summit (NNBS), a half-day conference on November 5th at the Nugget, presented by The Chamber NV of Reno, Sparks, and Northern Nevada.

My thanks to Corinne Dickman, Jennifer Oliver and Beate Weinert for their contributions to this report.
- Arnie Maurins, Library Director

**Spanish Springs Library
WCLS Library Board of Trustees – October 2015**

Overview:

- May 2015 marked Spanish Springs Library's 10th Anniversary. We celebrated our anniversary with an all day party on Sunday, May 31 featuring lovely birthday cakes generously donated by the Spanish Springs Savemart, live music by Shiloh, a Tech Bar selfie station, Library Scavenger Hunt, Tumblebooks extravaganza, community bookmark contest and a performance of "The Wishing Well" by Brūka Theatre. In addition to many former branch employees and board members who came to help celebrate, our special guests included County Commissioner Vaughn Hartung, County Manager John Slaughter, former Library Director Nancy Cummings and author Terri Farley.

Staffing & Staff Development:

- Long-time Aide Theresa Granberg retired and Toni McLaughlin has taken her place.
- Stephanie Church has become a computer training teacher for patrons, at the Downtown Reno Branch.
- Joy Betton is expanding her skills by pursuing her IDP (Individual Development Plan).
- Aurora Partridge was an Event Coordinator for the Reno Mini-Maker Faire.
- Regular staff trainings took place most Mondays until our hours changed in May 2015. In August, we began reinstating our regular trainings in such areas as Reference Interview review, in-depth database review, outreach, reader's advisory, technology, safety and more.
- 29 volunteers donated 1,694 hours in FY 14/15. 7 received Presidential Volunteer Service Awards. Our volunteers provide direct public service to our patrons through their *many* program offerings, shelving, watering plants, sorting gift books, and general stack maintenance. WCLSD High School Transition Students once again joined us weekly from September through May to gain job related skills. In May, a volunteer Fiesta was hosted by staff for 40 volunteers and their families!
- Spanish Springs staff identified many concepts from the Community Connect data. We have followed through on all of them, but still are working on add more social media to this branch, and highlighting what it has to offer for business entrepreneurs.

Budget & Materials:

- Thanks to the FWCL SCEC gift, and library gift funds we have a new sign on the southwest wall of our library facing Pyramid Highway. It is especially helpful when looking for the library at night as the sign boasts an LED light and can be seen by traffic heading both north and south.
- STEM toys for kids, young adults, and Family Games Day were purchased and people love them!
- Select staff have been assisting with collection assessment, and with a few others have been helping to shift our materials to better serve our patrons. Reference, DVD's, Fiction, Large Print, 300's, and 600's.
- 25 periodicals and funds for Flipster, were donated during the 2015 Periodicals Drive.
- Spanish Springs Library continues to send bins of donated items and weeds in good condition to the Friends of Washoe County Library for their book sales. In addition, we sent 20 boxes to Better World Books.

Technology:

The Technology at the Spanish Springs Library has greatly expanded over the past year. Much of it thanks to the generosity of the FWCL, and a LSTA STEM grant from the State of Nevada.

- The new technology in all three meeting room areas (Paiute/Shoshone, Washoe, and the Story Room) allows patrons and staff almost unlimited resources for their technological needs. An 80" smart TV allows computer/device users to show anything, including 3D-BluRay movies; it also has a great sound system. The Story Room technology also includes Apple TV. The Washoe Room technology has been used by the Spanish Springs High School students to create 3D Animation, but still has the capability to play VHS tapes.

- Spanish Springs now has a Tech Bar which features a variety of new devices for patrons to use, a scanner, a fax machine with phone, a Downloadable computer with a touch screen monitor, a Linux computer and a computer reservation station.
- The front display TV shows banners of our programs, but can also receive television stations when needed.
- The LSTA STEM grant funded new toys and manipulatives for the children's area. You will find everything from a Hop Scotch rug to AWE computer stations with touch screen monitors and new beautiful red furniture!.
- In September 2015 we added a device bar for staff, as well, to keep ourselves up to date on assisting others with new technologies, and to help make our reference work faster.
- In July 2015 we changed our e-Book Cafes to Tech Cafes in which we help patrons with device issues in addition to providing downloadable assistance.

Facility & Incidents:

- In May 2015, we added an hour to our open hours for our public on Tuesdays with staff flexing time on Sundays so no overtime is used.
- We moved our Book Sale shelves away from our gallery space and relocated it by our large picture windows. This gives patrons more light to browse for a great read and allows us to use the gallery space for art, discussion, events and more. Truly a win, win!
- A hydration station was added to our front hallway. It gets so much use the counter is broken!

Programs & Services:

- Our Tech Away Faire last August showcased our Tech Bar, Idea Box, and featured many of the technology people and spaces in our greater Reno-Sparks area. Over 400 people attended.
- We began our "All 1st Grade Outreach" in March of 2014-2015 reaching a total of 574 first graders and encouraging them to come to the library. Additionally, four elementary schools in our service area requested Kiss the Pig All School outreaches. This raised our total number of students reached to 2,998 in four months. We are right on track to begin this project again next month.
- We started Idea Boxes in August and continue with this popular interactive display. Now we are adding the LSTA Idea Boxes which include music, art and more! Julie Machado is the grant coordinator.
- Programming attendance soared with 1,094 programs and 23,512 attendees.
- Computer use remains constant at 17,691, but Wifi use with personal devices still continues to be the number one choice of Internet access, and those numbers are currently not counted.
- Most memorable programs at our facility for 2014-2015 include Early Voting, Early Immigrants, Home Means Nevada, Spellbinders, Windsync, Gingerbread Houses, Young Writers Workshop 2, Shaw Middle School Choir's Holiday Concert, Cascades Art Reception, From Skeptic to Believer, Bernie Beauchamp Puppetry, Brain Awareness, Kahurangi Maori Dancer Theatre, Solar for Homeowners, our 10th Anniversary Party, Storyteller Jim Cogan, Pyramid Lake Junior Senior High School Artown Reception & Show, Wild Kingdom Heroes and RTC's Pyramid Highway Project.
- In March 2015, we began a partnership with Nature's Bakery, a local company which manufactures a variety of flavors of fig bars. Nature's Bakery now provides a healthy snack for our monthly Movie Matinees which are now on Sunday afternoons.
- 2555 early voters at Spanish Springs Library last fall.
- 212 AARP Tax returns completed this year at Spanish Springs Library this spring.

Spanish Springs Library



Tech Away Faire



Public Tech Bar



Young Writers' Workshop



Cascade Art Reception



Pyramid Lake Jr and Sr High School
Artown Art Reception



Kahurangi Maori
Dancer Theatre



Spanish Springs Library 10th Anniversary Party!
Cake! Selfie Station with Maureen! Shiloh!

TO: Washoe County Library Board
FROM: Beate Weinert, Program Coordinator
RE: Friends Report
DATE: October 21, 2015

The Friends of Washoe County Library Board of Directors met Wednesday, October 7, at the North Valleys Library. Following are a few highlights:

- September Book Sale was the most successful this year, totaling \$18,379.
- November Book Sale is on November 14-22, 2015, from 10-5pm, at Reno Town Mall.
 - Featuring Cookbooks.
 - November 22 is Bag Day – Bag is supplied by the Library and the public fills it up for \$5
 - Members only on November 13 from 3pm to 6pm
- Amazon Sales: September boasted 34 books selling for a total of \$1,620.18
- Secondhand Prose 11th Annual Open House is Saturday, December 5, 10-3pm at the Northwest Reno Library

As a token of appreciation, when becoming a Friends member, individuals will receive a version of the attached coupon to redeem a FWCL Book Bag at their Sierra View books sales or at Secondhand Prose in the Northwest Reno Library.

Next Friends Board Meeting has been schedule for Wednesday, November 4, 5:30pm at the Northwest Reno Library

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

FY 2015 / 2016

12-Oct-15

<u>TITLE</u>	<u>CURRENT YEAR</u>			<u>PRIOR YEAR</u>				
	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 5,467,684	\$ 1,293,218	\$ 4,174,466	24%	\$ 5,324,211	\$ 1,365,301	\$ 3,958,910	26%
EMPLOYEE BENEFITS	\$ 2,296,996	\$ 587,634	\$ 1,709,362	26%	\$ 2,176,225	\$ 520,810	\$ 1,655,415	24%
SERVICES & SUPPLIES	\$ 496,386	\$ 236,797	\$ 259,589	48%	\$ 426,252	\$ 179,764	\$ 246,488	42%
CAPITAL OUTLAY								
TOTAL:	\$ 8,261,066	\$ 2,117,649	\$ 6,143,417	26%	\$ 7,926,688	\$ 2,065,875	\$ 5,860,813	26%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

FY 2015 / 2016

12-Oct-15

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	\$ 1,164,278	\$ 149,284	\$ 1,014,994	13%	\$ 685,108	\$ 164,191	\$ 520,917	24%
EMPLOYEE BENEFITS	\$ 495,296	\$ 71,509	\$ 423,787	14%	\$ 302,964	\$ 70,738	\$ 232,226	23%
SERVICES & SUPPLIES	\$ 1,002,423	\$ 207,457	\$ 794,966	21%	\$ 905,495	\$ 154,551	\$ 750,944	17%
CAPITAL OUTLAY			\$ -					

TOTAL: \$ 2,661,997 \$ 428,250 \$ 2,233,747 16% \$ 1,893,567 \$ 389,480 \$ 1,504,087 21%

ITEM 6d

GIFT FUND BALANCE AS OF SEPTEMBER 30, 2015					ITEM 6d
<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>		
CHILDREN'S COORDINATOR	\$ 5,616.59	\$ 5,616.59	\$ -		
DOWNTOWN RENO	\$ 17,451.97	\$ 8,260.71	\$ 9,191.26		
DUNCAN / TRANER	\$ 848.25	\$ 500.00	\$ 348.25		
GERLACH	\$ 3,618.53	\$ 3,618.53	\$ -		
INCLINE	\$ 7,687.70	\$ 2,199.47	\$ 5,488.23		
INTERNET	\$ 1,485.81	\$ 1,485.81	\$ -		
NORTHWEST	\$ 10,709.50	\$ 295.63	\$ 10,413.87		
NORTH VALLEYS	\$ 15,267.57	\$ 947.05	\$ 14,320.52		
SENIOR CENTER	\$ 2,457.00	\$ 500.00	\$ 1,957.00		
SIERRA VIEW	\$ 12,860.47	\$ 1,500.00	\$ 11,360.47		
SOUTH VALLEYS	\$ 14,284.18	\$ 2,055.16	\$ 12,229.02		
SPANISH SPRINGS	\$ 19,923.66	\$ 3,175.19	\$ 16,748.47		
SPARKS	\$ 14,800.26	\$ 115.57	\$ 14,684.69		
SYSTEMS OFFICE	\$ 47,440.06	\$ 47,303.62	\$ 136.44		
SYSTEMWIDE	\$ 176,057.99	\$ 175,939.97	\$ 118.02		
SYSTEMWIDE INTEREST	\$ 120,921.41	\$ -	\$ 120,921.41		
TECHNICAL SERVICES	\$ 37,309.96	\$ 37,123.85	\$ 186.11		
VERDI	\$ 3,133.60	\$ 500.00	\$ 2,633.60		
TOTALS:	\$ 511,874.51	\$ 291,137.15	\$ 220,737.36		

Washoe County Library System

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

Accumulative		Library Visits		Patron Computer Use		Program Attendance		Digital Visits			
2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2015 - 2016	% Change	
166,953	145,188	-13.04%	98,714	80,867	-18.08%	25,347	22,764	-10.19%	6,956	6,406	-7.91%
157,069	137,408	-12.52%	94,781	89,571	-5.50%	22,807	22,562	-1.07%	6,308	5,206	-17.47%
155,234	142,445	-8.24%	91,907	77,877	-15.27%	23,022	22,900	-0.53%	5,379	5,880	9.31%
163,330	0	0	111,021	0	0	23,360	0	0	21,231	0	0
142,699	0	0	79,964	0	0	20,666	0	0	6,749	0	0
140,348	0	0	81,286	0	0	21,187	0	0	5,407	0	0
161,353	0	0	92,700	0	0	22,790	0	0	6,116	0	0
142,907	0	0	87,713	0	0	20,447	0	0	7,545	0	0
151,184	0	0	95,841	0	0	22,988	0	0	10,615	0	0
146,691	0	0	91,129	0	0	23,070	0	0	8,682	0	0
143,844	0	0	82,361	0	0	21,919	0	0	7,299	0	0
137,787	0	0	85,910	0	0	22,678	0	0	5,871	0	0
1,809,399	425,041	-11.31%	1,093,327	248,315	-12.99%	270,281	66,226	-4.14%	96,158	17,492	-6.17%
Totals to Date	479,256		285,402			71,176			18,643		
<p>Note 1: FY 15/16 GRAND TOTAL (includes Library, Partnership Public Hours, Downloadable Materials, Database Usage and Read & Share): 1,073,765</p> <p>Note 2: School checkouts are now being tracked separately from public hour checkouts, which will decrease the numbers in FY 15/16. FY 14/15 checkouts included school and public hours together. FY 15/16 reflects only public hour checkouts.</p> <p>Note 3: 'Website Visits' has been changed to 'Digital Visits', which now includes website, catalog, and online services visits. FY 15/16 will establish base figures so there will be no comparisons.</p>											
<p>PLEASE NOTE:</p> <p>CHECKOUT TOTALS</p> <p>a. Reflect only public hours for Partnership Libraries</p> <p>b. Do not reflect Gerlach or Collection Development</p>											

Washoe County Library System

Monthly Statistics Report for Fiscal Year 2015-2016

For The Month Of: SEPTEMBER



BRANCH ACTIVITY	Library Visits		Checkouts		Patron Computer Use		Program/Outreach Attendance			
	# visits	YTD	# checkouts	YTD	# signups	YTD	# adult	YTD	# youth	YTD
	Duncan/Traner (Public Hours)	371	1,283	194	802	116	292	0	0	0
Gerlach (Public & School Hours)	5,008	16,805	5,412	17,029	466	1,463	35	209	222	898
Incline	0	0	12,163	35,890	1,142	3,415	45	92	380	1,044
North Valleys	10,563	30,460	21,278	62,063	1,796	5,094	85	249	839	2,637
Northwest	9,652	35,542	20,851	61,607	5,205	15,768	71	201	226	690
Senior Center	2,084	6,344	931	2,903	382	1,118	0	75	0	0
Sierra View	13,160	46,278	18,277	54,652	5,973	16,672	116	141	480	682
South Valleys	15,087	42,433	23,519	70,463	774	2,336	318	826	1,325	3,827
Spanish Springs	8,685	27,323	14,718	44,886	1,448	4,450	106	327	1,129	3,357
Sparks	12,870	40,837	24,588	72,942	5,592	17,592	79	199	424	2,038
Verdi (Public Hours)	397	919	399	1,572	6	26	0	0	0	0
Total:	77,877	248,315	142,445	425,041	22,900	68,226	855	2,319	5,025	15,173
ADMINISTRATION OUTREACH										
ONLINE ACTIVITY										
Downloadable Materials (ebooks, audiobooks, magazines)			20,937	58,304						
Digital Visits (includes website, catalog, online services)	207,273	585,861								
Database Usage			10,126	32,550						
Social Media Reach							11,215	30,616		0
Total:	207,273	585,861	20,937	58,304			11,215	30,616	0	0
MISCELLANEOUS										
Read & Share			4,601	14,649						
Total:			199,445	590,420						
GRAND TOTALS	285,150	834,176	362,827	1,073,765	22,900	68,226	12,070	33,035	5,025	15,173
SCHOOL HOURS										
Duncan/Traner	2,328	3,625	2,682	4,610						
Verdi		1,453	1,313	1,949						
Total:	2,328	5,078	3,995	6,559						

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

Washoe County Library System

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

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

	Meeting Room Use						% Change
	2014-2015	2015-2016	% Change	2014-2015	2015-2016	% Change	
	# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance	
Administration Outreach							
Duncan/Traner	0	0	0.00%	0	0	0	0
Gerlach							
Incline	19	15	-21.05%	253	248	248	-1.98%
North Valleys	2	6	200.00%	50	33	33	-34.00%
Northwest	15	10	-33.33%	166	86	86	-48.19%
Reno	37	29	-21.62%	382	408	408	6.81%
Senior Center	0	0	0	0	0	0	0
Sierra View	2	5	150.00%	6	11	11	83.33%
South Valleys	64	67	4.69%	1,180	1,505	1,505	27.54%
Spanish Springs	44	39	-11.36%	1,087	707	707	-34.96%
Sparks	5	9	80.00%	53	102	102	92.45%
Verdi	0	0	0	0	0	0	0
Totals	188	180	-4.26%	3,177	3,100	3,100	-2.42%

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