

**LIBRARY BOARD OF TRUSTEES' MEETING AGENDA
WEDNESDAY, MAY 20, 2009
4:00 P.M.**

**South Valleys Library
15650A Wedge Parkway
Reno, NV 89511**

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. Public Comment and Discussion Thereon – Five Minute Time Limit Per Person*
3. Approval of Minutes from Board Meeting of April 22, 2009
4. Old Business
 - A. Discussion and Possible Action Regarding Budget Reduction Plan for Fiscal Year 2009/10
5. New Business
 - A. Discussion and Action Regarding the Early Closure of the Downtown Reno Library at 3:30 p.m. on July 28 or July 30 for a Truckee Meadows Tomorrow Forum
 - B. Discussion and Action Regarding Approval of the Expenditure of Gift Funds for the Purchase of Envisionware
 - C. Discussion and Action Regarding Revised Public Hours for Fiscal Year 2009/10
 - D. Discussion and Action Regarding the Proposed Revised Fines, Fees and Charges Policy
 - E. Discussion and Action Regarding the Proposed Revised Public Use of Meeting Room Policy
 - F. Development Office Staff Report on Funding Priorities, Fundraising Activities, Upcoming Grant Deadlines and Other Duties*
 - G. Staff Report on South Valleys Library Programs, Activities and Operations*

6. Library Administration Report to the Board to Include Library Administration, Library Programs And Activities, Volunteers/ Community Collaborations and Media Coverage*
7. Financial Reports to Include the Monthly Expenditure Comparison Reports*
8. Monthly Library Usage Statistics Report*
9. Public Comment and Discussion Thereon – Five Minute Time Limit Per Person*
10. Closed Personnel Session Pursuant to NRS 241.030(1) to Review the Performance and Professional Competence of the Library Director
11. Board Comment - Limited to Announcements or Issues Proposed for Future Agendas and/or Workshops*
12. Adjournment

LIBRARY BOARD OF TRUSTEES' MEETING MINUTES
April 22, 2009

DRAFT

The Board met in regular session at the Senior Center Library, 1155 East Ninth Street, Reno, Nevada. Chair June Burton called the meeting to order at 4:03 p.m.

ROLL CALL

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

Library Staff Present: John Andrews, Brenda Baxter, Connie Branker, Ian Campbell, Tammy Cirrincione, Corinne Dickman, Nancy Keener, Carol Lloyd, Julie Machado, Arnie Maurins, Maureen McElroy, Jennifer Oliver, Bonnie Saviers, Dianne Varnon, Scottie Wallace, Beate Weinert and Rocky Badolato

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

Public Present: Kenna Boyer, Carl Epton, Steve Ladnier, Victor Macloud, Rose Pazio and Mary Simon

PUBLIC COMMENT

Carl Epton stated that, while he lives down the street, many people that use the Senior Center Community Library need to use the library, and if the days are cut back, it will be harder for them than it is right now. Many of the patrons do not own a computer, and cutting hours will make it more difficult for them all to check out books and have access to a computer. He hopes the days do not get cut back.

SECRETARY'S REPORT

On motion by Mr. Lokken, seconded by Dr. Stoess, which motion duly carried, the Board approved the minutes of the March 18, 2009, meeting.

On motion by Mr. Lokken, seconded by Ms. Drinkwater, which motion duly carried, the Board approved the minutes of the April 2, 2009, special meeting.

OLD BUSINESS

Revised Interlocal Agreement for the Verdi Community Library and Nature Center

The Library Board reviewed the revised agreement distributed at the meeting.

Mr. Maurins noted the following changes:

- The Nevada Division of Wildlife is now the Nevada Department of Wildlife; all references to "Division" have been replaced by "Department"
- Paragraph 2.5 states that NDOW is now "an agency of the State of Nevada" instead of being a "division of the Department of Conservation and Natural Resources"
- The last paragraph was added to the Appendix regarding funding

On motion by Ms. Simon, seconded by Mr. Lokken, which motion duly carried, the Board approved the revised Interlocal Agreement for the Verdi Community Library and Nature Center and authorized the Chair to execute the document.

DRAFT

Budget Reduction Plan for Fiscal Year 2009/10

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

Mr. Maurins added the following:

- The reduction amount has been slowly decreasing, but could increase if employees who have opted for a separation package have a change of heart
- It is not yet known if we will be able to utilize furloughs
- There is a Management Team planning meeting on April 23 to discuss the branch schedules, including the retention of some level of mobile services, with the goal of presenting schedules to the Board for approval at the May meeting
- If a significant amount of money is received before July 1 or shortly after, the reduced schedule could be revised
- At a minimum, his preference would be to try to keep the homebound service going, if possible, and maintain some level of service with the Mobile Library. This will be discussed at the April 23 meeting.

On questioning by the Board, Mr. Maurins advised that there is a possibility that the Senior Services Department will receive funding to hire a volunteer coordinator and that could become a position that could be shared with both the Library and Parks.

Ms. Simon requested a breakdown of the \$1,400,000 credit received for fiscal year 2008/09.

Mr. Maurins explained for the benefit of the public present that the Board of County Commissioners sets the Library budget, and there can be some negotiation between the Library Board and the County Commission. Ultimately, Commissioners determine the final budget, and the Library Board, working with the Library Director, oversees how the budget is spent. Therefore, public comment or questions regarding the amount of the library's budget or the amount of the budget cut should be directed to the Board of County Commissioners, and public comment or questions regarding any area of public service, including public hours, should be directed to the Library Board or Director.

Ms. Drinkwater commended library staff for having already considered many of the suggestions that have been made at the Town Hall meetings.

The Board requested that Mr. Maurins draft a letter to the Board of County Commissioners, to be signed by the Board Chair, as discussed at the last meeting. Ms. Simon has provided him with the comments she made at the budget hearing, and would like the letter to contain an offer to negotiate the remainder of reduction needed.

Ms. Simon requested a fundraising report from the Development Officer for the next meeting.

Ms. Burton again publicly thanked the entire Library staff for their sacrifices and cost-reduction ideas.

NEW BUSINESS

Expenditure of Undesignated Downtown Reno and Virginia Bennett Gift Funds for Telephone and Electrical Upgrades at Downtown Reno Library

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

On questioning by the Board, Scottie Wallace, Downtown Reno Library Manager, explained the procedure followed to complete a project:

- A work order is sent to the County Facility Management Department
- Facility Management decides what portion(s) of a project may be safely and prudently done by its employees and what portions need to be completed by an outside vendor
- County staff does carpentry, demolition, refinishing, phone installation, run power when it is safe and prudent to do so, and offer advice

Following discussion, on motion by Dr. Stoess, seconded by Ms. Simon, which motion duly carried, the Board approved the expenditure of up to \$6,000 in undesignated Downtown Reno Library gift funds and up to \$6,000 in Downtown Reno Library Bennett gift funds for the installation of electrical power by Venture Electric in five separate locations within the Downtown Reno Library.

LIBRARY ADMINISTRATION MONTHLY REPORT TO THE BOARD

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

Mr. Maurins again expressed his appreciation to all of the employees who have given up different types of voluntary compensation to help with the budget.

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 pointed out that checkouts are only down 2.5%, even though the materials budget has been significantly reduced, which reflects on how well materials are being selected.

PUBLIC COMMENT

The staff report for the Senior Center Community Library was inadvertently omitted from the agenda, so the Chair called for the report under Public Comment.

Staff Report on Senior Center Community Library Programs, Activities and Operations

John Andrews, Senior Center Community Library Manager, thanked the Board for coming to the Senior Center and extended an invitation to tour the library after the meeting.

Some of the changes that have happened in the last year at the Senior Center Library:

- Due to the closing of the Mendive Community Library, a number of fixtures, shelves, furniture and computers were inherited, enabling the library to join the rest of the Library System in having a computerized computer reservation and print management system that has freed up staff time and is popular with the patrons
- A partnership was forged with the Nevada Historical Society, providing a rotating exhibit of photography and art work with a Nevada history theme
- The size of the circulation and reference desk was reduced to maximize the usable area for patrons
- Since July 2008:
 - 42,487 patron visits or 218 per day
 - 4,247 computer sessions or 22 per day

- 20,937 checkouts or 107 per day, approximately one-half being on VHS or DVD format
 - approximately 88 reference questions are answered daily
- While many of the patrons are seniors, there are also quite a few neighborhood families and County employees
 - Four programs have been offered in the last year, two musical programs, a photography exhibit slide show and a magic show
 - A dedicated computer volunteer comes in on Wednesdays from 11:00 to 12:30 to help patrons with any specific computer questions, and he has helped 180 people since he started in October

Noting that this is Volunteer Appreciation Week in Washoe County, Mr. Andrews stated that nowhere are volunteers more helpful than in the Senior Center Community Library. The seven volunteers have contributed 1,299.75 hours this fiscal year, and the services provided would not be possible without their help. There is at least one volunteer every hour that the library is open, and he wanted to take the opportunity to thank them publicly and on the record. They are Albert Branker, Dennis Chin, A.J. Clanton, Terry Clanton, Michael Gentiluomo, Julia Mitchell and Helen Mizzen. Both Mr. Branker and Mr. Chin were present and were applauded for their contribution by the Board, the library staff and the public present.

In closing, Mr. Andrews advised the Board that the Senior Center Community Library has a number of dedicated patrons. They love their library, they love the Senior Center, they have been or will be heard at this and previous meetings as to how much they would hate to see a loss of services. He hopes for their sake, that the library will continue to serve those patrons as many hours as possible. In the last thirty days, 249 patrons have expressed concern about the future of this library. They have offered to speak during public comment at Library Board meetings, they have offered to write letters to the County Commission and to Library Administration, they have filled out comment cards and they have expressed their frustration. He added that it can always be said that a library is only as good as its staff, but certainly at the Senior Center, it is a better library because of the patrons, and he thanked them.

Mary Simon, Reno resident, stated that she thinks the City of Reno could put its money to better use by using some of the money used for the ball field, a recent search for a missing person and money collected in downtown parking meters for the library. The library is very important to her and the other seniors, and the staff and volunteers are number one. She suggested a fundraiser, perhaps a book fair, be held at the Senior Center Community Library so the seniors could participate. Please do not take it away. She also noted that on a recent trip to the Downtown Reno Library she received a \$15 parking ticket and parking is a problem.

Kenna Boyer, Reno resident, stated that she values the Senior Center Community Library because she had been a steady patron of the Downtown Reno Library until the parking meter situation became more difficult. It is so important for the senior citizens to have the availability and ease of use of this facility. She further stated that she is very impressed with all that everyone has done to cut the amount of the budget shortfall, and she also feels that the seniors would help in some way to raise money. The library is very well organized, the Branch Manager is the most helpful person in the world, all of the material is very valuable, the computer program is very important and there is a nice miscellany of things.

Victor Macloud, Reno resident, thanked the Board for being at the Senior Center Community Library, and stated that he appreciates that the Board and staff are working so hard to help the seniors, but wanted to impress upon the Board what the Senior Center Library means to most people. There are elderly and handicapped people who cannot get to the other libraries. This library is small, but serves a very valuable purpose in that many of the patrons cannot afford to go to the theater or the movies; many cannot even get there. They do not have computers, but they can come in and use the library computers. If this library is closed or hours are further reduced, these people will not be able to enjoy the entertainment items they have now. It's got to stay open.

Steve Ladnier, 40-year Reno resident, advised the Board that he is a volunteer and, as such, he will be visiting different libraries in the area to help counsel individuals who are new to Medicare. Library rooms are being used for the purpose of informing and helping citizens 65 and older to get through Medicare. He distributed an informational flyer.

Rose Pazio, Reno resident, stated that she agrees with those who spoke before her. She comes to the Senior Center Community Library five days per week and would come seven days if it were open. She uses the magazines, newspapers, computers and books. The seniors appreciate everything that is given to them, and it is very important to them. She also noted that the library staff is "fabulous." Perhaps all of the seniors could donate \$1 or whatever they could afford as their contribution.

Ms. Drinkwater said that she was touched by the willingness to help by the people who have so little to spare.

Jennifer Oliver, Development Officer, announced that IGT has donated \$5,000 and she has written a grant for reading programs.

Connie Branker, Senior Center Community Library employee, thanked her patrons and added that they expressed themselves very accurately. There are many worried patrons, and what happens to their library will affect them greatly. It will also affect the County workers, who are also patrons, although not in the same situation as the seniors.

BOARD COMMENT

Ms. Burton announced that Mr. Maurins' review is due in May, and her position on the Board will be vacant as of July 1, 2009. Anyone interested in serving on the Board can get an application on the County web site.

Ms. Drinkwater reminded everyone that the Friends of Washoe County Library book sale starts April 24, and encouraged everyone to buy books.

Dr. Stoess announced that the first day of the book sale is reserved for members of the Friends and people can join at the door.

Mr. Lokken stated that he is pleased with the attendance at the Town Hall meetings and expressed his appreciation to Mr. Maurins for the excellent press coverage.

Ms. Burton thanked the Channel 8 reporter for the press coverage.

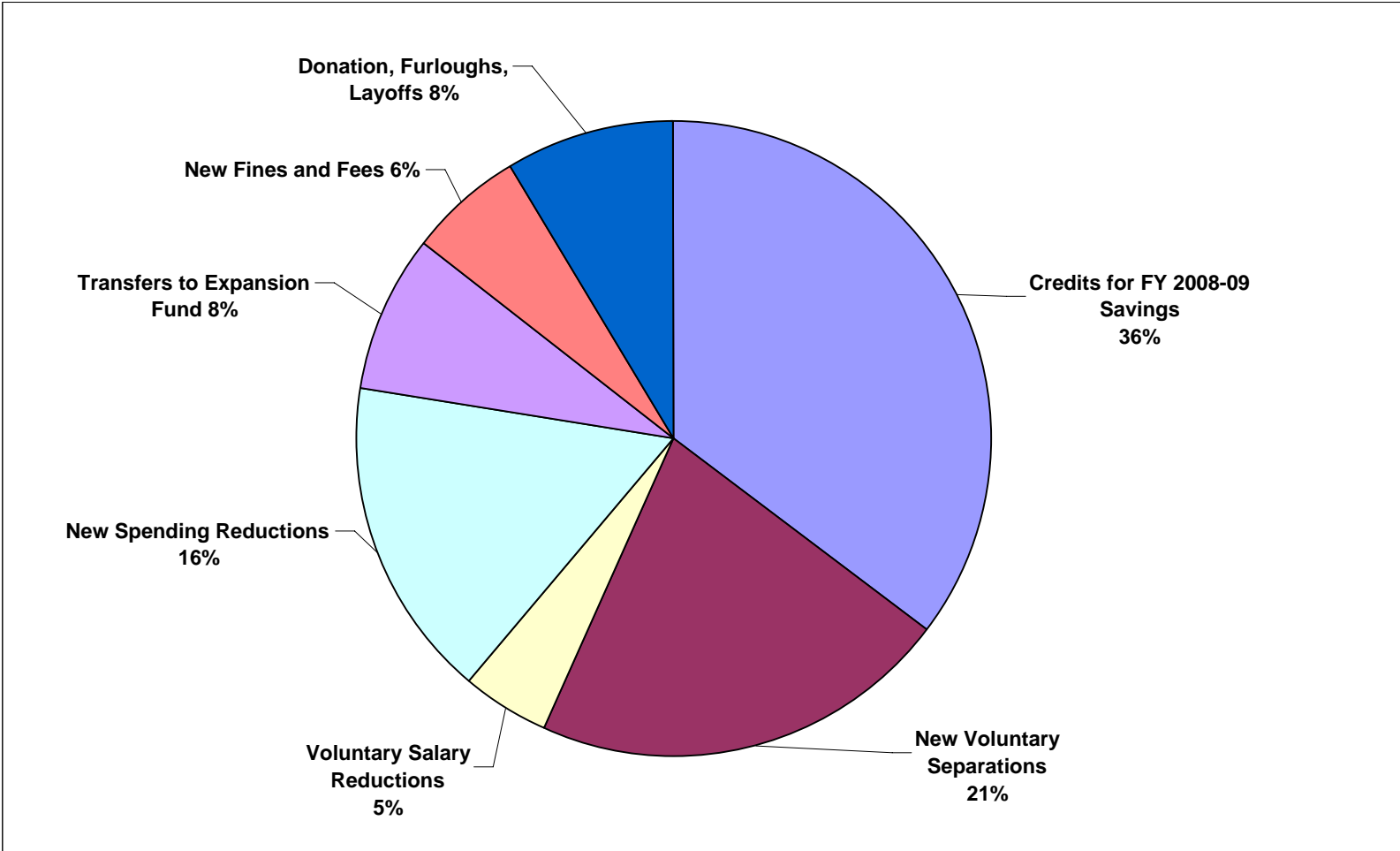
ADJOURNMENT

Ms. Burton adjourned the meeting at 5:14 p.m.

REDUCTION PLAN FINANCIAL DETAILS				
Item	Description of Reduction Item	Cost Center	Account(s)	Dollar Impact FY 2009/10
1	New Fines and Fees	130100	471100	\$ 239,970
2	Salary Savings - 2.5% Wage Reduction	130100	701412	\$ 183,130
3	Salary Savings - Positions Already Vacated in FY 2009	130100	701412	\$ 957,495
4	Salary Savings - New Retirements and Separations	130100	701412	\$ 859,750
5	Reduced Work Hours, Merit/Longevity Deferrals, Sabbaticals	130100	701412	\$ 186,778
6	Furloughs or Equivalent Measures, plus Layoffs if necessary	130100	701412	\$ 344,308
7	FY 09 Reduction Carried Over - Operating Supplies	130100	710300	\$ 20,000
8	FY 09 Reduction Carried Over - Library Materials	130100	710317	\$ 212,000
9	FY 09 Reduction Carried Over - Pooled Positions	130100	701130	\$ 16,000
10	FY 09 Reduction Carried Over - Printing	130100	710502	\$ 9,000
11	FY 09 Reduction Carried Over - Seminars	130100	710509	\$ 3,000
12	FY 09 Reduction Carried Over - Special Dept Expense	130100	710312	\$ 3,000
13	FY 09 Reduction Carried Over - Service Contracts	130100	710200	\$ 2,500
14	FY 09 Reduction Carried Over - Professional Services	130100	710100	\$ 1,000
15	FY 09 Reduction Carried Over - Dues	130100	710529	\$ 500
16	FY 09 Reduction Carried Over - Equipment	130120	711504	\$ 30,000
17	Library Materials - New Reduction	130100	710317	\$ 264,228
18	Transfer to Expansion Fund - Professional Services	130100	710100	\$ 42,000
19	Transfer to Expansion Fund - Special Dept Expense	130100	710312	\$ 3,500
20	Transfer to Expansion Fund - Software Maintenance	130100	710210	\$ 2,614
21	Transfer to Expansion Fund - Equipment	130120	711504	\$ 40,000
22	Charge to Exp Fund: Dev Officer, Prog Asst & IV Libn I sal/ben	will vary	TBD	\$ 245,222
23	Lease concession - Sierra View Library	130250	710600	\$ 224,909
24	Lease concession - North Valleys Library	130210	710600	\$ 117,264
25	Donor to pay remainder of North Valleys lease costs	130210	710600	\$ 53,832
Totals			\$	4,062,000

BUDGET REDUCTION

Credits for FY 2008-09 Savings	\$1,437,625
New Voluntary Separations	\$859,750
Voluntary Salary Reductions	\$186,778
New Spending Reductions	\$660,233
Transfers to Expansion Fund	\$333,336
New Fines and Fees	\$239,970
Donations, Furloughs, Layoffs	\$344,308
Total	\$4,062,000



MINIMUM PUBLIC LIBRARY STANDARDS FOR NEVADA

1. The library must be legally established and operated in compliance with [NRS 379](#), [NAC 379](#), [NRS 380.153](#) and [NAC 380.010](#) including having written by-laws and policies for the management of the library board of trustees and the library. – See Notes.
2. The library board of trustees shall have a written master plan designed to extend five years into the future and which must be made current at least every two years. The plan and its updates are filed with the Nevada State Library and Archives by January 31 of the year following their adoption by the library board (NRS 397.003).
3. The library collects, provides, and coordinates access to library materials that are organized according to a nationally accepted classification system; the library ensures access to legal materials (NRS 380.153, NAC 380.010) through collections, online resources, or collaborative agreements with other agencies.
4. The library must have a completed annual statistical report for the preceding fiscal year accepted by, and on file with, the Nevada State Library and Archives by December 1 to be made available in a timely manner for national reporting.
5. The library has regular and published hours of operation with a “system” wide average of twenty hours per identified branch/outlet per week including some night and/or weekend hours. – See Notes.
6. The library consists of a specific space designated for providing library services with the facilities, equipment, and staff necessary to enable public access to information. – See Notes.
7. Public libraries shall spend a minimum of 10% of the total locally funded budgets for books and materials selected to meet community needs.
8. Librarian certification for staff:
 - a. *Population (legal service area): 1,000-14,999.* Public library jurisdictions shall have a library director who holds the credential of certified librarian from the State of Nevada (NAC 379.010).
 - b. *Population (legal service area): 15,000-49,999.* Public library jurisdictions shall have a library director who holds the credential of certified librarian from the State of Nevada (NAC 379.010). Any additional staff holding a full-time library position performing the duties of reference and/or children’s services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010).
 - c. *Population (legal service area): 50,000 or more.* Public library jurisdictions shall have a library director who holds a master’s degree in library or information science from a college or university accredited by the American Library Association. Any additional staff in the position of librarian or other full-time professional library position performing the duties of reference and/or children’s services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010).

- d. Any public Library Board of Trustees that has declined to adopt NAC 379.010, Section 1 and whose librarians are not exempted under NAC 379.010, Section 2 may bring their library into compliance with this standard by adopting a good faith effort to meet the standards for public library employees delineated in NAC 379.020. – See Notes. (*8.d. is a DRAFT standard currently in the review process.*)
9. Public libraries shall agree to lend circulating materials in accordance with the state-wide interlibrary loan program Information Nevada. Postage charges for interlibrary loans are assumed by the library, not the user.
10. Public libraries shall extend to Nevada library card holders the same lending privileges received by their card holders. Nevada card holders will not be charged a non-resident fee when borrowing from any Nevada public library.
11. Public libraries not meeting one or more of the above standards shall submit a “Request for Waiver of Minimum Standards” form to NSLA which includes the reason for the waiver, the action taken to comply with the standard, and the projected date for compliance with the standard. – See Notes.

Amended 5/28/08

NOTES:

The notes are an integral part of the Minimum Public Library Standards for Nevada and are included as explanatory information.

Minimum Standard 1

- Written by-laws are adopted by the board, available in the library for review, and submitted to the appropriate local governmental entity, i.e., County Commission or City Council/Supervisors. They are reviewed, revised, re-adopted, and filed with the appropriate local authority at least every five years.
- Written policies for operation of the library include, but are not limited to, selection of materials and request for reconsideration; personnel; facility use; interlibrary loan; circulation; public internet access; collection development; and confidentiality. Policies are available in the library for review. The policies are reviewed, revised and re-adopted at least every five years.

Minimum Standard 5

- Hours of service should be offered in relation to local community needs as determined by the Library Board of Trustees and the hours and days selected for service should reflect the maximum potential use. An annual review of the hours and days selected for service shall be conducted by the Library Board of Trustees as part of the local budget process.
- A system-wide average of hours opened is calculated by using the total number of hours the entire library jurisdiction is open divided by the reported number of library branches or outlets within the jurisdiction.

Minimum Standard 6

- Library buildings shall meet community needs as determined by the Library Board of Trustees and shall be compliant with local, state and federal regulations.

Minimum Standard 8.d

- This good faith effort may be achieved by inclusion of a Continuing Education component in the required 5-Year Plan (NRS 397.003) This component will include the manner in which library employees who do not hold Master's Degrees will be educated and/or trained in those competencies delineated in NAC 379.020 and will be appropriate to the size of the population served and the resources available.
- Successful compliance with good faith efforts made to satisfy this standard does not confer certification upon participating library employees.

Minimum Standard 11

- The "Request for Waiver of Minimum Standards" form shall be completed by the applicant library, signed by the Library Board, and submitted to the Administrator of the Nevada State Library and Archives by January 31 of each year.
- The NSLA Administrator shall grant or deny the waiver within thirty days of receipt and return a signed copy of the form to the applicant library.
- Granted waivers shall be filed by NSLA as an addendum to the master plan of the applicant library.
- NSLA shall provide a summary report of waivers requested and whether approved or denied to State Council of Libraries and Literacy at the first meeting of the year subsequent to February 28.
- A Request for Waiver will be evaluated by the NSLA Administrator on a good faith basis: has the applicant library presented a plan to come into compliance with the applicable standard(s) that is achievable within a defined period of time.

**CAPITAL IMPROVEMENTS PROGRAM – STATUS OF LIBRARY PROJECTS
As Approved by the Library Board in November 2008**

Dynix Upgrade to Unicorn (Vendor: SirsiDynix)

Current CIP Allocation: \$350,000 approved in 2006 has been carried over to FY 2008-09

The Library went “live” with the Unicorn system on January 31st. We are delaying payment of the final 60% of the invoice until certain technical issues are resolved, including upgrading Unicorn to Symphony, SirsiDynix’s new flagship product which is closer in functionality to what we originally contracted for in 2006.

Downtown Reno Remodel

Original CIP Allocation: \$100,000 for design and furnishings (FY 2006-07); \$1,900,000 for construction

Current CIP Allocation: \$1,820,000 for construction in FY 2009-10; \$2,431,000 for construction in FY 2010-11

Current CIP Allocation for HVAC Upgrade (Public Works): \$884,000 in FY 2009-10

Pursuant to BCC action taken November 13, 2007 in response to the County’s revenue shortfall, a portion of the original \$100,000, along with the entire \$1,900,000 construction allocation, was removed from the active CIP budget in FY 2007-08.

The Library was able to utilize the bulk of the initial \$100,000 allocation to pay for design work (which was approved by the Board of Trustees in November 2007), along with certain furnishings and building improvements. Based on RNL Design’s last estimate, the deferred CIP funding of \$1,900,000 would pay for Phase 1 and a portion of Phase 2: Relocating the children’s and teen’s areas to a redesigned fourth floor (contingent on Library Administration moving to a new location); mitigating the garden level’s pebble flooring, and adding power, data, and new shelving there. RNL estimated that the remainder of the project—remodeling the main floor and the remainder of the garden level—would cost approximately \$2,431,000. A request for this amount, in addition to the previously allocated \$1,900,000, was included in the Library’s submittals to the CIP Committee last year. It is Library Administration’s intention to solicit funds from one or more local foundations for a portion of the redesign, and for remodeling the auditorium area to make it more functional. Lastly, in support of this project, the Library received a \$75,000 LSTA grant in 2006, which paid for two additional self-service checkout machines, about half of the cost of new auditorium seating, and various infrastructure improvements. The County’s Facilities Management Division will coordinate the remodel project with an upgrade of the HVAC system.

Duncan/Traner Expansion – Doubling Square Footage via Add-on Modules

Current CIP Allocation: \$200,000 for design work in FY 2010-11; \$1,312,000 for construction in FY 2011-12.

WCSD staff estimates the cost at \$1,046,000. This project will require coordination and sharing of costs with the school district. Financial administrators with the district have indicated a willingness to pay half of the total cost, if the expansion includes a meeting room that could be used by school staff. Ballot question WCSD-1, which would have funded renovations and upgrades at older schools and might have covered a portion of the library expansion, was voted down on November 4.

North Valleys – New, County-Owned Building

Current CIP Allocation: \$4,575,000 in FY 2012-13.

Possible use of 1994 Tax Override Funds

County Commissioner Weber has expressed her desire to move the North Valleys Library into the North Valleys Regional Sports Complex. The County also owns a two-acre parcel at the corner of Golden Valley Road and Buck Drive, one block from the library’s current location. Library Administration would prefer that the site selection be done with the assistance of an outside consultant, preferably as part of an update to the overall WCLS Master Facilities Plan, which was last revised in 2000.

Sierra View – New Building

Current CIP Allocation: \$0

Possible use of 1994 Tax Override Funds

While the need is certainly significant, the latest CIP plan does not allocate any funding, likely due to the high cost of constructing a new building (estimated at \$16.5 million) and the need to find a suitable location. Library Administration also continues to monitor the availability of existing buildings in the area, as a lease alternative to the current site in the Reno Town Mall. A rumored sale of the mall property to Stations Casino has yet to be confirmed.

East Sparks – New Building or Shared Space

Current CIP Allocation: \$0

This facility would provide library service in the area formerly served by the Mendive Community Library, which was closed in May 2008. (Project added to the CIP list in November 2008 at the direction of the Library Board.)

Sparks – Enclose Patio to Create Meeting Spaces and Staff Office(s)

Current CIP Allocation: \$0 (Determination of project cost was assigned to Public Works staff in early 2008)

Renovated space would include a staff-restroom area, dedicated computers, and an office area which would allow current staff to conduct confidential performance appraisals and staff meetings as well as provide a work space away from public areas.

Public Works Project for Sparks – Replace HVAC (not included in Library's submittals)

Current CIP Allocation: \$100,000 for design in FY 2010-11; \$895,594 for implementation in FY 2011-12.

Library Projects Funded by Sources Other Than CIP

Sparks – Remodel Public Restrooms

Infrastructure Preservation (IP) Fund Allocation: \$55,000

This project addresses ADA, space and hygiene issues. It is to be being financed out of the Infrastructure Preservation fund administered by the Facilities Management Division; the IP fund pays for smaller-scale projects designed to preserve and extend the life of existing structures and other capital assets. Due to the County's budget situation, the project has been postponed until at least FY 2009-10.

TO: Library Board Members
FROM: Arnie Maurins, Director
RE: Early Closure of Downtown Reno Library on July 28 or 30, 2009
DATE: May 13, 2009

Background: The Truckee Meadows Tomorrow (TMT) Indicators Committee, of which I am a member, is planning to hold a forum attended by leaders of various businesses and organizations. The purpose of the forum is to gather ideas about how to make progress in advancing the quality of life in the Truckee Meadows as measured by TMT's quality-of-life indicators, and to gain additional commitments from the attendees in adopting the indicators and moving them in a positive direction.

Depending on the availability of certain key participants, the Committee wants to conduct the forum from 4:00 pm until 6:30 pm on either Tuesday, July 28th or Thursday, July 30th. Committee members feel that the Downtown Reno Library would be an effective and attractive venue for the event. The library normally closes at 5:00 pm on Tuesdays and Thursdays. I have discussed the Committee's plans with Managing Librarian Scottie Wallace, and she is agreeable to the library closing early for the purpose of hosting the forum. Factoring in the possible need for an additional half-hour of prep time before the forum starts, it may be necessary to close the library at 3:30.

By the time the Library Board meets on the May 20th, I should know which of the two July dates the Committee prefers for holding the forum.

Recommendation and Suggested Motion: Approve the closure of the Downtown Reno Library at no earlier than 3:30 pm on Tuesday, July 28th, 2009; OR, Approve the closure of the Downtown Reno Library at no earlier than 3:30 pm on Thursday, July 30th, 2009.

TO: Library Board Members
FROM: Arnie Maurins, Director
RE: Use of Up to \$11,000 in Gift Funds Toward the Purchase of the Envisionware Computer Reservation and Print Management System
DATE: May 13, 2009

Background: Currently, nine WCLS branches use the computer-reservation and print-management system provided by Card Meter Systems (CMS). A planned upgrade appeared to offer many no-cost features (such as wireless printing and web access to administrative functions) that would enable our libraries to better serve patrons. The Systems team discussed the upgrade in detail with CMS over a period of several months. When, however, the Library was ready to implement the upgrade the Systems Office learned that many of the new features would only be available at an additional cost that was beyond our ability to pay. When the Library attempted to do the no-cost "basic" upgrade, the CMS technical staff was unable to implement it successfully. The test branch, Northwest Reno Library, had no Public Internet access for almost a month. In order for the Library to continue, in CMS's words, "experimenting" with the upgrade, we were told that all 12 branches would have to give up their Public Internet access for an indeterminate amount of time. Since the aborted upgrade attempt, the CMS program has become out of date and the vendor can no longer support the version used by the Library. As a result of this experience, staff determined that the Library needed a system that was easier to manage and use.

After looking at several products, the Systems team recommended Envisionware as the most effective and affordable option. The Envisionware vendor partners with our catalog/circulation system vendor, SirsiDynix. Many libraries nationwide use Envisionware and have provided good reviews. Additional considerations were the availability of wireless printing, easier administration at the branch level, continued functioning of the reservation system even if connectivity to the patron database is lost, and significantly lower software-maintenance costs (approximately 1/3 of CMS's current annual charge).

The Systems team was able to install a demonstration version of Envisionware at the Senior Center, giving that branch a reservation/print management system for the first time. Patrons and staff have tested Envisionware and have found it to perform well.

The Library's Gift Fund Policy states that the Board of Trustees must approve gift-fund expenditures that total more than \$3,000 towards one purchase. The Envisionware system will cost \$20,826.12, less a credit of \$390 that the Library paid for implementation services at the Senior Center Library, for a net of \$20,436.12. Earlier this year, the Friends of the Library donated \$10,000 towards the purchase of a replacement for the current CMS system. In addition, the manager of Downtown Reno Library has pledged \$2,500 from that branch's undesignated gift fund, and the managers of South Valleys, Northwest Reno and Spanish Springs have each pledged \$1,000, for a total of \$5,500 in branch gift funds. I am requesting that the balance of \$4,936.12 be charged to the Elia Trust Fund. Expensing each of these funds as described above would leave remaining balances as follows:

	<u>Balance</u>
Downtown Reno (\$2,500)	\$ 3,250
South Valleys (\$1,000)	\$ 11,886
Northwest Reno (\$1,000)	\$ 12,449
Spanish Springs (\$1,000)	\$ 5,400
Elia Trust Fund (\$4,936.12)	\$128,920

This purchase is an appropriate use of Elia funds because of its multi-branch benefit. Envisionware will provide a more user-friendly and more easily managed system for the nine branches that currently use CMS, along with the Senior Center Library.

Recommendation and Suggested Motion: Approve the use of up to \$5,500 in gift funds from Downtown Reno, South Valleys, Northwest Reno, Spanish Springs as described in this memorandum, and up to \$5,500 from the Elia Trust Fund, towards the purchase of the Envisionware Computer Reservation and Print Management system.

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TO: Library Board Members
FROM: Dianne Varnon, Associate Library Director
RE: Revision of Public Hours of Operation
DATE: May 14, 2009

Background: As a result of the recent cuts to the Library's budget, at least 30% of the Library's positions will be vacant in Fiscal Year 2009-10, resulting in significantly fewer library staff available to provide service during our public hours of operation. Library staff members are essential for providing effective, efficient and responsive service, and to maintain the condition and safety of library facilities. Therefore, it is necessary to reduce the number of public hours until such time as we are able to rehire and/or fill frozen positions.

Attached is a spreadsheet showing the recommended changes to public hours of operation to begin June 29, 2009 at all library locations, including mobile library services. The recommended new schedule would result in a reduction in weekly hours from 491.5 to 368, which equates to a 25.1% decrease.

Managers and Coordinators discussed and suggested hours of operation to the Library Director and the Associate Library Director for Programs and Services, based on the following considerations:

- Number of staff members available
- Statistical usage patterns for library visits, checkouts, computer use, customer assistance and program attendance
- Comments from the public at the six town hall meetings and submitted on comment cards
- The provision of daytime, weekend and some evening hours
- Balanced support, although at a significantly reduced level, of our four service roles: Current Topics and Titles, Lifelong Learning, General Information, and Commons. These roles include youth and family programs, information services (including responsiveness to individual economic stresses), meeting room use, access to computers, support for literacy, recreational and cultural enhancement and a viable collection of library materials
- Consistency of hours across the system for the least confusion to the public and to allow for better support among branches during unexpected staff shortages due to illness
- Size, usage and resources of libraries according to the designations of urban, suburban, smaller suburban, partnership, and mobile services libraries

Recommendation and Suggested Motion: Approve the revised public hours of operation to begin June 29, 2009 and run through December 2009, with the intent to review the hours in October 2009.

DRAFT PROPOSED WCLS PUBLIC HOURS OF OPERATION FY 09-10									
Recommended version 5-12-09	Mon	Tue	Wed	Thur	Fri	Sat	Sunday	Total Hours	Decrease
Urban Libraries									
Downtown Reno	9 -- 5	9 -- 5	9 -- 5	9 -- 5			10 -- 5	39	9
previous schedule	9 -- 5	9 -- 5	9 -- 5	9 -- 5	9 -- 5	11 -- 3	11 -- 3	48	
Sierra View		11 -- 7	11 -- 7	10 -- 6	10 -- 6	10 -- 5		39	12
previous schedule	10 -- 5	10 -- 7	10 -- 7	10 -- 7	10 -- 5	12 -- 5	12 -- 5	51	
Sparks		11 -- 7	11 -- 7	10 -- 6	10 -- 6	10 -- 5		39	10
previous schedule	10 -- 4	10 -- 7	10 -- 7	10 -- 7	10 -- 4	10 -- 3	10 -- 3	49	
Suburban Libraries									
Northwest Reno		11 -- 7	11 -- 7	10 -- 6	10 -- 6	10 -- 5		39	17
previous schedule	10 -- 5	10 -- 8	10 -- 8	10 -- 8	10 -- 5	10 -- 5	12 -- 5	56	
South Valleys		11 -- 7	11 -- 7	10 -- 6	10 -- 6	10 -- 5		39	11
previous schedule	10 -- 6	10 -- 7	10 -- 7	10 -- 7	10 -- 6	10 -- 5		50	
Spanish Springs	11 -- 7	11 -- 7	10 -- 6	10 -- 6			10 -- 5	39	22
previous schedule	10 -- 8	10 -- 8	10 -- 8	10 -- 8	10 -- 5	10 -- 5	10 -- 5	61	
Smaller Suburban									
Incline Village		12 -- 6	12 -- 6	12 -- 6	12 -- 6	12 -- 6		30	13
previous schedule		10 -- 7	10 -- 7	10 -- 7	10 -- 6	10 -- 6		43	
North Valleys		11 -- 7	11 -- 5	11 -- 5	11 -- 4	11 -- 4		30	18
previous schedule	10 -- 8	10 -- 8	10 -- 5	10 -- 5	10 -- 5	10 -- 5		48	
Partnership & Mobile Services									
Duncan/Traner		3 -- 5:30	3 -- 5:30	3 -- 5:30	3 -- 5:30			10	2.5
previous schedule	3 -- 5:30	3 -- 5:30	3 -- 5:30	3 -- 5:30	3 -- 5:30			12.5	
Gerlach (no change)	8 -- 2	5:30-7:30	8 -- 2	8 -- 2	8 -- 2			26	0
Senior Center	9 -- 2	9 -- 2	9 -- 2	9 -- 2				20	5
previous schedule	9 -- 2	9 -- 2	9 -- 2	9 -- 2	9 -- 2			25	
Verdi		3 -- 7				10 -- 4		10	4
previous schedule		3 -- 7		3 -- 7		10 -- 4		14	
Mobile Services				3 sites	3 sites				
vehicles will provide service to a set of groups on a three-week rotation									
TOTAL NEW HOURS:								360	123.5

TO: Library Board of Trustees
FROM: Policy Review Service Team
RE: Proposed Revision of the Fines, Fees and Charges Policy
DATE: 14 May 2009

Background: On March 18, 2009, the Library Board of Trustees agreed to the implementation, change or addition of the fees noted below. The Policy Review Service Team met on April 28, 2009, in order to make the appropriate revisions to the Fines, Fees and Charges Policy.

- * Charge \$1 for replacement library cards, eliminating "first 3 free"
- * Sell headphones for public computers at \$2 over cost
- * Reinstate fines on children's cards at \$.10 per day per item
- * Implement a \$20 fee for a meeting room reservation

Recommendation: That the Board of Trustees approve the revised Fines, Fees and Charges Policy, to be effective June 29, 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 charges listed herein are subject to periodic review.

Overdue Library Material Fines

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

Minor library cardholders: ~~No fines~~ 10 cents per day per item, maximum fine per item \$2.00
(age 17 and younger)

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

Fines accrue on days the library is closed.

If a patron owes \$5.00 or more in overdue 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 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.
- 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:

Non Nevada and non-reciprocal county resident card	\$50.00 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
Headphone purchase	\$ 2.00 over cost (approximately)
Interlibrary Loan fee	\$ 3.00 per filled request
Meeting room	\$20.00 per reservation
Print fees	\$.25 per page (other than staff-initiated library business)
Proctoring fee	\$10.00 per test

Default Replacement Charges

These default 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 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: ~~January 21, 2009~~

May 20, 2009

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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 charges:	
AV casing	\$ 1.00 cassette, bag, CD, VHS, DVD
Bicycle/locker lock	\$ 5.00
Computer lock	\$35.00
Engravers/etching tool	\$20.00
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: May 20, 2009

TO: Library Board of Trustees
FROM: Policy Review Service Team
RE: Proposed Revision of the Public Use of Meeting Rooms Policy
DATE: 14 May 2009

Background: On March 18, 2009, the Library Board of Trustees agreed to the implementation of a \$20 fee for a meeting room reservation. The Policy Review Service Team met on April 28, 2009, in order to make the appropriate revisions to the Public Use of Meeting Rooms Policy. At that time, the Policy Review Service Team made other minor editorial changes.

Recommendation: That the Board of Trustees approve the revised Public Use of Meeting Rooms Policy (which would then be Meeting Room Policy), to be effective June 29, 2009.

PUBLIC USE OF MEETING ROOMS POLICY

Purpose

The community meeting rooms provided by the Washoe County Library System are for library-sponsored programs, for carrying out the mission and goals of the Library System and for use by other governmental agencies.

When a library or other governmental agency is not using these meeting rooms, they are available for use by the public. ~~Fees for each meeting room reservation will be charged according to the Fines, Fees and Charges Policy.~~ Refunds cannot be made for reservations not kept.

The Washoe County Library System is an institution dedicated to free expression of and access to ideas representing all points of view. Accordingly, subject to all applicable laws and library policies, the Library System's meeting rooms are available for the lawful activities of all individuals or groups. Permission to use library facilities, in and of itself, does not constitute an endorsement or sponsorship by an individual library, the Library System, the Library Board of Trustees or Washoe County.

NOTE: The above three paragraphs are divided out of one paragraph on the existing policy.

Regulations

1. Meeting rooms may be used any time during the regular business hours of the library. Some library facilities have separate entrances to meeting rooms and can be reserved for meetings that may end after library hours.
2. ~~The library does not charge for the use of the meeting room.~~ All programs and meetings must be free and open to the public. Meeting room users, groups and individuals may not charge or solicit fees, dues or donations as a condition of attending any meeting or program.
3. All library-sponsored and Friends of the Library-sponsored meetings/programs take first priority on all meeting room schedules. The library reserves the right to reschedule an existing reservation.
4. Reservations will be on a first-come, first-served basis. Groups may schedule up to 12 meetings per library in a calendar year (January to December). Meeting rooms may be reserved no more than 90 days in advance; exceptions may be made at the discretion of the library manager or designee. If a room is available, groups can book for the same day, without affecting their 12 uses in a calendar year.
5. More than two no shows or cancellations within a twelve-month period may result in the loss of privileges. Reservations will be held for 20 minutes, unless the group has notified the library that it will be late.
6. Groups and individuals using the meeting room may not disrupt the use of the library by others. Persons attending meetings or programs are subject to all applicable library and county policies. Washoe County Library System reserves the right to revoke meeting room privileges when policies or procedures are not followed. Print copies of library policies are available upon request or at our website.
7. Food and non-alcoholic beverages may be served upon the approval of the branch manager or his/her designee. Alcoholic beverages may be served outside of the library's public hours upon the approval of the Library Director or his/her designee.
8. Pursuant to library policy, no child aged nine or under may be left unattended elsewhere in the library while a parent or guardian attends a meeting or program in the meeting room. Library staff cannot assume liability for children who are left unattended.
9. Groups must provide proof of adequate liability insurance coverage when any of its meetings or programs has more than 106 attendees. Use of library facilities may be subject to special conditions imposed by the library or by the branch in charge of a meeting room/auditorium facility.

10. Set up and clean up are the responsibility of the group. If either of these is necessary, the program or meeting starting time should be scheduled at least one-half hour after the library opens and meeting ending time should be scheduled at least one-half hour before the library closes, unless the facility allows for after-hours meeting room use. When scheduling, groups or individuals should include the full time they will need access to the room.
11. Activities that create substantial risk of damage to or destruction of library property are prohibited in the library meeting rooms. Meeting rooms must be left in a clean and orderly condition. Groups will pay the cost for repair of any damages to facilities or equipment for which the group is responsible. The library will not be responsible for materials or equipment left in the building by groups.
12. All first-time groups using the library meeting rooms and auditoriums must fill out the "Application for Use of Meeting Rooms" form. Rooms may be reserved by telephone, but the completed forms must be turned in to the appropriate library within three days of the booking to confirm the reservation or the reservation will be cancelled. The applications will remain on file, but must be updated yearly, or as needed, to keep information current.

Approved: February 15, 2006

**Revised: ~~May 17, 2006~~
May 20, 2009**

MEETING ROOM POLICY

The community meeting rooms provided by the Washoe County Library System are for library-sponsored programs, for carrying out the mission and goals of the Library System and for use by other governmental agencies.

When a library or other governmental agency is not using these meeting rooms, they are available for use by the public. Fees for each meeting room reservation will be charged according to the Fines, Fees and Charges Policy. Refunds cannot be made for reservations not kept.

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Approved: February 15, 2006

Revised: May 20, 2009

**South Valleys Library Staff Report to
Library Board of Trustees
May 2009**

This month South Valleys Library is beginning its sixth year of operation. Our primary service area includes the South Truckee Meadows neighborhoods, Galena and the Steamboat, Pleasant and Washoe Valleys however, this year we have seen an increase in patrons commuting to our library from Virginia City and Carson City. Within a four mile radius we have several preschools, elementary schools, three high schools and the UNR-TMCC Redfield Campus. As you can imagine our study rooms, teen zone and business center are heavily used by students of all ages. WIFI has been extremely popular and folks on laptops are spotted around the entire library. It is exciting to see this beautiful facility actively used by our community.

Statistics

Every year since we opened in May of 2003 we have experienced significant increases in the use of this library and this year is no exception.

- Library visits to South Valleys are up 25% over last year
- Computer use in January, February and March of 2009 is up 33% over the same time period last year.
- 1,910 teens have used the Teen Zone since the beginning of the school year.
- 904 early voters cast their ballots at our location during the primary election.
- 6,863 citizens voted early at South Valleys in the general election
- Serving as a polling place on Election Day 564 citizens voted here at South Valleys.

Programs/Services

- Our Toddler Time and Preschool Story times remain our most popular programs for children and families with regular weekly attendance of 175 parents and kids.
- Special programs included our annual Gingerbread House decorating and Easter Egg Hunt. Volunteers helped us with each of these programs or it would not have been possible for us to present them. We kept the Easter egg hunting crowds smaller by holding this program during our Toddler Time and Preschool Story time but we still had 178 enthusiastic participants.
- In March we had the opportunity to have the Star Lab portable planetarium for our monthly science program. The Star Lab is a large igloo shaped dome on which a variety of science programs can be projected. 75 children and parents attended this exciting program and a class of 34 teachers from TMCC attended to learn how the Star Lab can be used in the school curriculum.
- We have four programs that are run by volunteers at South Valleys. Our Lifescapes Senior Writing Program continues to grow with six new members joining the group this year. Our SO Very Literary Book Club has successfully completed their first reading list and is beginning a new one for the remainder of the year. Without the help of volunteers we would not be able to offer our Knitting group or our Bridge group. Both of these programs have grown significantly this year. We have had to find a new space in which the knitters can meet because they have outgrown the large study room.
- We have hosted seven different art exhibits in the John Ben Snow Art Gallery this year. Each exhibit was accompanied by an Art Reception that provided the public with an opportunity to talk to the artist about their work. We are very pleased that the John Ben Snow Memorial Trust has again funded the gallery for this year in the amount of \$5,000.
- The art exhibited on the white grid panels across from the Customer Service desk is from the art classes at Galena High School. Each month Joanne Lau, the art teacher at GHS, brings in a new exhibit of student work. Their projects are interesting and of very high quality. We have even had patrons ask how they might purchase the art that the students have displayed.
- We discontinued our satellite service in order to save those dollars and have converted to DTV with donated converter boxes and a roof antenna.

- The music CD shelving was expanded to accommodate our growing collection.

Our Patrons

- Writers and authors have always found interesting places to create their stories or write their philosophical treatises—the cafés of Paris come to mind. South Valleys Library has had the honor this year to be one of those creative locations. First time novelist, Reno Fire Fighter and paramedic, Shawn Grady spent many days this year in the back of South Valleys Library crafting his debut novel *Through the Fire*. Mr. Grady's novel will be available in June of this year from Bethany House publishing.
- We continue to receive many positive comments about the beauty of this facility, the great meeting spaces and the wonderful staff. One little girl who came to the library with her grandmother remarked as she came in the door: "Oh, wow, I didn't know the library would look like this!"
- 30-40 patrons attended the South Valleys Town Hall Meeting. They shared their ideas and concerns for their library, concerns regarding reduced resources, meeting room availability and loss of evening and Saturday hours. Like all the other Washoe County Libraries, patrons ask us daily if this library will be closed. Usually what they say is "This library won't be closed will it? It's brand new." Or "You just can't close this library, we love it." Most of our patrons understand our current budget challenges and are willing to pay increased fees; many have expressed concern for the fate of staff should layoffs occur. One father told me after the meeting that they like the staff here so much they would hate to see any of them lose their jobs.
- South Valleys Library is very much a suburban library, but we experience the same increases in patrons using our computers and resources to look for employment as other libraries across the country. Several of them have shared their stories with us.
 - One man told me the other day he has applied for 88 different positions and received only one offer of part time employment. He said he would not be able to get through this tough time without the books and DVDs he can get at the library.
 - Our LAII, Mary Auld issued a library card to a gentleman that moved here a few months ago from San Diego. He had a job when he moved but was recently laid off. He would come into the library and check out items and use the computer to job hunt so she saw him often. After about two months he came in on a Saturday and told her he recently was hired and now had a good job. He wanted to thank the staff for being so helpful and friendly when life was hard for him. He said that he didn't know if he would have a job today if it wasn't for the library and the use of the resources.
 - One of the comment cards we recently received was from a woman who said that what the library provides that is important to her is "the unlimited access to all types of books as well as video and audio tapes." She went on to say "my family has been out of work on and off since December and the books I have selected for my husband have kept his mind active and a respite from worry...People need to have free entertainment to keep their spirits up and encouragement to look forward to the day." That's what the library does.

Last Fall I asked our staff to tell me how they think the library contributes to a sustainable community. One of my aides said "Many patrons come into the library to pick up books and end up running into old friends. They have discussions over books and ideas, or they make new friends. They watch movies or they go to meetings. I think that while city planners are concerned about human beings in terms of housing developments, water usage, and the like we are concerned with the growth of human beings in terms of knowledge, entertainment, and bringing people together. That, to me, is what truly makes a community." And this is a really good description of South Valleys library and how our community uses it.

TO: Library Board of Trustees
FROM: Jennifer Oliver, Development Officer
RE: Development Office update
DATE: May 11, 2009

Background: At the April 22, 2009 Board of Trustee meeting, the Board requested an update from the Development Officer.

Below you will find an overview of Development Office activity as of May 1, 2009.

Washoe County Library System funding priorities (October 2008)

Materials
 Galleries
 Technology

Organization/company:	Purpose:	Status:	Amount:
Incline Rotary	Tahoe Collection	Awarded	\$ 800.00
LSTA: El Dia	El dia de los ninos	Awarded	\$ 3,000.00
IGT	Summer Reading	Awarded	\$ 5,000.00
John Ben Snow	South Valley Gallery	Awarded	\$ 5,000.00
E.L. Cord Foundation	Materials	Awarded	\$25,000.00
Target	Summer Reading	Pending	\$ 5,000.00
Nevada Arts Council	Northwest Gallery	Pending	\$ 5,000.00
Walmart	Northwest Gallery	Pending	\$ 4,000.00
LSTA	Language Literacy	Pending	\$41,200.00
LSTA	Tutor.com	Pending	\$35,000.00
Reno Rodeo Foundation	Materials	Pending	\$ 2,500.00
Reno Tahoe Open	Materials	Pending	\$ 5,000.00
Wells Fargo	Materials	Pending	\$20,000.00
ARRA: NEA	Galleries	Ineligible	\$25,000.00
ARRA	Broadband/ Community Computing Centers	Monitoring	

(Governor's Broadband Committee has collected proposals state-wide)

Fundraising activities

Friends Campaign 001 update
 Benefits from area businesses-Scolari's, Whole Foods (application submitted)
 Funds go to the Friends of Washoe County Library
 Barnes and Noble Bookfair-October 2009-to coincide with Friends of Library Week
 Potential community fundraisers:
 Reno-Aces
 Lake Tahoe Shakespeare Festival

Development/Fundraising Committee coordination
Signature annual Library fundraising event
Ongoing fundraising campaigns (in conjunction with the Friends)
Establish focused fundraising priorities (in conjunction with Trustees, and Library Management)

Upcoming Grant deadlines:

Redfield Foundation-late May
Materials
Best Buy-Mid June
Services that provide opportunities for young teens
Reviewing potential programs that are not staff time intensive

Other duties from the Development Office:

Volunteer Coordination-with support of Administration and Branch staff
Grant Reporting-May, June, October and December are the peak reporting months
Library Liaison to the Friends of Washoe County Library Board

Jennifer Oliver
775-327-8360
joliver@washoecounty.us

Recommendation: Informational item only

LIBRARY ADMINISTRATION REPORT

April-May 2009

LIBRARY ADMINISTRATION

- The survey of public computer users (described in last month's report) was delayed one week and is being offered from May 11th until May 26th. WCLS will receive a copy of the survey results, which should supply valuable information about our patrons' computing needs along with usage trends across the country, and help to inform local officials about the benefits of public-access computing.
- Mr. Tony Steiner of Truckee, California has donated a closed-circuit magnifying television to WCLS, and the Spanish Springs Library will be making it available to its patrons. The unit, brand-new and worth at least \$2,000, allows individuals with vision problems to look at photos, read newspapers, view coins or perform other close work.
- Programming Coordinator Beate Weinert has been invited to join the Board of the "Read With Me" Foundation Scholarship. Administered by the Community Foundation of Western Nevada, the scholarship benefits children between two and four years of age who show an aptitude for reading. It is awarded to two young children each year and provides one full year of tuition in a qualifying preschool.
- Marketing Coordinator Bonnie Saviers was a judge for the Reading Rainbow Young Writers & Illustrators Contest. This annual event, sponsored by KNPB Channel 5, gives children from kindergarten through third grade an opportunity to write and illustrate short stories. The winning stories will be entered in the national PBS competition.

LIBRARY PROGRAMS AND ACTIVITIES

- During the month of May, a total of 101 patrons attended free (grant-funded) classes on Microsoft Word, Internet searching and photo editing.
- **Bruka Theatre** will be the final Pioneer event for this season and will be performing various folk and fairy tales through June at six libraries.
- The **C-SPAN Civics Bus** made a stop at Sparks Library on Wednesday, May 6th. The multi-media demonstration center and TV production unit brings civics education to schools, libraries and other community venues nationwide. The Civics Bus shares C-SPAN's education and civic resources with students, teachers and other civics-minded people across the country. The public was invited to visit the bus to talk about politics, government, media and C-SPAN's coverage of public affairs and books.
- To help the community prepare for the upcoming transition to digital television, the Federal Communications Commission brought **DTV Help Centers** to the North Valleys, Spanish Springs and Downtown Reno libraries in early May. An FCC representative answered questions, provided updated information and helped consumers apply or reapply for converter-box coupons. The new date for the complete transition to DTV is June 12, 2009. This was the second visit to Washoe County libraries by an FCC representative.

VOLUNTEERS/COMMUNITY COLLABORATIONS

- WCLS and the Nevada Museum of Art have begun jointly promoting each other's events. Libraries distributed flyers publicizing a Museum visit by author William Kittredge, and in turn, the Museum is distributing information on our Summer Reading Program. Discussions are under way on possibly partnering on events later this year.
- A Truckee Meadows Tomorrow (TMT) display will travel to WCLS branches, beginning with Spanish Springs. The tabletop display includes flashcards illustrating TMT's quality-of-life indicators in categories such as Economic Wellbeing, Health & Wellness, and Arts & Cultural Vitality. The indicators have been identified by the community as vital measures of local quality of life. Patrons can take home any of the flashcards, which include information on how to "adopt" an indicator or create a compact with TMT. A few years ago, WCLS adopted the "literate community" indicator within the Education & Lifelong Learning category.
- In March and April, representatives of the U.S. Census Bureau conducted testing at seven WCLS branches for jobs related to the 2010 Census. This effort helped the Census Bureau meet its recruiting goals and enabled local citizens to find jobs. The Bureau expressed its appreciation to library staff for providing meeting space and publicity.
- Free income tax help was available at Washoe County libraries again this year, thanks to volunteers from AARP and VITA. A total of 2,027 people received assistance with their taxes at five library branches and 866 were helped at the Senior Center for a grand total of 2,893. Preference was given to seniors and low- and middle-income individuals.

MEDIA COVERAGE

Media "impressions" – April

RGJ – 108 calendar listings, 5 photos, 4 news stories, 1 Friends article

Sparks Tribune – 174 calendar listings, 2 news stories

NLT Bonanza – 5 photos, 1 news story, 4 editorials

Arnie Maurins
Library Director

Text Alerts | Mobile | Newsletters | RSS | Twitter

Find It: Advertise | Jobs | Cars | Dating | Real Estate | Apartments



SEARCH ALL | All Local News Calendar Jobs More

HOME NEWS SPORTS WEATHER NEIGHBORHOODS ENTERTAINMENT LIVING CLASSIFIEDS REAL ESTATE

Communities Business Get Published Prep Sports MomsLikeMe.com Data Center GoToRenoTahoe.com



Comment, blog & share photos
Log in | Become a member | Search people

C-SPAN bus visits area, informs residents

BY CARLA ROCCAPRIORE • CROCCAPRIORE@RGJ.COM • MAY 7, 2009

Post a Comment Recommend Print this page E-mail this article Share ?

Those who channel surf got a better idea Wednesday of some of the TV stations they might not have understood or paid attention to.

ADVERTISEMENT The 45-foot touring C-SPAN civics bus that doubles as a studio was parked at the Washoe County Senior Center, the main campus of Truckee Meadows Community College and the Sparks Library to educate the public about what the network offers.

An acronym for Cable-Satellite Public Affairs Network, C-SPAN has separate channels for the U.S. Senate, U.S. House of Representatives and a third for other key events. Its radio station streams online and is available via satellite.

"A lot of people think we're a government TV station, but we are a public affairs channel, and we cover government with unfiltered access," said Matthew McGuire, C-SPAN national accounts executive. "We're carried by cable systems because they choose to put us on."

McGuire explained to visitors how C-SPAN differs from traditional news networks. In addition to having no commercials or reporters, he said, C-SPAN has time to carry an entire live speech or news conference. Other channels might show highlights and have a reporter summarize the same event.

Some TMCC students visiting the bus said they either weren't familiar with C-SPAN or were confused about what it carries.

"I understood certain aspects of C-SPAN," said Russell May, 32, who thought the network carried reruns of speeches and hearings.

Christopher Dutton and Pauline Wales admitted they flip past C-SPAN when searching for channels.

"I really don't watch much TV but will probably pay more attention now," said Wales, 39.

The political landscape in the U.S. might prompt Dutton to watch the network.

"Since the Democrats took over, it'll be more interesting to see what the opposition is doing," said Dutton, 19.



Kat Leishme S. McGuire, bus while it also visited Newton/RG.



The 45-foot on the TMC

RELATED Cable & Sa Telecom Television Charter Co



Arts by **ACblade**
Do Wrinkle Creams Work?
Learn the Seceret Wrinkle Cream combination discovered by a Mom to get rid of her wrinkles forever.. [Learn more](#)



'Do Wrinkle Creams Work?'
We reviewed the top wrinkle creams. You'll be "shocked" at what we found! [Learn more](#)



1 Trick For Whiter Teeth
Whiten your teeth 5 shades in one hour by following this simple rule... [Learn more](#)



Why Pay To Look Younger?
How a stay-at-home mom cured her wrinkles for less than \$10 [Learn more](#)



DON'T Pay For White Teeth
Learn the trick, discovered by a mom, to turn yellow teeth white w/under \$10. [Learn more](#)

Sheri Huggins said she wasn't aware of the network prior to Wednesday but will use it as a source if she needs information.

"I didn't know C-SPAN existed," said Huggins, 20.

C-SPAN has been on air 30 years, and its bus has been touring the past 16 years and typically stops where it's invited, McGuire said. Charter Communications invited

C-SPAN to this area.

The bus was in Sacramento on Tuesday, and it plans to be in Salt Lake City today.

"This is our way of saying, 'Thank you,' to our cable companies for having us in their channel lineup," McGuire said. "Eleven months out of the year, this bus is crisscrossing the nation. We're typically in a different community every day."

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WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

14-May-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	\$ 5,736,310	\$ 1,533,706	79%	\$ 8,058,357	\$ 6,123,818	\$ 1,934,539	76%
EMPLOYEE BENEFITS	\$ 2,543,755	\$ 1,959,300	\$ 584,455	77%	\$ 2,741,403	\$ 2,063,697	\$ 677,706	75%
SERVICES & SUPPLIES	\$ 1,655,794	\$ 1,147,870	\$ 507,924	69%	\$ 2,070,715	\$ 1,409,345	\$ 661,370	68%
CAPITAL OUTLAY								
TOTAL:	\$ 11,469,565	\$ 8,843,480	\$ 2,626,085	77%	\$ 12,870,475	\$ 9,596,860	\$ 3,273,615	75%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1

14-May-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	\$ 1,022,261	\$ 332,469	75%	\$ 1,366,489	\$ 1,061,257	\$ 305,232	78%
EMPLOYEE BENEFITS	\$ 479,355	\$ 358,418	\$ 120,937	75%	\$ 480,459	\$ 374,450	\$ 106,009	78%
SERVICES & SUPPLIES	\$ 903,648	\$ 556,198	\$ 347,450	62%	\$ 29,956	\$ 22,626	\$ 7,330	76%
CAPITAL OUTLAY								
TOTAL:	\$ 2,737,733	\$ 1,936,877	\$ 800,856	71%	\$ 1,876,904	\$ 1,458,333	\$ 418,571	78%

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	6,144	-34.80%	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	129,680	3.31%	33,953	31,942	-5.92%	4,673	5,116	9.48%	0	36,305	0.00%
January	166,576	192,154	15.36%	131,893	147,207	11.61%	30,690	34,685	13.02%	4,835	6,703	38.63%	0	42,381	0.00%
February	189,317	182,819	-3.43%	139,904	142,370	1.76%	27,803	33,037	18.83%	5,481	6,267	14.34%	0	39,914	0.00%
March	190,331	203,360	6.85%	149,144	158,490	6.27%	35,059	34,817	-0.69%	6,135	6,601	7.60%	0	45,627	0.00%
April	193,625	189,635	-2.06%	150,027	147,051	-1.98%	35,400	35,532	0.37%	5,978	5,626	-5.89%	0	45,101	0.00%
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	1,832,789	-2.43%	1,668,338	1,476,238	5.70%	408,841	344,251	0.01%	82,834	73,194	5.93%	-	408,985	0.00%
Totals to Date	1,878,341			1,396,655			344,203			69,096			0		

Note 1: FY 08/09 Checkout totals including all partnership/Collection Development: 1,837,178

Note 2: FY 08/09 GRAND TOTAL (includes Library, Partnership, Coll. Dev., Downloadable Book, and Read & Exchange Checkouts): 1,909,504

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


ITEM 8

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

Washoe County Library System

Monthly Statistics Report for Fiscal Year 2008-2009

For The Month Of: APRIL

	Library Visits		Checkouts		Patron Computer Use		Program Attendance			
	# visits	YTD	# checkouts	YTD	# signups	YTD	Adult		Youth	
							# adult	YTD	# youth	YTD
Duncan/Traner	1,828	23,039	1,632	21,862	984	10,193	0	0	42	187
Incline	6,790	81,292	8,000	78,835	1,993	19,502	116	1,913	286	2,316
Mobile Library 1	591	6,964	1,944	16,182	13	259	128	863	260	10,422
North Valleys	10,888	111,124	13,748	139,029	2,786	23,718	10	113	388	5,947
Northwest	18,536	189,895	28,236	272,857	4,154	37,992	65	1,217	1,131	11,852
Reno	22,219	225,972	18,280	180,898	6,867	72,694	0	0	110	1,583
Senior Center	4,847	47,334	2,435	23,372	0	4,247	24	208	0	96
Sierra View	23,894	238,299	28,714	271,799	6,282	59,113	15	156	487	4,929
South Valleys	17,897	164,819	25,221	234,317	2,281	21,985	186	7,850	850	7,379
Spanish Springs	17,455	168,812	26,073	262,932	4,311	40,493	268	2,365	1,037	8,619
Sparks	21,087	209,978	33,092	311,023	5,789	53,596	31	433	150	4,076
Verdi	1,019	8,710	2,260	19,683	72	459	0	126	42	559
Total:	147,051	1,476,238	189,635	1,832,789	35,532	344,251	843	15,244	4,783	57,965
Gerlach (total)	100	998	79	1,107	School checkouts included above					
<i>School hours:</i>										
Duncan/Traner	1,260	24,702								
Verdi	2,484	22,782								
Collection Devel.			328	3,282						
Downloadable Books			1,798	14,689						
Read & Exchange			3086	57,637						
TOTAL	3,844	48,482	2,205	76,715						
GRAND TOTALS	150,895	1,524,720	191,840	1,909,504	35,532	344,251	843	15,244	4,783	57,965
Internet Library										
Total number of Site Hits		45,101								

**NOTE: Due to technical problems, Senior Center is unable to extract patron computer usage and will be reported at a later date.