



**LIBRARY BOARD OF TRUSTEES SPECIAL MEETING AGENDA  
WEDNESDAY, DECEMBER 7, 2016  
4:00 P.M.**

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

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

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

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

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

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

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

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

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person  
*No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.*
- 3) New Business
  - a. *For Possible Action:* Accept First Portion of Bequeathment Funds from David J. Tacchino Trust Estate dated October 30, 2006 Providing a Residuary Gift of 15% of the Trust Estate to the Washoe County Library to be Used in a Supplemental Manner Which Allows or Enhances Citizen Access to Washoe County Libraries
  - b. *For Possible Action:* Approval of Revised Public Hours at Downtown Reno, Duncan Traner, Incline Village, North Valleys and Sierra View Libraries Effective on Monday, January 2, 2017.
  - c. *For Possible Action:* Approval of Revised Fines, Fees & Charges Policy
  - d. *For Possible Action:* 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
  - e. *For Possible Action:* Approval to Cancel Scheduled Library Board of Trustee Meeting for December 21, 2016
- 4) 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.*
- 5) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 6) Adjournment

**TO:** Washoe County Library Board

**FROM:** Jeff Scott, Library Director

**RE:** Accept First Portion of Bequeathment Funds from David J. Tacchino Trust Estate dated October 30, 2006 Providing a Residuary Gift of 15% of the Trust Estate to the Washoe County Library to be Used in a Supplemental Manner Which Allows or Enhances Citizen Access to Washoe County Libraries

**DATE:** December 7, 2016

**Background:** David J. Tacchino established a trust (\$6,020,461.32) on October 30, 2006 which bequeathed 15% to the Washoe County Library upon his death after payouts to several individuals and the Historical Society of Reno, Nevada. Mr. Tacchino's death in the fall of 2015 activated the trust and Washoe County Library was contacted regarding supplemental conditions set upon establishment of the trust for the Library System to receive the bequeathment.

The Board approved the Release and Partial Distribution Agreement, which was executed by Chair Wilson at the meeting. The approval and execution of the document authorized the release of the first portion of bequeathment funds to the Washoe County Library System to be used as outlined in the Release and Partial Distribution Agreement Schedule C.

**Recommendation and Suggested Motion:** The Washoe County Library Board of Trustees accepts the first portion of bequeathment funds from the David J. Tacchino Trust Trustee Carl Rueckl to be used in the supplemental manner as outlined in the Release and Partial Distribution Agreement Schedule C .

## Schedule "C"

### A. Renovation of Downtown Reno Library

The Beneficiary will use the funds as follows: Furniture (book shelving, tables, chairs, and equipment that enhance access to the collection) and children's materials at Downtown Reno Library.

Furniture: \$220,000  
Opening Day Children's Books: \$100,000  
Trust Expenditures: \$320,000

County/Grant Supported Pieces  
Carpet: \$200,000 County/Grant Supported  
Paint: \$100,000 County/Grant Supported  
Asbestos: \$100,000 County/Grant Supported  
Lighting: \$58,000 County Supported  
County/Grant Supported \$458,000

Trust Supported: \$320,000  
County/Grant Supported: \$458,000  
Total project costs: \$778,000  
Remaining: \$420,000

### B. Sparks/Northwest

\$420,000 of the remaining Funds will be used by the Beneficiary for the renovation of Sparks/Northwest Library by acquiring new Furniture, Fixtures, and Equipment. Washoe County Library would use the same 50/50 formula for this projects. One half trust funds for books and furniture, and one half county/grant funds to support infrastructure.

**TO:** Library Board of Trustees  
**FROM:** Jeff Scott, Director  
**RE:** Approval of Revised Public Hours at Downtown Reno, Duncan Traner, Incline Village, North Valleys and Sierra View Libraries Effective on Monday, January 2, 2017  
**DATE:** December 7, 2016

**Background:** In support of

- Public requests
- Provide consistency in closure times throughout the Library System
- The Facility Master Plan recommendation to expand access at strategically located libraries; and
- Conditions set during lease negotiations at the Sierra View Library,

I am recommending that the Library Board approve revised public hours at five branches effective Monday, January 2, 2017, in accordance with the chart below (new hours are in ***bold italics***):

Branch	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
Downtown Reno – Current	9-5:30	9-5:30	9-5:30	9-5:30	--	--	10-5	41
<b><i>Downtown Reno – Proposed</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	--	--	<b><i>10-5</i></b>	<b><i>39</i></b>
Duncan Traner – Current	--	3-5:30	--	3-5:30	--	--	--	5
<b><i>Duncan Traner – Proposed</i></b>	<b><i>3-6</i></b>	<b><i>3-6</i></b>	<b><i>3-6</i></b>	<b><i>3-6</i></b>	--	--	<b><i>1-5</i></b>	<b><i>16</i></b>
Incline Village – Current	--	11-6	11-6	11-6	11-6	11-6	--	35
<b><i>Incline Village – Proposed</i></b>	<b><i>11-6</i></b>	<b><i>11-6</i></b>	<b><i>11-6</i></b>	<b><i>11-6</i></b>	<b><i>11-6</i></b>	--	--	<b><i>35</i></b>
North Valleys – Current	--	10-5	10-7	10-5	10-5	10-4	--	36
<b><i>North Valleys - Proposed</i></b>	--	<b><i>10-6</i></b>	<b><i>10-7</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>1-4</i></b>	--	<b><i>36</i></b>
Sierra View – Current	10-6	10-6	10-6	10-6	10-6	10-5	--	47
<b><i>Sierra View – Proposed</i></b>	<b><i>1-6</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-6</i></b>	<b><i>10-5</i></b>	<b><i>1-5</i></b>	<b><i>48</i></b>

Under the proposed schedule, the net change in total combined weekly hours for the five listed branches would be +28, and system-wide coverage would be as follows:

- Monday-Friday: All open branches will be open until at least 6 pm, excluding Senior Center Library.
- Mondays: Incline Village Library will be open to the public.
- Saturdays: Incline Village Library will be closed to the public.
- Sundays & Mondays: Sierra View Library will be open to the public for 4 hours and 5 hours.

None of the changes require additional staffing at this time, as the Managers are adjusting staff schedules to accommodate the changes in the hours set forth.

**Recommendation:** Approve the revised public hours at the Downtown Reno, Duncan Traner, Incline Village, North Valleys and Sierra View Libraries as set forth in the staff report, effective January 2, 2017.

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Approval of Revised Fines, Fees & Charges Policy  
**DATE:** December 7, 2016

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

*Overdue Library Materials Fines*

- Removal of dollar amount, replaced with “Maximum fine per item will not exceed replacement cost.
- Addition of verbiage stating that books, magazines, and audiobooks checked out to a minor library cardholder will not accrue fines.

*Lost Materials and Materials Damaged Beyond Repair*

- Including verbiage to bullet three that replacement cost for materials checked out on a minor library cardholder card are exempt.
- Removal of verbiage regarding receipt of a suitable replacement.

*Library Fees*

- Removal of “other than staff initiated library business” from print fees

*Default Replacement Costs*

- Removal of computer software – no longer a circulated item
- Removal of Kinder/Theme kit – no longer a circulated item

**Recommendation and Suggested Motion:** Approve the revised Fines, Fees & Charges Policy, effective December 8, 2016.



## FINES, FEES AND CHARGES POLICY

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

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

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

### Overdue Library Material Fines

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

Adult library cardholders: 25 cents per day per item. Includes two renewals. ~~Maximum fine per item will not exceed replacement cost \$18.00, not to exceed replacement cost of item.~~

Minor library cardholders: (Age 17 and younger) No fines will accrue on books, magazines, and audiobooks checked out to a minor library cardholder. 10 cents per day per item for all other materials, including DVDs, Blu-Rays, and music CDs. Includes two renewals. Maximum fine per item will not exceed replacement cost. Items will be declared "lost" on the 54th day overdue. An appropriate replacement fee will be assessed on the 54th day; however, no overdue fines or replacement charges are charged on books, magazines, and audiobooks once the items are returned.

E-Readers: \$2.00 per day per item, maximum fine per item \$10.00. ~~(Adult and Minor cardholders.)~~

### Lost Materials and Materials Damaged Beyond Repair

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

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

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

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

- If the item is not returned, the patron owes the replacement charge.
- If the item is damaged beyond repair, the patron owes the replacement charge.
- If the lost item is returned, the patron still owes any applicable overdue fines, with the exception of books, magazines and audiobooks checked out to a minor library cardholder.
- ~~If the patron, with the approval of the library supervisor, provides the library with a suitable replacement for the lost item, the replacement charge is waived.~~
- If a patron pays the replacement charge and later returns the "lost" item to the library, no refund is given. The patron may keep the book or donate it to the library.



## Library Fees

### Library card fees:

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

External storage device	\$ 2.00 above cost
Headphone purchase	\$ 2.00 above cost
Meeting room	\$20.00 per reservation
Print fees	\$ .25 per page ( <del>other than staff-initiated library business</del> )

\*Includes printing of received faxes

## Default Replacement Charges

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

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

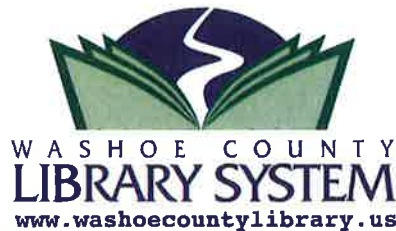
### Other replacement charges:

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

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

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

**APPROVED: February 15, 2006**  
**REVISED: October 16, 2014**  
**REVISED: November 19, 2015**  
**REVISED: December 8, 2016**



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External storage device	\$ 2.00 above cost
Headphone purchase	\$ 2.00 above cost
Meeting room	\$20.00 per reservation
Print fees	\$ .25 per page
Includes printing of received faxes	

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

Audiobook set	\$40.00
CD set (music)	\$40.00
CD (music)	\$15.00
DVD set	\$40.00
DVD	\$25.00
Hard cover book	\$25.00
E-reader	\$80.00
E-reader case	\$15.00
E-reader USB cord	\$ 3.00
E-reader wall charger	\$20.00
Magazine	\$ 3.00
Paperback	\$10.00
Read-along	\$10.00
Reference material	\$50.00
Vertical file material	\$ 5.00

### Other replacement charges:

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

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

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

**APPROVED: February 15, 2006**  
**REVISED: October 16, 2014**  
**REVISED: November 19, 2015**  
**REVISED: December 8, 2016**

**TO:** Washoe County Library Board  
**FROM:** Debi Stears, Resources Librarian  
**RE:** 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  
**DATE:** December 7, 2016

**Background:**

## Budget Standards

The Nevada Library and Archives sets minimum public library standards for the state. Item 7 specifically addresses budget allocation for materials:

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

- Option I: Meet or exceed at 90% - The five-year average of amounts spent on collections.
- Option II: Meet or exceed at 30% - Amount spent on collections divided by Total Services and Supplies budget.
- Option III: Meet or exceed at 10% - Adjusted total operating budget divided by collection budget.

For Washoe County Library System the state standards for 2016/2017 are:

- Option I Minimum= \$601,408.08
- Option II Minimum = \$586,506.09
- Option III Minimum = \$1,145,258.26

When we look at peer libraries (serving populations between 386,000 and 455,000) we see that the average materials expenditure is \$2,386,730, or 20% of their operating budget.

Washoe County Library System Materials Spending

For FY2017 the materials budget is \$884,720. This represents continued recovery over the last few years. FY2013 saw our lowest materials budget of \$530,450. The good news is that we have increased materials spending by 67% in four years. While we continue to lag considerably behind peer institutions and still fall short of the 10% funding goal by \$260,538.26, we have been able to make considerable gains.

Increased funding has allowed us to reduce wait times for popular items. We now purchase an additional copy of any book with more than 5 people waiting per copy. Just a year ago we didn't reorder until 10 patrons were waiting per copy. We have added Lucky Day books throughout the system so that patrons walking into any branch can find a copy of the most recent bestsellers.

In support of the system's focus in supporting early literacy we have nearly tripled the spending for children's materials. We're working to ensure that popular children's items are on the shelf in each of our branches.

By shortening the loan period for movies and music, we were able to reduce the number of copies needed to meet demand. This freed up funds in the budget to expand to Blu-ray movies. We now see Blu-ray copies outpacing DVDs in requests.

We continue to increase spending in digital content. This year we increased our digital magazine holdings from 26 titles to 124. We continue to increase spending in eBooks and downloadable audio and have seen circulation of that format double in the last two years, making the Internet Branch our location with the highest circulation each month.

We've purchased CollectionHQ software, which helps ensure that we curate a collection that meets the needs of our community. Each branch has worked diligently to identify and remove items from the collection that are no longer in demand. We are applying our State Grant in Aid to identifying children's books that have become worn due to high circulation (many have been checked out over 200 times) and replace those worn copies with fresh new copies.

Branches will spend the next several months getting their collections ready for RFID. Staff will attach a microchipped ID tag to each item in the collection, replacing the need for barcodes and security strips. When patrons check out an item the security will automatically be switched off. When items get checked back in security will automatically be switched back on. New security gates and check-out software should be in place in the early part of the next fiscal year. Later in the year we're looking to install automated check-in machines and material sorters in each branch.

We have performed a cost analysis of processing and cataloging materials using WCLS staff compared to using vendor-provided services. The system has begun to shift some of those tasks to vendors which has freed up 1.5 FTE positions to move to public service in support of branches providing more public hours.

We have also worked to make it easier for the public to discover the great items in our collection. We were an early adopter of Koios, which alerts users that the library has the item they googled or searched in Amazon. Last year we added NoveList Select to our catalog, providing reading suggestions from our collection for any book searched in the catalog.

#### Future Needs

Despite our recent gains and successes, we still face limitations given our materials budget shortfall. Increased funding would enable us to:

#### Increase Digital Content

- Reduce wait times for eBooks and Downloadable content to match that of print books
- Stream movies and music directly to patrons' devices

#### Improve Print Collections

- Increase graphic novel collection
- Create robust collection of non-fiction easy readers
- Replace worn copies of popular items
- Support local book groups with collection of "book group kits" of books and discussion questions

**Recommendation and Suggested Motion:** Approve (1) Option II as described in this staff report and 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.

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Approval to Cancel Scheduled Library Board of Trustee Meeting for  
December 21, 2016  
**DATE:** December 7, 2016

**Background:** Library Administration would like to cancel the Library Board of Trustee Meeting scheduled for December 21, 2016. Any agenda items that have not been addressed at this meeting will be placed on the agenda for the January 18, 2016 meeting.

**Recommendation and Suggested Motion:** Approve cancellation of the scheduled Library Board of Trustee Meeting on December 21, 2016.