

~ REVISED ~

**LIBRARY BOARD OF TRUSTEES' MEETING AGENDA
WEDNESDAY, JANUARY 21, 2009
4:00 P.M.**

**Downtown Reno Library
301 South Center Street
Reno, NV 89501**

PURSUANT TO NRS 241.020, THE AGENDA FOR THE TRUSTEE 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 241.020, THIS NOTICE HAS BEEN POSTED ON THE OFFICIAL WEBSITE FOR THE WASHOE COUNTY LIBRARY SYSTEM AT www.washoe.lib.nv.us.

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. 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 OFFICES AT 327-8341 24 HOURS PRIOR TO THE DATE OF THE MEETING.

Unless otherwise indicated by an asterisk (*), all items on the agenda are action items upon which the Library Board of Trustees will take action.

1. Roll Call*
2. Approval of Minutes from Board Meeting of December 17, 2008
3. Old Business
 - A. Discussion and Possible Action Regarding Revision of the Bylaws of the Washoe County Library Board of Trustees
 - B. Staff Report and Possible Action Regarding the 2008/2009 Washoe County Budget Reduction Plan to Include the Status of Phase II of the Library System Budget Reduction Plan

4. New Business
 - A. Discussion and Possible Action Regarding Revision of the Fines, Fees and Charges Policy
 - B. Staff Report on Mobile Services Programs, Activities and Operations*
 - C. Staff Report on Northwest Reno Library Programs, Activities and Operations*
5. Library Administration Report to the Board to Include Library Administration, Library Programs and Activities, Volunteers/Community Collaborations and Media Coverage*
6. Financial Reports to Include the Monthly Expenditure Comparison Reports and Gift Fund Report*
7. Monthly Library Usage Statistics Report*
8. Public Comment and Discussion Thereon – Five Minute Time Limit Per Person*
9. Board Comment – Limited to Announcements or Issues Proposed for Future Agendas and/or Workshops*
10. Adjournment

LIBRARY BOARD OF TRUSTEES' MEETING MINUTES December 21, 2008

The Board met in regular session at the Downtown Reno Library, 301 South Center Street, Reno, Nevada. Chair June Burton called the meeting to order at 3:05 p.m.

ROLL CALL

Board Members Present: June Burton, Dianne Drinkwater, Fred Lokken, Judy Simon and Al Stoess

Library Staff Present: Brenda Baxter, Shelley Brant, Kristin Cannard, Tammy Cirrincione, Max Conelly, Corinne Dickman, Debbie Gunderman, Nancy Keener, Barbara Lentz, Carol Lloyd, Julie Machado, Arnie Maurins, Cathy Maurins, Maureen McElroy, Michelle Millard, Jennifer Oliver, Brenda Owens, Aurora Partridge, Amber Sady, Bonnie Saviers, Cecily Small, Dianne Varnon, Scottie Wallace, Liz Williams and Rocky Badolato

County Staff Present: Budget Analyst Pam Fine and Deputy District Attorney Herb Kaplan

SECRETARY'S REPORT

On motion by Mr. Lokken, seconded by Ms. Drinkwater, which motion duly carried, the Board approved the minutes of the November 19, 2008, meeting. Ms. Simon abstained.

OLD BUSINESS

Revision of the Bylaws of the Washoe County Library Board of Trustees

Mr. Lokken and Ms. Drinkwater discussed the proposed changes for the Bylaws, and highlighted the following changes:

- It is in a more contemporary font and in outline form
- The term of office for both the Chair and Vice Chair was changed from two years to one year
- An additional "Public Comment" is located at the beginning of the agenda
- A provision has been added to allow citizens to place items on the agenda
- A provision has been added limiting the duration of Board meetings to an hour unless the Board votes to extend the time
- Provisions covering the Open Meeting Law and Ethics in Government have been added

Following discussion, it was the consensus of the Board that clarification of NRS 379.020 regarding the terms of Trustees was needed.

On motion by Dr. Stoess, seconded by Mr. Lokken, which motion duly carried, the Board tabled this item until the next meeting.

Staff Report on the 2008/09 Washoe County Budget Reduction Plan

Mr. Maurins reviewed the information presented at the meeting with the Library Board.

He stated that Phase I is to be presented to the Board of County Commissioners on January 13, and Phase II is to be presented by February 1. He further noted that if the Board feels that any of the proposed fees or reductions are not appropriate, we could transfer some additional costs to the Expansion Fund from materials,

supplies, equipment or other line items in the amount of \$100,000, but if we do that this year, it will reduce the amount we have available if additional cuts are necessary next year. His preference is to leave the Expansion Fund as is if at all possible and save it as a reserve for next year if further reductions are necessary.

The Board expressed its appreciation to staff for all of the hard work that has been put into the budget plan on such short notice, and for not recommending a reduction of hours.

Mr. Lokken requested an update on what portion of the population utilized the Mobile Library, and Ms. Drinkwater would like to know what options, if any, there are to serve the population if the Mobile Library was to be sold.

Mr. Maurins advised the Board that the Friends of Washoe County Library allocated approximately \$52,000 in December to purchase systemwide materials, an announcement that drew applause from the Board. He added that the second installment of the State grant-in-aid money in the amount of \$15,700 will be received because the additional cuts in the State budget were postponed. It was the consensus of the Board that a thank-you letter from the Board to the pertinent state officials would be appropriate.

Herb Kaplan arrived at 3:45 p.m.

On questioning by the Board, Pam Fine, Budget Analyst, advised that the requirement for Phase II is that the Library Director is to identify how the Library will meet the required reduction by February 1.

Following discussion of the ramifications for both phases of the plan, including possible negative public reaction and loss of service, and comment from several staff members, on motion by Ms. Simon, seconded by Mr. Lokken, which motion duly carried, the Board approved Phase I of the Plan for Budget Reduction and Enhanced Revenues as presented, with the understanding that a revised version of Phase II will be presented at the January meeting. Dr. Stoess opposed.

NEW BUSINESS

Closure of the Library System on Saturday, July 4, 2009 (Independence Day), and Saturday, October 31, 2009 (Nevada Day)

The Library Board reviewed the information submitted in the Board packet.

Mr. Maurins advised the Board that the only closure that is being requested is Saturday, July 4. The official Nevada Day holiday is always the last Friday in October, so there is no need to close on October 31.

On motion by Mr. Lokken, seconded by Ms. Drinkwater, the Board approved the closure of all Washoe County Library System library branches on Saturday, July 4, 2009.

Staff Report on Downtown Reno Library Programs, Activities and Operations

Scottie Wallace, Downtown Reno Library Manager, noting the need to be brief, welcomed the Board to the Downtown Reno Library and highlighted the following:

- The Downtown Reno Library is the largest facility in the Washoe County Library System. There are over 58,000 square feet, most of which is available to the public.
- On her arrival in 2003, there were approximately 250,000 items stored in the facility; it is now down to approximately 170,000 items, but that is not necessarily a bad thing. Items are constantly being added and weeded to maintain the collection, and the process is never done.
- There are 24 employees staffing this facility, both full-time and part-time.
- The Senior Center Library is an "extension" of the Downtown Reno Library, and staff "floats" between the two locations.
- There are 9 frozen positions between the two branches that have been maintained for quite some time.

- The Downtown Reno Library opens at 9:00 a.m. because that is what the neighborhood required. Closing time is 5:00 p.m. on weekdays because the downtown area empties at that time, and the branch is open 7 days per week at times that are needed the most.
- Several informational items were distributed to the Board covering the available databases, instructions on how to access the databases, a telephone number to access information at this library facility and information on downloadable books.
- The Board may, like all members of the public, call the Downtown Reno Library, or any other library facility, for assistance with any resource or service, including arrangements for a staff member to attend a meeting to explain more about the databases, downloadable books or other services offered by the Library System.
- She noted that all staff members are doing the best they can to get information out rather than warehouse it.

LIBRARY ADMINISTRATION MONTHLY REPORT TO THE BOARD

The Library Board reviewed the report submitted in the Board packet.

Mr. Maurins reminded the Board that April 14 is Library Day at the State Legislature, and all Board members are invited to contact and meet with their legislators.

FINANCIAL REPORTS

The Library Board reviewed the reports submitted in the Board packet.

MONTHLY LIBRARY USAGE STATISTICS REPORT

The Library Board reviewed the report submitted in the Board packet.

Mr. Maurins noted that the report is now done in black ink at the request of the Board. If any other changes are desired, the Board can let him know; no official motion is required. He further noted that the checkout figures in the next report may be different because we will be using another reporting system that counts differently.

PUBLIC COMMENT AND DISCUSSION

Jennifer Oliver, Development Officer, advised the Board that the total allocation made by the Friends of Washoe County Library was \$105,000, and that it is greatly appreciated.

The Board noted its thanks to the Friends for their continued support.

BOARD COMMENT

Mr. Lokken requested a brief report at a future meeting about the steps the Library System taking to "go green," how it is being promoted in the community and potential partners.

ADJOURNMENT

On motion of Ms. Simon, Ms. Burton adjourned the meeting at 4:15 p.m.

WASHOE COUNTY LIBRARY SYSTEM
PLAN FOR BUDGET REDUCTION AND ENHANCED REVENUES
Target Amount for Remainder of FY 2008-09: \$592,000 (Phase 1) + \$254,000 (Phase 2) = \$846,000

	FY 2009		Impacts/Notes
	Feb-June	Remaining	
<u>PHASE 1 - Approved on December 17th</u>	Reduction	Balance	
GENERAL-FUND REDUCTIONS:			
Salary Savings Exceeding Previous Plan	\$505,000 *		Existing staff stretched further; longer waits for service
Operating Supplies	\$8,000	\$45,700	Work requiring supplies gets delayed or deferred
Pooled Positions (Temp Pool)	\$16,000	\$8,627	Many scheduling gaps not filled; longer waits for service
Printing	\$9,000	\$7,980	No printing of annual rpts, welcome brochures, other matls
Seminars	\$3,000	\$700	No outside training for balance of fiscal year
Special Department Expense	\$3,000	\$2,268	Fewer special supplies (mostly promotional materials)
Service Contracts	\$2,500	\$1,800	Satellite TV cancelled at 2 branches; no new contracts
Cargo Van Maintenance - Friends money	\$6,970	\$15,750	Friends grant substitutes for general fund expenditure
Professional Services	\$1,000	\$2,832	No new services for balance of fiscal year
Dues	\$500	\$650	Association dues paid out of employees' pockets
Sub-Total - Reductions:		\$554,970	
NEW REVENUES: Effective Date 3/1/09			
	March-June		
Eliminate no-fines policy for staff	\$2,000		
Eliminate 5-day grace period on checkouts	\$5,000		Possible confusion and negative reaction among public
NEW FEE: ILL's - \$3 per outgoing request	\$2,400		Financial hardship for some; reduction in requests
Copier charges - increase from 15c to 25c	\$4,000		Negative public reaction; hardship on certain patrons
Public printing - increase from 15c to 25c	\$7,500		Negative public reaction; hardship on certain patrons
Fines - Adults - increase from 15c to 20c/day	\$15,000		Negative public reaction; some materials returned sooner
NEW FEE: Proctoring - \$10/exam (existing svc)	\$1,250		Financial hardship for some exam-takers
Sub-Total - Revenues:		\$37,150	
<u>PHASE 1 TOTAL: Reductions + Revenues</u>		\$592,120	
<u>PHASE 2</u>			
Furniture and Equipment - Reduce by:	\$30,000	\$41,200	Technology/furniture/shelving purchases deferred
Operating Supplies - Reduce further by:	\$12,000	\$33,700	Work requiring supplies gets delayed or deferred
Library Materials - Reduce by:	\$212,000	\$135,000	Fewer new matls available; longer waits for popular titles
<u>PHASE 2 TOTAL:</u>		\$254,000	
<u>TOTAL - PHASE 1 + PHASE 2:</u>		\$846,120	

* Amount includes approximately \$455,000 of documented savings, plus \$50,000 of anticipated savings from additional retirements, voluntary hours reductions and normal turnover between now and June 30, 2009

TO: Library Board Members
FROM: Arnie Maurins, Director
RE: Changes to Fines, Fees and Charges Policy
DATE: January 14, 2009

Background: Last month, the Board of Trustees approved Phase I of a budget-reduction plan that was developed by Library Administration in response to a projected additional shortfall in the County's FY 2009 budget. Phase I included several fine and fee increases, two new fees, and two changes in the imposition of overdue fines, as outlined below:

- Fines on adult cards - Increase from \$0.15/day to \$0.20/cents day
- Eliminate 5-day grace period (e.g. an item returned one to five days late on an adult card will incur a fine of \$0.20 per day)
- Eliminate the no-fines practice for Library staff
- Printing on public-use computers – increase from \$0.15/page to \$0.25/page
- Public copiers – increase fee from \$0.15/copy to \$0.25/copy
- Inter-library loans requested by Washoe County patrons - \$3.00 per request (new)
- Proctoring of exams – charge \$10.00 per exam (new)

In order for the Library to implement Phase I of the budget-reduction plan, the Board needs to approve these changes.

Attached is a copy of the Fines, Fees and Charges (FFC) Policy with mark-ups of the relevant changes, followed by a clean copy of the Policy as it would read if all of the changes are approved. Since the practice of “no fines” for Library staff has never been formalized in writing, its rescission does not need to be referenced in the FFC Policy. You will also note some minor wording changes in the Policy, in the interest of greater consistency.

Suggested Motion: Move to approve the staff-recommended changes in the Fines, Fees and Charges Policy and to rescind the no-fines practice for Library employees, with an effective date of March 1, 2009.

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.

To encourage young readers to use the library without fear of accumulating fines, no overdue fines will be charged on youth library cards. All patrons will, however, be held responsible for lost materials or materials damaged beyond repair. All ~~costs~~ charges listed herein are subject to periodic review.

Overdue Library Material Fines

Adult library cardholders: ~~45~~ 20 cents per day per item, maximum fine per item \$7.00

Minor library cardholders: No fines
(age 17 and younger)

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

~~For unforeseen circumstances, the library provides a five-day grace period. If materials are returned after the grace period, fines will be calculated from the original due date.~~

Fines accrue on days the library is closed.

If a patron owes \$5.00 or more in overdue ~~charges~~ fines, full or partial payment or special arrangements must be made with a supervisor before more checkouts are allowed.

Lost Materials and Materials Damaged Beyond Repair

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

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

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

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

- If the item is not returned, the patron owes the replacement charges.
- If the item is damaged beyond repair, the patron owes the replacement charges.
- If the lost item is returned, the patron still owes any applicable overdue ~~charges~~ fines.
- If the patron, with the approval of the library supervisor, provides the library with a suitable replacement for the lost item, the replacement charge is waived.
- If a patron pays the replacement charges 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.

Other Library Fees

Library card fees:

Non Nevada and non-reciprocal county resident card	\$50.00 per year annually from date of issue
Replacement WCLS library card	\$ 1.00 first 3 free

Computer disc \$ 1.00 each

Fax fees \$ 1.00 flat fee for proctored tests returned to institutions via long distance fax

Interlibrary Loan fee \$ 3.00 per filled request
 Print fees \$ ~~45~~ .25 per page (other than staff-initiated library business)
 Proctoring fee \$10.00 per test

Default Replacement ~~Costs~~ Charges

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

Audiobook set	\$25.00	
Single cassette (if available)	\$ 6.00	
Single CD (if available)	\$ 8.00	
CD (music)	\$15.00	
Cassette (music)	\$10.00	
Computer software	\$50.00	
DVD	\$25.00	
Hard cover book	\$25.00	
Kinder/theme kit	\$50.00	
Magazine	\$ 3.00	
Paperback	\$ 7.00	
Puppet	\$ 5.00	
Read-along	\$10.00	
Reference material	\$50.00	
Vertical file material	\$ 5.00	
Video	\$10.00	
Video Game	\$50.00	
Other replacement costs charges:		
AV casing	\$ 1.00	cassette, bag, CD, VHS, DVD
Bicycle/locker lock	\$ 5.00	
Computer lock	\$35.00	
Engravers/etching tool	\$20.00	
Headphones	\$ 5.00	
Missing pieces	\$ 1.00	inserts, barcodes, labels

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

APPROVED: February 15, 2006
~~REVISED: October 15, 2008~~
REVISED: January 21, 2009

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Headphones	\$ 5.00
Missing pieces	\$ 1.00 inserts, barcodes, labels

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APPROVED: February 15, 2006

REVISED: January 21, 2009

LIBRARY ADMINISTRATION REPORT

December 2008 – January 2009

LIBRARY ADMINISTRATION

- On January 22nd, WCLS will be upgrading its automated system from “Unicorn” 3.1 to “Symphony” 3.2. The new functionality in Symphony will primarily benefit staff who work in circulation, ordering and cataloging. There will also, however, be a new public-catalog interface installed in mid-February, which will complete our contract with the SirsiDynix (“Sir-See Die-nix”) company.
- The Library will roll out its new web site in mid-February; the new site will showcase the addition of iPod-compatible downloadable audio-books.
- A photograph of Incline Village Library appears as the March page in the 2009 calendar of “SirsiDynix Clients Around the World.” As mentioned above, SirsiDynix is the vendor of our online catalog and circulation system. Every year the company produces a wall calendar to illustrate the way in which libraries serve as vital institutions to communities all over the world. South Valleys was one of the featured libraries in the 2006 calendar.
- Regional Public Safety Training Center Director Greg Befort allowed the Library’s Ongoing Library Education Committee to use the Center’s technology classroom on Jan. 8th to film an in-house Customer Service Training module. The Director, along with Henry Whiteford of the Sheriff’s Department, assisted with the technology and filming of the four-hour training; both gentlemen will also be creating and editing a DVD of the session. We greatly appreciate the free use of the Training Center classroom and all of the assistance provided by Mr. Befort and Mr. Whiteford.
- Pursuant to the “Number of Items Circulated Per Library Card” policy (http://libwww.washoecounty.us/mod.php?mod=userpage&page_id=85&menu=15&PHPSESSID=8987a78951fbd85294000010ae94f8d9), Library management has approved a maximum of 15 DVD’s and 15 CD’s that patrons may have on their library cards at any one time. These limits are slated to take effect on March 1st.

LIBRARY PROGRAMS AND ACTIVITIES

- January is National Radon Awareness Month, and WCLS libraries are distributing information from UNR’s Cooperative Extension, in cooperation with the County Health District, on the dangers of radon gas (the #1 cause of lung cancer among nonsmokers.) Each library has a display unit with brochures that include coupons that patrons can use to request a free radon test kit.
- Our libraries are also distributing flyers about the January 31st community electronic recycling event--a cooperative effort among the City of Reno, the Health District, UNR and Washoe County. It takes place just 17 days prior to the national digital-television conversion.
- Audiences of all ages recently enjoyed performances by musician Larry Elliott, a.k.a. “The Music Man,” at eight Washoe County libraries. Elliot’s “New Old West” program featured historic songs played on banjo and fiddle, relating colorful yarns of the pioneers. One of the programs was televised on The Washoe Channel, and it can also be viewed via “video on demand” through the County’s website, www.washoecounty.us. Elliott’s

performances were made possible thanks to the generosity of the Friends of Washoe County Library.

- A new traveling exhibition opens at Northwest Reno Library on February 15 and will run through March 26. "Changing the Face of Medicine: Celebrating America's Women Physicians" illustrates how American women who wanted to practice medicine struggled over the past two centuries to become educated and to work in their chosen specialties. NW Reno is offering free programs and other events, including an opening reception on February 19 and a six-week series of presentations on notable female practitioners. The National Library of Medicine and the American Library Association organized the exhibition with support from the National Institutes of Health Office of Research on Women's Health and the American Medical Women's Association. It is being presented in partnership with the UNR School of Medicine and the Savitt Medical Library.



VOLUNTEERS/COMMUNITY COLLABORATIONS

- 2008 Friends' Grant Allocations in December 2008 totaled over \$105,000. Thanks to the Friends' generosity, system-wide as well as some individual branch needs that could not be funded by the regular budget will become reality.

MEDIA COVERAGE (new section)

Washoe County libraries have had extensive media coverage this past month, focusing on the budget crunch and the community's increasing need for library services during tough economic times. All three local TV stations (KOLO-TV, KTVN and KRNV) did news stories, as did the Sparks Tribune and North Lake Tahoe Bonanza. The Tribune article was picked up by Associated Press and subsequently appeared in numerous regional newspapers including the San Francisco Chronicle, San Jose Mercury-News, Monterey Herald, Fresno Bee, Las Vegas Sun and numerous others: http://www.mercurynews.com/breakingnews/cj_11312617.

The Reno Gazette-Journal also ran the Associated Press article and the following day published an editorial: <http://www.rgj.com/apps/pbcs.dll/article?AID=2008812300309>.

A "Your Turn" column by Arnie Maurins, highlighting the many services libraries offer, was published in the Reno Gazette-Journal on January 14th: <http://www.rgj.com/article/20090114/OPED04/901140398/1098/OPED>.

The North Lake Tahoe Bonanza also wrote a story, "Washoe County Libraries See More Use," <http://www.tahoebonanza.com/article/20081226/NEWS/812259992&parentprofile=search> and an editorial, "Give Back to the Library": <http://www.tahoebonanza.com/article/20081226/NEWS/812249954/1020&title=Give%20back%20to%20the%20library>.

The January 2009 issue of Family Pulse magazine includes a cover story on free fun at the library: "It's Not Just for Bookworms Anymore," accompanied by a photo from a South Valleys Library program.

Media "Impressions" – December

- Reno Gazette-Journal: 255 calendar listings, 2 photos, 4 news stories, 2 editorials
- Sparks Tribune: 141 calendar listings, 1 news story, 1 photo
- North Lake Tahoe Bonanza: 5 calendar listings, 2 photos, 6 news stories, 1 editorial

Arnie Maurins
Library Director

TO: All staff
 FROM: The Friends of Washoe County Library
 DATE: 12/8/2008
 RE: Friends Allocations Projects Funded by Friends

The Friends' Allocation Committee met Saturday, December 6th and examined 14 proposals, totaling \$103,714. The Friends' had approximately \$105,000 to spend from their general fund. The Friends' funded 12 of the 14 proposals presented.

The Friends will require a final report regarding the expenditures and the **deadline for this is August 31, 2009**. This will allow you additional time to see how the "project" has actually impacted your library and its patrons. This report form will be sent to you with your Authorization to Spend.

Your orders should still be submitted by the "spend-by" date shown on your Authorization! Money not spent by the "spend-by" date will be re-allocated for other purposes!

You will be receiving your Authorizations to Spend within the next two weeks for these allocations. **Please share this information with the staff member who requested the funding.**

The following proposals were funded.

DUNCAN TRANER

1) Video Game Projector \$ 1,400.00

NORTH VALLEYS

2) Internet Privacy (Nova) Stations \$ 3,450.00

NORTHWEST RENO

3) Materials and Support for ALA Traveling Exhibition \$ 3,500.00

4) Music CD display case \$ 1,100.00

SIERRA VIEW

5) Community Room Upgrade \$ 4,780.00

6) Wireless Access \$ 3,000.00

SOUTH VALLEYS

7) Music CD Storage \$ 1,000.00

SPARKS

8) Express Computer \$ 1,275.00

SYSTEMWIDE

9) Marketing Items \$ 6,599.00

10) Internet Reservation & Print Management Software \$10,000.00

11) Programming Pool \$13,000.00 (funds retained by FWCL)

12) Library Materials Support \$56,082.00

TOTAL 2008 ALLOCATIONS FUNDED \$ 105,186.00

RESOLUTION

WHEREAS, the Friends of Washoe County Library volunteer organization has a mission to strengthen public libraries in Washoe County through their ongoing community projects. Through their projects, the Friends strive to give children an educational head start, encourage literacy and foster life-long learning and recreation for adults; and

WHEREAS, through their dynamic efforts, the Friends of Washoe County Library have raised over \$2,000,000 for the Library and recently began an endowment and planned giving program entitled the Second Century Endowment, which reached over \$500,000 in 2008. The Friends of Washoe County Library community projects included managing voluminous book donations annually that are sold at community-wide sales; these sales promote literacy in the community while raising over \$100,000 annually for the public library; and

WHEREAS, these efforts have resulted in a 2008 end of the year gift fund allocation of \$105,186 from the Friends of the Washoe County Library to the Washoe County Library System for programs, collection development, support of the American Library Association Traveling Art Exhibit, technology upgrades and necessary storage and display purchases for library branches throughout the system; and

WHEREAS, all the efforts by the Friends of Washoe County Library volunteers are greatly appreciated by all Washoe County Library System staff; now, therefore, be it

RESOLVED, that the Washoe County Board of County Commissioners wishes to recognize all that the Friends of Washoe County Library have done in our community and bestow our sincerest thanks and admiration for their support of libraries and literacy in the community.

ADOPTED this 17th day of February, 2009

DAVID E. HUMKE, Chairman

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

12-Jan-09

F/Y 2008 / 2009

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	\$ 7,270,016	\$ 3,562,466	\$ 3,707,550	49%	\$ 8,058,357	\$ 3,806,872	\$ 4,251,485	47%
EMPLOYEE BENEFITS	\$ 2,543,755	\$ 1,212,303	\$ 1,331,452	48%	\$ 2,741,403	\$ 1,271,318	\$ 1,470,085	46%
SERVICES & SUPPLIES	\$ 1,655,794	\$ 819,372	\$ 836,422	49%	\$ 2,070,715	\$ 891,717	\$ 1,178,998	43%
CAPITAL OUTLAY								
TOTAL:	\$ 11,469,565	\$ 5,594,141	\$ 5,875,424	49%	\$ 12,870,475	\$ 5,969,907	\$ 6,900,568	46%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1

12-Jan-09

F/Y 2008 / 2009

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	\$ 1,354,730	\$ 632,967	\$ 721,763	47%	\$ 1,366,489	\$ 639,676	\$ 726,813	47%
EMPLOYEE BENEFITS	\$ 479,355	\$ 210,072	\$ 269,283	44%	\$ 480,459	\$ 224,128	\$ 256,331	47%
SERVICES & SUPPLIES	\$ 903,648	\$ 281,964	\$ 621,684	31%	\$ 29,956	\$ 13,452	\$ 16,504	45%
CAPITAL OUTLAY								
TOTAL:	\$ 2,737,733	\$ 1,125,003	\$ 1,612,730	41%	\$ 1,876,904	\$ 877,256	\$ 999,648	47%

GIFT FUND BALANCE AS OF DECEMBER 31, 2008				
<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>	
CHILDREN'S COORDINATOR	\$ 7,760.05	\$ 7,719.82	\$ 40.23	
COMMUNITY RESOURCE	\$ 80.77	\$ -	\$ 80.77	
DUNCAN / TRANER	\$ 2,556.97	\$ 1,432.14	\$ 1,124.83	
INCLINE	\$ 19,646.36	\$ 12,459.27	\$ 7,187.09	
MOBILE LIBRARY I	\$ 18.68	\$ -	\$ 18.68	
NORTHWEST	\$ 11,121.24	\$ 1,148.35	\$ 9,972.89	
NORTH VALLEYS	\$ 7,678.07	\$ 3,450.00	\$ 4,228.07	
PROGRAMS & SERVICES	\$ -	\$ -	\$ -	
RENO	\$ 117,645.90	\$ 104,993.16	\$ 12,652.74	
SENIOR CENTER	\$ 579.76	\$ -	\$ 579.76	
SIERRA VIEW	\$ 43,903.94	\$ 36,104.89	\$ 7,799.05	
SOUTH VALLEYS	\$ 23,396.63	\$ 11,468.39	\$ 11,928.24	
SPANISH SPRINGS	\$ 38,848.38	\$ 31,451.31	\$ 7,397.07	
SPARKS	\$ 14,484.21	\$ 100.00	\$ 14,384.21	
SYSTEMS OFFICE	\$ 15,347.19	\$ 14,275.00	\$ 1,072.19	
SYSTEMWIDE	\$ 217,756.34	\$ 205,342.11	\$ 12,414.23	
TECHNICAL SERVICES	\$ 1,414.03	\$ 325.63	\$ 1,088.40	
VERDI	\$ 3,238.39	\$ 2,712.65	\$ 525.74	
TOTALS:	\$ 525,476.91	\$ 432,982.72	\$ 92,494.19	

Washoe County Library System

Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2007-2008 / 2008-2009

	Accumulative														
	Checkouts			Library Visits			Patron Computer Use			Program Attendance			Internet Library		
	2007 - 2008	2008 - 2009	% Change	2007 - 2008	2008 - 2009	% Change	2007 - 2008	2008 - 2009	% Change	2007 - 2008	2008 - 2009	% Change	2007 - 2008	2008 - 2009	% Change
July	199,841	190,110	-4.87%	138,109	148,264	7.35%	37,477	34,970	-6.69%	7,231	7,284	0.73%	0	41,505	0.00%
August	195,891	173,638	-11.36%	140,751	146,386	4.00%	37,536	35,605	-5.14%	5,168	5,153	-0.29%	0	40,808	0.00%
September	186,317	175,573	-5.77%	138,252	143,115	3.52%	35,388	35,300	-0.25%	9,424	6,145	-34.79%	0	39,910	0.00%
October	195,579	183,513	-6.17%	149,538	183,013	22.39%	37,165	36,394	-2.07%	11,843	13,182	11.31%	0	40,266	0.00%
November	188,589	173,787	-7.85%	133,510	130,662	-2.13%	33,732	31,969	-5.23%	8,328	11,118	33.50%	0	37,168	0.00%
December	172,275	168,200	-2.37%	125,527	134,603	7.23%	33,953	31,942	-5.92%	4,673	5,061	8.30%	0	36,305	0.00%
January	166,576	0	0	131,893	0	0	30,690	0	0	4,835	0	0	0	0	0
February	189,317	0	0	139,904	0	0	27,803	0	0	5,481	0	0	0	0	0
March	190,331	0	0	149,144	0	0	35,059	0	0	6,135	0	0	0	0	0
April	193,625	0	0	150,027	0	0	35,400	0	0	5,978	0	0	0	0	0
May	178,898	0	0	137,607	0	0	32,057	0	0	6,309	0	0	0	0	0
June	184,171	0	0	134,076	0	0	32,581	0	0	7,429	0	0	0	0	0
Totals	2,241,410	1,064,821	-6.47%	1,668,338	886,043	7.31%	408,841	206,180	-4.21%	82,834	47,943	2.73%	-	235,962	0.00%
Totals to Date	1,138,492			825,687			215,251			46,667			0		

Note 1: FY 07/08 Checkout totals including all partnership/Collection Development hours: 1,067,386

Note 2: FY 07/08 GRAND TOTAL (includes Library, Partnership, Coll. Dev., Downloadable Book, and Read & Exchange Checkouts): 1,111,155

Note 3: Checkouts grand total is correct but individual branch totals may not be accurately reflected.

ITEM 7

****PLEASE NOTE:**

CHECKOUT TOTALS

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

