

**LIBRARY BOARD OF TRUSTEES' MEETING AGENDA
WEDNESDAY, JULY 21, 2010
4:00 P.M.**

**Sierra View Library
Reno Town Mall
4001 South Virginia Street
Reno, NV 89502**

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.washoecountylibrary.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 June 16, 2010
- 4. Old Business
 - *A. Staff Report Regarding the Library Budget for Fiscal Year 2010/11
 - *B. Presentation of a Video of the Fifth Anniversary Celebration of Spanish Springs Library
 - C. Discussion and Action Regarding Rescission of Article IV(K) of the Library Board of Trustees Bylaws
 - D. Discussion and Action Regarding Preparation for the New Citizens' Advisory Committee on the Future of the Washoe County Library System
 - E. Discussion and Action Regarding Measures to Improve Communications Between the Library Board of Trustees and the Washoe County Board of County Commissioners

5. New Business
 - *A. Presentation of the New Washoe County Strategic Plan
 - *B. Acknowledgment of Donations Made During Fiscal Year 2009/10
 - *C. Staff Report Regarding Director-Approved Gift Fund Purchases
 - D. Discussion and Action Regarding the Expenditure of up to \$7,000 of Sparks Library Gift Fund Money for the Purchase of CD Shelving
 - *E. Staff Report on Sierra View Library Activities and Operation
- * 6. Library Administration Report to the Board to Include Library Administration, Collaborations, Programs and Activities, Friends of Washoe County Library and Media/Internet Coverage
- * 7. Financial Reports to Include the Monthly Expenditure Comparison Reports and Gift Fund Report
- * 8. Monthly Library Usage Statistics Report
- * 9. Public Comment and Discussion Thereon – Five Minute Time Limit Per Person
- *10. Board Comment - Limited to Announcements or Issues Proposed for Future Agendas and/or Workshops
- *11. Adjournment

LIBRARY BOARD OF TRUSTEES' MEETING MINUTES
June 16, 2010

DRAFT

The Board met in regular session at the Spanish Springs Library, 7100 A Pyramid Lake Highway, Sparks, Nevada. Chair Fred Lokken called the meeting to order at 4:00 p.m.

ROLL CALL

- Board Members Present: Tom Cornell, Dianne Drinkwater, Fred Lokken, Judy Simon and Al Stoess
- Library Staff Present: John Andrews, Brenda Baxter, Tammy Cirrincione, Corinne Dickman, Nancy Keener, Arnie Maurins, Maureen McElroy, Jennifer Oliver, Pam Rasmussen, Donna Smith, Julie Ullman, Dianne Varnon, Scottie Wallace, Beate Weinert and Rocky Badolato
- County Staff Present: Deputy District Attorney Herb Kaplan
- Public Present: Friends of Washoe County Library Board Members Len Crocker, Lois Crocker and Martha Gould; the family of Ona Kermoade

PUBLIC COMMENT

There was no public comment.

SECRETARY'S REPORT

On motion by Dr. Stoess, seconded by Mr. Cornell, which motion duly carried, the Board approved the minutes of the May 19, 2010, meeting with the following correction: CHANGE the portion of "Public Present" to "Friends of Washoe County Library Board Members Len Crocker, Lois Crocker and Lucina Moses; Carol Lloyd," correcting the spelling of Crockett to Crocker and identifying the Friends of Washoe County Library Board members.

OLD BUSINESS

Disposition of the Homebound Services Van

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

Mr. Maurins added that he was informed that the most likely method of selling would be by auction, and the next scheduled County auction is in October. Another alternative is to post the sale with Nevada Library Association or American Library Association.

Ms. Simon arrived at 4:02 p.m.

On motion by Ms. Simon, seconded by Dr. Stoess, which motion duly carried, the Board approved the selling of the E350 van, using the most appropriate method as determined by Library Administration, and directed staff to make the necessary arrangements.

Preparation for the New Citizens' Advisory Committee on the Future of the Washoe County Library System

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

Mr. Maurins advised the Board that the recommendation it made at the last Board meeting is on the Board of County Commissioners agenda for June 22, that recommendation being that the BCC will approve a slate of individuals screened and recommended by the Library Board to form a Citizens' Advisory Committee. His objective today is for the Library Board to continue its discussion on membership criteria and the specific charge to the committee in order to be ready to move forward if the BCC approves the recommendation.

Ms. Drinkwater arrived at 4:11 p.m.

Following discussion, the Board made the following suggestions:

Committee's Charge

Locations for new and/or replacement libraries: That there be a plan for reopening branches and restoration of services

Committee Membership

- Perhaps one of the County Commissioners would want to serve on the committee
- Would like the BCC to take the recommendation of the Library Board, and if there is a problem with one or more, the Library Board could then deal with it
- Do not send all applications to the BCC, with the understanding that it could request them
- Send all applications to the BCC
- Identify alternate members
- Designate one of the citizen members to be from the business community
- Designate one of the citizen members to be a community activist
- Designate one or two members to be from TMCC or UNR
- The Library Board could just use the above three criteria as it goes through the application process, rather than have it specified on the application
- "Other volunteer activities" should be on the application
- Invite both retired Library Directors
- The application should contain a statement that a diverse and balanced committee is desired
- Two library users from each Commission district
- Allow committee to elect chair and vice chair
- Must have a strong interest in the role and value of public libraries
- Must have a library card
- Be as inclusive as possible when advertising

Upon questioning by a Board member, the Chair and Vice Chair clarified that the Citizens' Committee is advisory, the Library Board makes a decision based on those recommendations, then it is presented to the Board of County Commissioners for final approval.

Miscellaneous Suggestion

Collect the suggestions made by the public at various public meetings and present them to the Citizens' Advisory Committee in the hopes that they categorize and use them accordingly

Upon questioning by the Board, Martha Gould, retired Library Director, gave the following historical information to the Board regarding the original Citizens' Blue Ribbon Advisory Committee on the Future of Washoe County Library:

- DRAFT
- A recommended slate of members was presented to the Library Board, approved, then presented to the Board of County Commissioners for its approval
 - The BCC had the ability to add people if it so wished
 - The same process was followed when the work of the committee was completed
 - The Final Report contained very specific recommendations and became the road map for the next five years for the Washoe County Library System
 - It was written into the Final Report that the group return in five years, which it did, to review what had or had not been achieved, and the committee presented additional recommendations at that time
 - The BCC was delighted to have a group of citizens willing to do that type of work
 - The original committee consisted of 17 members
 - The committee was charged with addressing what was happening to the Library at the time, but it also looked to the future
 - Experts in several fields were invited to address the committee
 - One of the recommendations the BCC did not approve was a separate fund dedicated to replacing and upgrading technology, which is even more important today
 - There was a broad community representation and no need to specify the type of members desired
 - Meetings were held in various Library branches
 - Managing Librarians were called upon to make presentations regarding the issues they were facing, types of services in demand at their particular branches and other needs
 - The meetings were always posted and open to the public
 - Michael Buckley was chairman of the committee and later was a Library Trustee for eight years
 - The committee appointed its own chair and vice chair
 - A secretary was hired to take notes, which were compiled by Jean Stoess into the Final Report

Mrs. Gould further advised the Board that it has governance authority by law. She added that she feels a plan should be in place for the migration of information to as-yet unknown platforms and have a strategic plan for the constant refreshing of information technologies because it is so expensive.

On questioning by the Board, Mr. Kaplan advised that committee meetings will have to operate under the Open Meeting Law and an Assistant District Attorney should be present.

On motion by Ms. Drinkwater, seconded by Ms. Simon, which motion duly carried, the Board tabled this item for redrafting based on the above suggestions and requested that it be brought back at the July 21 meeting.

NEW BUSINESS

Acceptance and Acknowledgment of a Donation of \$1070.50 from Mr. Norman Davis, Mr. Keith Kermoade and Family in Honor of Mrs. Ona Kermoade for the Purchase and Installation of a Memorial Bench Outside the Spanish Springs Library

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

Jennifer Oliver, Development Officer, personally thanked the family, and she suggested the Board take a look at the bench. She introduced Liz Holland, who addressed the Board as follows:

“Hello Board members. I’m Liz Holland, and I’m actually the youngest child of Ona Kermoade. My mom always loved this library and felt very lucky to have it so close to her home. My dad, Keith, decided to dedicate this bench in her memory as our way of saying thank you for giving her the job of this special place. You may think that we are

providing you with a gift of a bench, you have actually given us the gift of a place to come and sit and feel like we are with our mother. I hope that many people will come here and use this bench, and when they read the inscription, they will think of how special someone was to give this gift because my mom was one special lady, and she would be very pleased that Keith had chosen to give this bench to you and return some of the pleasure you gave to her. Thank you."

Everyone present applauded the family, and Mr. Kermoade announced that he would donate another \$1,000 to the Spanish Springs Library gift fund.

On motion by Ms. Simon, seconded by Mr. Cornell, which motion duly carried, the Board gratefully accepted and acknowledged the donation in the amount of \$1,070.50 from Mr. Norman Davis, Mr. Keith Kermoade and family in honor of Mrs. Ona Kermoade, for the purchase and installation of a memorial bench outside the Spanish Springs Library.

Use of Gift Monies to Pay for Lighting Improvements in the Spanish Springs Library

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

Following discussion, on motion by Mr. Cornell, seconded by Ms. Drinkwater, which motion duly carried, the Board approved the use of up to \$12,150 from the Spanish Springs Library undesignated gift fund to pay for lighting improvements in that library.

Mr. Maurins noted that since the purchase will be made at the beginning of the new fiscal year, there may be some budget money to pay for a portion of the cost.

Presentation of a Video on the Value of the Spanish Springs Library, Produced by Teen Volunteers

Corinne Dickman, Spanish Springs Library Managing Librarian, announced that the video being presented was done entirely by two teen Spanish Springs Library volunteers, Sami Buechler and Anh Young. It was heart-warming and put a human face to what is done at all libraries, not just Spanish Springs.

The Board expressed its pleasure with the video and the volunteers who made it. The following suggestions were made:

- Due to the obvious interest of teens in the future of libraries, they should be encouraged to apply for the Citizens' Advisory Committee
- Send portions of the video to television stations to use as public service announcements
- Post the video on the Library web site
- Send copies to the Board of County Commissioners

Ms. Dickman advised the Board that a copy has been sent to the County Manager, and a shorter version is prepared to upload onto YouTube, pending approval of the County Social Networking Policy.

Library Card and Borrowing Policy

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

Mr. Maurins added that a list of the acceptable forms of ID for the residency requirements will be available as a separate handout and on the web site.

On motion by Ms. Simon, seconded by Dr. Stoess, which motion duly carried, the Board approved the Library Card and Borrowing Policy, effective July 1, 2010.

Rescission of the Non-Resident and Reciprocal Borrowing Library Card Policy and the Number of Items Circulated Per Library Card Policy

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

On motion by Ms. Drinkwater, seconded by Ms. Simon, the Board approved the rescission of the Non-Resident and Reciprocal Borrowing Library Card Policy and the Number of Items Circulated Per Library Card Policy, effective July 1, 2010.

Library's Fiscal Year 2010/11 Budget Contingency Plan to be Implemented in the Event Sufficient Labor Cost Savings Are Not Achieved through Negotiations with the Washoe County Employees' Association

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

Both Mr. Maurins and Ms. Varnon noted that negotiations are moving forward, and both of the contingency plans could be academic if the target savings are met. The contingency plans are to be submitted to the Board of County Commissioners by June 28 for consideration at the July 13 BCC meeting. Following discussion, Ms. Varnon suggested that several of the Board's concerns could be addressed by the Citizens' Advisory Committee.

On motion by Ms. Drinkwater, seconded by Mr. Lokken, which motion duly carried, pursuant to the direction of the Board of County Commissioners to produce them, the Board approved the Library's submission of the two contingency budget reduction plans based on the framework presented in the staff report. Two opposed.

Measures to Improve Communications Between the Library Board of Trustees and the Washoe County Board of County Commissioners

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

On motion by Ms. Drinkwater, seconded by Ms. Simon, which motion duly carried, this item was tabled to the July meeting.

Staff Report on Senior Center Community Library Activities and Operation

John Andrews, Managing Librarian of the Senior Center Community Library, advised the Board that it is open 20 hours per week, Monday through Thursday from 9:00 a.m. to 2:00 p.m. with 55 staff hours per week. During the year March 1, 2009 through March 1, 2010 (the original date his report was scheduled):

- 46,580 visitors, averaging 224 visitors per day
- 96 were first-time library users who became cardholders
- 24,089 items were checked out
- 5,094 individuals used computers
- 9,380 in-house circulations of magazines and newspapers
- 236 users received individual computer assistance during 43 hour-long volunteer-run programs
- 1,396 volunteer hours, and four of the five volunteers were honored with a Presidential Service Award

Staff Report on Spanish Springs Library Activities and Operation

Corinne Dickman, Managing Librarian of the Spanish Springs Library, announced that the staff report is actually a seven-minute video that was shown at the fifth anniversary party of the branch. She will provide a copy in the next Board packet in order to save time here.

She also advised the Board that a contest was held during the fifth anniversary celebration to give titles to the stacked books at the entrance to the Young People's Library. The titles chosen were "Green Eggs and Ham," "Don't Let the Pigeon Drive the Bus," "Harry Potter and the Sorcerer's Stone," "Skippy John Jones" and "Where the Wild Things Are."

Election of the Library Board Chair

Dr. Stoess nominated Judy Simon, which nomination was seconded by Ms. Drinkwater and she was unanimously elected to serve from July 1, 2010 through June 30, 2011.

Election of the Library Board Vice Chair

Dr. Stoess nominated Dianne Drinkwater, which nomination was seconded by Ms. Simon and she was unanimously elected to serve from July 1, 2010 through June 30, 2011.

LIBRARY ADMINISTRATION MONTHLY REPORT TO THE BOARD

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

Mr. Maurins added that not only is Incline Village Library celebrating the 5th anniversary of its new building, but it is also the 50th anniversary of Incline Village. He invited all Trustees to attend the party being held on Saturday, June 26.

Mr. Maurins again thanked the Friends of Washoe County Library Board for serving as the fiscal agent for the Sierra View lease donation.

FINANCIAL REPORTS

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

On questioning by the Board, Mr. Maurins explained that the salary and wages in the expansion fund appear to be overspent and is due to the shifting of some positions this past year. The Budget Analyst will make some adjustments within the fund so that no line items are overspent at the end of the year.

MONTHLY LIBRARY USAGE STATISTICS REPORT

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

PUBLIC COMMENT AND DISCUSSION

Martha Gould stated that she thinks it would be very nice if this Board were to formally acknowledge the work that has been done by the staff and administration of this Library System. The strength of the Washoe County Library System has always been the quality and dedication of its staff, and in times like

this, they have gone above and beyond the call of duty to hold the Library System together and provide incredible quality service. Mr. Lokken directed the suggestion to the incoming Chair.

Ms. Drinkwater suggested that the Board take a trip to the Gerlach Community Library for a visit and offered to contact the Librarian to make some preliminary arrangements.

BOARD COMMENT

Mr. Lokken announced that he recently spoke to Estela Gutierrez, President of the Washoe County School District Board of Trustees. She indicated that the public library's role in supporting K-12 education is a topic on an upcoming School Board agenda. He requested that she contact the Library Director.

ADJOURNMENT

Mr. Lokken adjourned the meeting at 5:35 p.m.

TO: Washoe County Library Board
FROM: Arnie Maurins, Director
RE: Staff Report Regarding the Library Budget for
Fiscal Year 2010/11
DATE: 14 July 2010

There is no written material on this agenda item.

**An oral presentation will be made
at the Board meeting.**

TO: Washoe County Library Board
FROM: Arnie Maurins, Director
**RE: Presentation of a Video of the Fifth Anniversary Celebration
of Spanish Springs Library**
DATE: 14 July 2010

There is no written material on this agenda item.

The video will be presented at the Board meeting.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Rescission of Article IV (K) of the Library Board of Trustees By-Laws
DATE: July 9, 2010

Background: Article IV (K) of the Library Board's by-laws states:

"The Board shall endeavor to complete the business of each meeting in approximately one hour's time, or vote to extend the meeting beyond one hour as needed."

In practice, since the by-laws containing this article were approved in January 2009, 14 of the 18 regular Board meetings have run longer than one hour, but no votes were ever taken to extend them. With regard to this provision, the Board has not been in compliance with its own by-laws and may wish to address the situation.

With the Board having to deliberate on budgetary issues and other complex matters relating to a 13-branch, 10.7 million-dollar library system on a regular basis, I believe it is unrealistic to prescribe a time limit on its meetings as an official provision in the by-laws. As the Director, I am sensitive to the demands on your time and do my best to schedule agenda items so as not to "overload" any particular meeting. That being said, and as evidenced by recent history, there will often be occasions where proper and timely attention to the items on an agenda requires the Trustees to take longer than one hour to complete a meeting. Tabling items in the interest of saving time can end up producing longer agendas at future meetings, thus compounding the problem.

Recommendation and Suggested Motion: Rescind Article IV (K) from the Library Board of Trustees By-Laws, effective immediately.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Preparations for the New Citizens' Advisory Committee on the Future of the Washoe County Library System
DATE: July 9, 2010

Background: At the June 16th Library Board meeting, you continued discussions regarding a new Citizens' Advisory Committee on the Future of the Washoe County Library System, including its charge, composition and the criteria for membership.

On June 22nd, the Washoe County Board of Commissioners approved the Library Board's recommendation regarding the membership of the Citizens' Advisory Committee, and agreed to take action in the future on a slate of individuals submitted by the Trustees as proposed members.

Pursuant to your direction, I am submitting for your consideration this revised report that incorporates the ideas and suggestions that you generated at last month's Board meeting.

Committee's Charge. Based on the Library Board's discussions to date, the Citizens' Advisory Committee would be charged to make recommendations in the following areas:

1. Criteria for selecting branches for closure, as a general guide and also in response to further budget reductions that might be required
2. Locations for new and/or replacement libraries, including triggers or criteria for possible re-opening of previously closed branches and restoration of eliminated services
3. Services that should be considered for implementation, expansion, contraction or elimination
4. Sources for additional funding to achieve the proposals within (1), (2) and (3).

Committee Membership. The following list includes all potential members identified thus far by the Board:

1. One (1) Library Trustee
2. One or two (1 or 2) representatives from the Friends of Washoe County Library
3. One (1) WCLS employee
4. One (1) County Commissioner
5. Two (2) individuals from each Commission district – total of 10
6. At least one (1) person representing the business community (*included in #5?*)
7. Up to two (2) representatives from UNR and TMCC (*included in #5?*)
8. Former Library Directors Martha Gould and Nancy Cummings, invited to participate as at-large members
9. The Library Director, as a non-voting member

In addition to the above individuals, I would recommend that a representative from the Washoe County School District be specifically recruited to serve on the Committee.

Membership Criteria

1. A strong interest in the role and value of public libraries
2. Possession of a library card (*Would this be required if the applicant strongly believed that libraries did not provide significant value to individuals or the community?*)
3. Volunteer activities
4. Community activism
5. Business experience
6. Experience with local government operations, especially in the areas of planning and finance (*desirable but not required?*)

Membership Selection Process

1. Be as inclusive as possible when advertising for potential members
2. Teens should be encouraged to apply
3. The application should state that a diverse and balanced committee is desired. It need not state that individuals are being sought to meet specific criteria (business person, UNR/TMCC, community activist, etc.); rather, the Board could look for those characteristics in the information provided on the application
4. Do not send all membership applications to the BCC, with the understanding that Commissioners could request them; OR
5. Send all applications to the BCC (*choose either #4 or #5*)
6. Include individuals identified as alternate members in the proposed slate of names sent to the BCC
7. Have the BCC accept the recommendations of the Library Board regarding potential Committee members, and if there is a problem with any of them, the Library Board could take action as needed

Committee Operations

1. Members should elect the Committee Chair and Vice-Chair
2. Suggestions made by the public at Board meetings and library-sponsored gatherings should be collected and presented to the Committee as part of its information-gathering process

Recommendation: Approve a proposal for setting up a Citizens' Advisory Committee on the Future of Washoe County Library System, addressing the following issues, and direct staff to take the appropriate steps to implement the proposal:

- Overall charge of the Committee
- Membership composition
- Membership selection process
- Committee operations

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Measures to Improve Communications Between the Library Board of Trustees and the Washoe County Board of Commissioners
DATE: July 9, 2010

Background: The Library Board of Trustees (LBT) has expressed a desire to improve the effectiveness of communications with the Board of County Commissioners (BCC), in order to foster a better mutual understanding of each board's priorities, issues and concerns as they relate to and impact library services.

Ideas to improve inter-Board communications that have come up at previous Trustee or BCC meetings include:

1. Periodic presentations before the BCC by the LBT Chair or by another Trustee, accompanied by the Library Director
2. A designated liaison from the BCC to the Library Board, or vice versa, who would communicate formally with the "other" board at publicly noticed meetings and also informally with its individual members
3. Working relationships between individual Trustees and Commissioners, e.g. a Trustee pairs up with a Commissioner and they communicate on a regular basis
4. The LBT Government Liaison Subcommittee (currently consisting of Judy Simon and Thomas Cornell) speaking, as the need arises, either before the full BCC or offline with individual Commissioners
5. Occasional joint meetings of the two boards at mutually agreeable times and places. Agenda items for such a meeting could include, but not necessarily be limited to, budgetary matters and ideas regarding future library services.

Joint meetings (#5) would involve major logistical issues, and I believe the benefits would not outweigh the time and trouble involved in setting them up.

My recommendation would be a combination of #1 and #2, in which the Chair of the Board of Trustees, accompanied by the Library Director, periodically briefs the full BCC on recent developments and upcoming issues, and also meets with individual Commissioners to express the Trustees' position on pertinent matters and to answer any questions Commissioners may have come up with in the interim between formal appearances at BCC meetings. In my opinion, one individual representing the Board of Trustees, supported by the Library Director, maximizes the chances for communicating

in a clear and consistent manner, so that the Commissioners hear a single “message” about each of the various issues and concerns being addressed.

Of course, you may choose to pursue whichever communication method you believe will work the best. In addition, the County Commissioners may decide to designate a liaison to the Library Board, or to employ some other tactic, independent of any action taken by you as the Board of Trustees.

Recommendation: Select your preferred option(s) for improving communications between the Library Board of Trustees and the Board of County Commissioners, and authorize the Library Director to take whatever actions are necessary and appropriate to implement said option(s).

*Washoe County, Nevada
2010-2012 Strategic Plan*



“Dedicated to Excellence in Public Service”

*Approved by the
Washoe County
Board of County Commissioners
May 17, 2010*

Strategic Plan Structure

The Washoe County Strategic Plan consists of the following components, beginning with the broadest, long-term elements to the more specific, short-range and tactical activities:

Vision Statement: A short, concise, vivid statement of the County's future, answering the question: *what will the County look like in 10-20 years?*

Mission Statement: An overarching, timeless expression of the County's purpose and aspiration, addressing both what the County seeks to accomplish and the manner in which the County seeks to accomplish it; a declaration of an organization's core purpose. A mission statement answers the question, "*why do we exist?*"

Values: Shared attributes and behaviors that inform and guide our actions in delivering services. Enduring, passionate and distinctive core beliefs; guiding principles that explain why the organization does what it does, and what the organization stands for. Values guide the organization in its daily business.

Strategic Objectives: The long-term, continuous strategic focus areas that move the organization closer to achieving the vision. Strategic Objectives are seen as having a five-year or more time horizon.

Strategic Outcomes: Statements of intended results related to Strategic Objectives. Strategic Outcomes should be a narrow list of the highest priority outcomes that make the most difference in the organization, answering the question: *what are the highest priority results desired for each Strategic Objective?*

BCC Annual Goals: The Board of County Commissioner's Short-term (or annual) goals that convert the strategic objectives into specific performance targets during the next year.

Key Performance Measures: Quantifiable measures that show evidence of movement toward the County's Strategic Objectives, and ultimately to achieving the Vision. Key Performance Measures are viewed as the most important performance measure for a strategic objective/outcome (based on a strategy or major initiative).

Individual Department Strategic Plans: Strategic plans at the departmental level detail that specific department's role and activities in support of the County Strategic Plan: the Vision, Values, Strategic Objectives and Strategic Outcomes. Departments with responsibility for the BCC Annual Goals should include specific action items for those BCC Annual Goals in the Department Strategic Plan. Department Strategic Plans also include department-specific goals and objectives that are not specifically addressed within the County Strategic Plan, but are part of the Department's overall mission and objectives.

Strategic Alignment: Strategic Alignment is the linkage of planning that cascades from the Vision and Mission of the County, through the Board's Strategic Objectives and Outcomes, to the Departmental Objectives and Annual Goals, and then to the level of an employee's Individual Development Plan. Alignment is the line of site that tells us that the organization is moving in a unified direction towards fulfilling the organizational Vision and Mission.

Vision Statement

Washoe County is home to Lake Tahoe, one of the most beautiful places on earth; to the majestic Sierra Nevada mountains; to the life-giving Truckee River; to vast open ranges and blue sky; to pastoral ranches and to friendly, vibrant communities including the cities of Reno and Sparks.

Our vision is that Washoe County is the best place in the country to live, work, recreate, visit and invest.

Mission Statement

Working together to provide a safe, secure and healthy community.

Organizational Values

MANY COMMUNITIES. ONE COUNTY.

We take pride in our region, our neighborhoods, and our people, and we are dedicated to building a healthy, prosperous region with a strong sense of community.

QUALITY PUBLIC SERVICE

We believe quality service is the fundamental reason that Washoe County exists.

TEAMWORK

We believe in the value and a spirit of cooperative effort within our organization and our community.

PEOPLE

We strive to treat all people with equity, dignity, respect, and fairness. We believe that our employees are our most valuable resource. Each person's public contribution is essential to our success.

COMMUNICATION

We believe in simplicity, accuracy, and clarity in communications with the public and each other. We encourage the open exchange of ideas and information.

ACCOUNTABILITY

We are dedicated to high ethical and moral standards and uncompromising honesty in our dealings with the public and each other in conformance with our code of conduct.

TRANSPARENCY

We are committed to providing the highest level of transparency in government. Transparency is the basis for accountability, increases public confidence, provides for informed participation of citizens, and facilitates an understanding of the decision making process in government.

PROFESSIONALISM

We believe in high professional standards and performance that results in an objective analysis of issues, free of our personal biases.

PROGRESSIVE THOUGHT

We value innovation and creativity, and support an orientation for change and intelligent decision making.

Strategic Objectives and Strategic Outcomes

Strategic Objectives are the long-term, continuous strategic focus areas that move the organization closer to achieving the vision. Strategic Objectives are seen as having a five-year or more time horizon.

Strategic Outcomes are statements of intended results related to Strategic Objectives. Strategic Outcomes should be a narrow list of the highest priority outcomes that make the most difference in the organization, answering the question: *what are the highest priority results desired for each Strategic Objective?*

1. Safe, Secure and Healthy Communities

Strategic Outcomes:

- 1.1 Clean and safe neighborhoods and parks
- 1.2 Healthy communities
- 1.3 Diverse and secure housing opportunities
- 1.4 Community confidence in public/government institutions
- 1.5 Improve Fire Services: implement approved Fire Services Master Plan recommendations by June 30, 2011 (BCC Annual Goal)

2. High Quality of Life

Strategic Outcomes:

- 2.1 Vibrant cultural, business, and natural environment
- 2.3 Quality community design
- 2.4 Citizen Satisfaction with Washoe County Government
- 2.5 Improve land use planning: Implement the “Two-Map Land Use System” (BCC Annual Goal)
- 2.6 Improve management of solid waste and reduce illegal dumping in the County (BCC Annual Goal)
- 2.7 Increase efficient use of water by improving the management of reclaimed water and wastewater used in the region (BCC Annual Goal)

3. Regional Collaboration

Strategic Outcomes:

- 3.1 Agreement on roles and responsibilities of governmental entities
- 3.2 Increase intergovernmental trust and cooperation
- 3.3 Expand formal and informal partnerships among governmental and non-governmental entities that improve service and/or improve efficiency or reduce cost (BCC Annual Goal)

4. Sustainable Economic, Natural, Organizational, and Social Resources

Strategic Outcomes:

- 4.1 Sustainable relationship between resources and obligations
- 4.2 Clear public expectation of the purpose and core functions of County government
- 4.3 Sustainable resources linked to the needs of the public (public safety, security, health, cultural, recreational).
- 4.4 Engaged, skilled employees
- 4.5 Implement a sustainable organizational structure (BCC Annual Goal)

5. Regional Prosperity

Strategic Outcomes:

- 5.1 Improved financial security of citizens, businesses, and the community
- 5.2 Washoe County identified as an easy and desirable place to do business

Board of County Commissioners' Annual Goals

The **BCC Annual Goals** are the Board of County Commissioner's Short-term goals that convert the strategic objectives into specific performance targets during the next year.

<i>FY 2010-2011 BCC Annual Goals</i>
1. Improve Fire Services: implement approved Fire Services Master Plan recommendations by June 30, 2011.
2. Improve land use planning: Implement the "Two-Map Land Use System".
3. Improve management of solid waste and reduce illegal dumping in the County.
4. Increase efficient use of water by improving the management of reclaimed water and wastewater used in the region.
5. Expand formal and informal partnerships among governmental and non-governmental entities that improve service and/or improve efficiency or reduce cost.
6. Implement a sustainable organizational structure.

Key Performance Measures

Key Performance Measures are quantifiable measures that show evidence of movement toward the County’s Strategic Objectives, and ultimately to achieving the Vision. Key Performance Measures are viewed as the most important performance measure for a strategic objective/outcome (based on a strategy or major initiative).

Characteristics of Good Performance Measures: Good measures should measure efficiency, effectiveness, quality or workload if the workload is presented in a context that informs the viewer as to its significance. Good measures should be expressed as a discrete number, ratio, percentage or target. Graphical presentation of measures frequently improves the ability of viewers to understand their meaning. Most of all, good measures provide information of the progress towards achieving Strategic Objectives.

<i>Washoe County 2010-2012 Key Performance Measures</i>
a. Percentage of citizens reporting positive perception of community and individual safety
b. Percentage change in Part II Crimes
c. Percentage change in measures of community health
d. Percentage change in community housing security measures
e. Percentage of citizens reporting positive confidence in public/government institutions
f. Percentage of Fire Services Master Plan recommendations implemented
g. Percentage change in inflation adjusted cost per capita of fire services
h. Level of service for fire services
i. Percentage change in community profile measures
j. Percentage of citizens satisfied with Washoe County services
k. Percentage of citizens rating Washoe County “good to excellent” in land use planning
l. Two Map Land Use System implemented by December 31, 2010
m. Percentage change in illegal dumping
n. Percentage change in reclaimed water and wastewater use in region
o. Number of existing shared services
p. Number of new interlocal agreements
q. Percentage change in reported perception of intergovernmental trust and cooperation
r. Number of additional service areas reviewed and acted on by BCC
s. Ratio of revenue and expenses
t. Ratio of assets and liabilities
u. Percentage change in infrastructure condition index
v. Percentage of Employees reporting engagement
w. Percentage change in volunteer service hours
x. Percentage of departments meeting sustainability targets
y. Percentage change in measured business activity in Washoe County
z. Percentage of citizens reporting satisfaction with Washoe County as related to facilitating business activity

Individual Washoe County Department Plans

Strategic plans at the departmental level detail that specific department's role and activities in support of the County Strategic Plan: the Vision, Values, Strategic Objectives, Strategic Outcomes and Key Performance Measures. Departments with responsibility for BCC Annual Goals will also include specific action items for the BCC Annual Goals. Department Strategic Plans also include Department-specific goals that are not specifically addressed within the County-wide Strategic Plan.

Washoe County Mission Statement: Working together to provide a safe, secure and healthy community

Vision Statement	Strategic Objectives	Strategic Outcomes	Key Performance Measures
<p><i>Washoe County is home to Lake Tahoe, one of the most beautiful places on earth; to the majestic Sierra Nevada mountains; to the life-giving Truckee River; to vast open ranges and blue sky; to pastoral ranches and to the friendly, vibrant communities including cities of Reno and Sparks.</i></p> <p>Washoe County Vision Statement Our vision is that Washoe County is the best place in the country to live, work, recreate, visit and invest.</p>	<p>1. Safe, Secure and Healthy Communities</p>	<p>1.1 Clean and safe neighborhoods and parks 1.2 Healthy communities 1.3 Diverse and secure housing opportunities 1.4 Community confidence in public/government institutions</p>	<p>a. % of citizens reporting positive perception of community and individual safety b. % change in Part II Crimes c. % change in measures of community health d. % change in community housing security measures e. % of citizens reporting positive confidence in public/government institutions</p>
		<p>1.5 Improve Fire Services: implement approved Fire Services Master Plan recommendations by June 30, 2011 (BCC Annual Goal)</p>	<p>f. # of Fire Services Master Plan recommendations implemented g. % change in inflation adjusted cost per capita of fire services h. Level of service for fire services</p>
	<p>2. High Quality of Life</p>	<p>2.1 Vibrant cultural, business, and natural environment 2.2 Balanced land use and positive community character 2.3 Citizen satisfaction with Washoe County Government</p>	<p>i. % change in community profile measures j. % of citizens satisfied with Washoe County services k. % of citizens rating Washoe County “good to excellent” in land use planning</p>
		<p>2.4 Improve land use planning by implementing the “Two-Map Land Use System” (BCC Annual Goal) 2.5 Improve management of solid waste and reduce illegal dumping in the County (BCC Annual Goal) 2.6 Increase efficient use of water by improving the management of reclaimed water and wastewater used in the region (BCC Annual Goal)</p>	<p>l. Two Map Land Use System implemented by December 31, 2010 m. % change in illegal dumping n. % change in reclaimed water and wastewater use in region</p>
	<p>3. Regional Collaboration</p>	<p>3.1 Agreement on roles and responsibilities of governmental entities 3.2 Increase intergovernmental trust and cooperation</p>	<p>o. # of existing shared services p. # of new interlocal agreements q. % change in reported perception of intergovernmental trust and cooperation</p>
		<p>3.3 Expand formal and informal partnerships among governmental and non-governmental entities that improve service and/or increase efficiency, or reduce cost (BCC Annual Goal)</p>	<p>r. # of additional service areas reviewed and acted on by BCC</p>
	<p>4. Sustainable Resources</p>	<p>4.1 Sustainable financial relationship between revenue and expenses 4.2 Clear public expectation of the purpose and core functions of County government 4.3 Sustainable resources linked to the needs of the public (public safety, security, health, cultural, recreational) 4.4 Engaged and skilled employees</p>	<p>s. Ratio of revenue and expenses t. Ratio of assets and liabilities u. % change in infrastructure condition index v. % of Employees reporting engagement w. % change in volunteer service hours</p>
		<p>4.5 Implement a sustainable organizational structure (BCC Annual Goal)</p>	<p>x. % of departments meeting sustainability targets</p>
	<p>5. Regional Prosperity</p>	<p>5.1 Improved financial security of citizens, businesses, and the community 5.2 Washoe County is identified as an easy and desirable place to do business</p>	<p>y. % change in measured business activity in Washoe County z. % of citizens reporting satisfaction with Washoe County as related to facilitating business activity</p>

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Washoe County Strategic Plan for FY 2010-11
DATE: July 9, 2010

Background: Attached is Washoe County's FY 2010-11 Strategic Plan, as approved by the Board of County Commissioners on May 17th.

The County's new mission statement (page 2)--"Working together to provide a safe, secure and healthy community"—replaces a much longer declaration that had included many of the organizational values and also mentioned the different categories of services (public safety, health, culture and recreation, etc.)

While the Library's operations reflect all of the Plan's **Organizational Values** (page 2), the ones listed below are especially fitting:

- Many Communities, One County: "We are dedicated to building a healthy, prosperous region with a strong sense of community."
- Quality Public Service: "We believe quality service is the fundamental reason that Washoe County exists."
- Teamwork: "We believe in the value and a spirit of cooperative effort within our organization and our community."
- People: "We believe that our employees are our most valuable resource. Each person's public contribution is essential to our success."
- Professionalism: "We believe in high professional standards and performance that results in an objective analysis of issues, free of our personal biases."
- Progressive Thought: "We value innovation and creativity, and support an orientation for change and intelligent decision making."

Of the various **Strategic Objectives and Outcomes** adopted by the BCC (page 3), the Library can most effectively support the following (outcomes in *italic* are BCC goals for FY 2010-11):

Objective 1: Safe, Secure and Healthy Communities

Outcome 1.4: Community confidence in public/government institutions

Objective 2: High Quality of Life

Outcome 2.1: Vibrant cultural, business and natural environment

Outcome 2.4: Citizen satisfaction with Washoe County government

Objective 3: Regional Collaboration

Outcome 3.3: Expand partnerships among governmental and non-governmental entities that improve service and/or improve efficiency

Objective 4: Sustainable Economic, Natural, Organizational, and Social Resources

Outcome 4.1: Sustainable relationship between resources and obligations

Outcome 4.2: Clear public expectation of the purpose and core functions of County government

Outcome 4.3: Sustainable resources linked to the needs of the public (safety, security, health, cultural, recreational)

Outcome 4.4: Engaged, skilled employees

Outcome 4.5: Implement a sustainable organizational structure

Objective 5: Regional Prosperity

Outcome 5.2: Washoe County identified as an easy and desirable place to do business

The last page of the document is a summary chart incorporating the County's vision, mission, strategic objectives, strategic outcomes and performance measures.

The Library's Balanced Scorecard planning team will be re-evaluating our Scorecard to improve its alignment with the new County Strategic Plan. In addition, I would recommend that the soon-to-be-formed Citizens' Committee on the Future of WCLS be given the County Strategic Plan to have as a reference document for its deliberations.

Recommendation: This is an informational report. No action is required at this time.

TO: Library Board of Trustees
FROM: Jennifer Oliver, Development Officer
RE: Acknowledgement of Donations Made During Fiscal Year 2009-2010
DATE: July 21, 2010

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

For this first acknowledgement, the list includes the names of donors from July 1, 2009 through June 30, 2010. The attached document identifies all in-kind support, grants totaling \$233,929.00 and cash donations totaling \$279,847.89.

Recommendation: Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for Fiscal Year 2009-10.

CASH DONATIONS			
LAST NAME	FIRST NAME	Purpose	BRANCH
Allison and Brian Nagy	Linda	General use	NW
Anonymous		IMO/DVMom	RN
Anonymous		Database	SYS
Ashley	Barbara	IMO/Cao	SYS
Avansino	Thomas and Ruth	IMO\Dunn	SYS
Budington	William and Irma	IMO\Yarbrough	SYS
Critor	Karen and Christopher	Childrens Books	SP
Davison	William and Irma	IMO\Faircloth	SP
Davison	Josephine	Materials	SP
Dobrus	Mary	General use	NW
Dowty	Kathryn	Materials	SS
Edwards	Dale and Diane	General use	SV
Erwin	Thomas and Molly	Childrens Books	SYS
Fladager	Patricia	General Use	NV
Fraternal Order of Eagles	Ladies Aux #2625	Large print mat.	SP
Gardner	Jack	IMO/Cao	SYS
Gardner	Carroll	IMO/Cao	SYS
General Donations	Anonymous		SYS
Guyer	Robert	Materials	SYS
Friends: NW			NW
Hill	George and Margaret	General use	NW
Hill	Ross	General use	SS
Huff	Michael and Georgia	Materials	SV
Jewish Family Service Agency		Holocaust Coll	NW
Kermoade	Keith	Memorial Bench	SS
Kermoade	Keith	General use	SS
King Family and Mary Grabert	David and Judy	IMO\Margrave	SYS
Kreader	J. Lee	IMO/Cao	SYS
Krefting	Paul and Judith	General use	SYS
Kretschmer	James and Theresa	General use	NV
Lahey	Thomas	Materials	IV
Lake Tahoe School Parent Assoc		Childrens Books	IV
Munck	Isabel	General use	SYS
Novak	Jeremy & Paul	Childrens Books	SYS
O'Neill	Denis and Jeanne	General use	IV
Paske	Frank	General use	SV
Riffel Enterprises	Lee Riffel	General use	SYS
Rosche'	Bill and Marie	IMO/Semenas	SV
Roter Investment of Nevada		Lease Concession	SV
Sales Partner Reno		General use	SYS
Sales Partner Reno		Materials	SYS
Schiek	Lynn	IHO\Duckworth	IV
Schwartz	Cathy and Rolfe	IMO\Dunn	SYS
Scott (Bequest interest payment)	John	Materials	SYS
Shoup	PFC William	General use	ML1
Smallwood	Evelyn and Rod	Materials	IV
Stone	J. Michael	Materials	IV
Sullivan	Mr.	Magazine Sub	SO
Tolleson	Patricia	IHO\Duckworth	IV
Wal-Mart		Art Gallery	NW
WC Community Development		IMO/Fox	NW
Williams	Maurine A.	Materials	SYS
Wong and Alycia Stuart	Nancy	IMO\Stuart	SC
		TOTAL	\$279,847.89

GRANTS RECEIVED

Friends of Washoe County Library*		December, 2009	\$87,500.00	Allocations	SYS
Friends of Washoe County Library*	Campaign 001	December, 2009	\$16,155.00	General use	SYS
IGT*		March 18, 2010	\$5,000.00	Year Round Reading Program Support	SYS
Nevada Arts Council		June 17, 2010	\$1,750.00	Art Gallery	NW
John Ben Snow Foundation		October 16, 2009	\$5,000.00	Art Gallery	SO
LSTA: Homework Help		FY2010	\$35,000.00	Tutor.com	SYS
LSTA: Language Literacy		FY2010	\$41,200.00	Mango Languages/Conversation Corner	SYS
LSTA: Statewide Reading Program		July 2009-April 2010	\$4,250.00	Year Round Reading Program Support	SYS
Nevada State Collection Development			\$20,574.00	State Collection Development	SYS
Target*		July 27, 2009	\$2,000.00	Year Round Reading Program Support	SYS
Terry Lee Wells Foundation*		June 3, 2010	\$5,000.00	Year Round Reading Program Support	SYS
Twentieth Century Club*		April 15, 2010	\$500.00	Materials	SYS
Wells Fargo Foundation		July 8, 2009	\$10,000.00	Materials	SYS
*=Friends of Washoe County Library		TOTAL	\$233,929.00		

NON-CASH DONATIONS

LAST NAME	FIRST NAME	ITEM
Apple American Group, LLC	(Applebees)	Reading Certificates (Reading Program)
Barnes and Noble		15 DVDs and 7 CDs
Benson	G. Brian	program & 2 books
Bradley	Conner	Eagle Scout Project-Book Drive
Centric	Diane	14 Puppets
Coleman	Maria	Painted bilingual storytime mural
Claim Jumpers		Achievement Awards (Reading Program)
Edmonston	Francis Ann	11 Holocaust Books
Goodrich	Martha	Book - "Proud to be Nurses in Full Uniform"
Meadowood Mall	Kidgits Book Blast	Multiple Books
Melendez	Estelle	Subscription to Smithsonian Magazine
Mercey Springs 152 Partners, LLC		Lease concessions
Model Dairy		1,045 Ice Cream Cups
Paher	Stan	20 copies - "Nevada Ghost Towns..."
Schnelker	Alane	several sets of puppets
Siemer	John W.	22 vol by Nevil Shute
Ullman	Jeff	2 Drumchik CD's
Van Alstyne Sharp	Dr. John	50 books for Rail City Collection
White	Tom	3 Books (re Mormon religion)

NON-CASH DONATIONS - FREE PROGRAMS

LAST NAME	FIRST NAME	ITEM
Beck	Rosie	Free Program
Bel Canto		Free Program
Benson	G. Brian	Free Program
DaMonte Ranch High School		Free Program
Fenimore	David	Free Program
Gaspari Crawford & Chloe Bowen	Marie	Free Program
Gaspari Crawford & Chloe Bowen	Marie	Free Program
Gilman (Clio Design)	Carol	Free Program
Grady	Shawn	Free Program
Green	Tamela	Free Program
Hart	Leslie	Free Program
Hopkins	Ellen	Free Program
McMann	Suzanne	Free Program
Menn	Dr. Julius	Free Program
Mishler	Doug	Free Program
Mullen	Frank	Free Program
Northern Nevada Reads	Sandra Ott	Free Program
Northern Nevada Reads	Allison Young	Free Program
Reno Little Theater		Free Program
Rhodes	Nevada	Free Program
Schladow	Sharon	Free Program
Society for Neuroscience		Free Program
Stewart	Tyler	Free Program
Swecker	Teddy	Free Program
Tocatta Winds		Free Program
UNR Cooperative Extension		Free Program
Virtual Pre-K: WCSD		Free Program

EXPENDITURES FROM UNDESIGNATED GIFT FUNDS, JANUARY - JUNE 2010				
(MINIMUM \$100)				
BRANCH		DESCRIPTION		EXPENDITURE
Downtown Reno		Computer Camera	\$	484.00
Downtown Reno		Folding Chairs & Cart	\$	955.84
Downtown Reno		Neon Sign	\$	300.00
Downtown Reno		Workstation Desk	\$	997.42
Downtown Reno		Epson Printer	\$	318.00
Downtown Reno		New Back Door	\$	4,998.78
Downtown Reno		Shelving Hardware	\$	394.22
Downtown Reno		PLA Conference	\$	350.00
Downtown Reno		Youth Materials	\$	269.11
Incline		Computer Camera	\$	100.00
North Valleys		Computer Camera	\$	100.00
Northwest		Digital Camera	\$	212.95
Northwest		Computer Camera	\$	191.90
Northwest		DVD Display Shelving	\$	1,355.95
Northwest		Birch Doors	\$	260.28
Northwest		Epson Printer	\$	318.00
Northwest		Disc Repair Unit	\$	126.00
Northwest		SRC Supplies	\$	141.70
Northwest		Branch Supplies	\$	108.08
Sierra View		Computer Camera	\$	100.00
Sierra View		Book Trucks	\$	809.78
Sierra View		Library Materials	\$	1,160.95
Sierra View		Library Materials	\$	508.35
Sierra View		Branch Supplies	\$	102.16
Sierra View		Program Supplies	\$	113.46
Sierra View		Fans	\$	139.95
Sierra View		Program Supplies	\$	106.77
South Valleys		Computer Camera	\$	100.00
South Valleys		Lectern, 3M Desensitizer	\$	511.99
South Valleys		Epson Printers (3)	\$	954.00
South Valleys		SRC Supplies	\$	129.55
Spanish Springs		Computer Camera	\$	287.85
Spanish Springs		Program Supplies	\$	180.40
Spanish Springs		Maintenance	\$	145.44
Sparks		Computer Camera	\$	100.00
Sparks		Tables (4)	\$	1,462.95
Sparks		Chamber of Commerce Membership	\$	120.00
Sparks		Program Supplies	\$	245.90
Sparks		Youth Materials	\$	130.89
Sparks		Library Materials	\$	829.21
South Valleys		Shelving	\$	1,177.75
Systemwide		Truckee Meadows Tomorrow Registration	\$	150.00
Systemwide		Volunteer Awards	\$	127.53
Systemwide		Assn of Fundraising Professionals Registration	\$	100.00
Systemwide		BER Seminar Registration	\$	430.00
Systemwide		BCR Training for Tech Services	\$	300.00
Total Expenditures:			\$	22,507.11

TO: Library Board of Trustees
FROM: Julie Machado
Sparks Library Manager
RE: Request for Expenditure of up to \$7,000 of Sparks Library Gift Fund
Money for the Purchase of CD Shelving
DATE: 13 July 2010

Background: The CD shelving at the Sparks Library is in need of updating. Currently, CDs are shelved in LP record bins. It is difficult to locate materials in these bins. If new shelving is purchased that is expressly made for CD display, it will improve customer service by allowing easier browsing for the patrons and quicker location of individual materials. If the full \$7,000 is used, the Sparks Library Undesignated Gift Fund will have an undesignated balance of \$7,500.

Recommendation and Suggested Motion: That the Board of Trustees approves the expenditure of up to \$7,000 of Sparks Library gift fund money for the purchase of CD shelving.

Sierra View Library Annual Board Report July 2010

Despite a loss of twelve operating hours per week and all the publicity regarding potentially closing this branch for over a year, our patron flow has remained very steady. Our annual per hour gate count went up by three people per hour, from 106 to 109, and during the first four months of 2010 we've averaged 115 to 120 per hour. At certain times during the week, we regularly see 130 to 175 patrons per hour. Starting July 12, 2010, we will be opening for five hours on Mondays and shortening our Saturdays by two hours, and we expect these two days to have very high gate count averages.

Despite fewer hours, numerous technological glitches, insufficient bandwidth, considerable down time, and increasing use of the Community Resource Center by job seekers, we averaged about 85% of last year's computer users. We are assuming there will be a substantial jump this next year as we transition to a more reliable service. We've had wireless access available for patrons for a year now, and while we don't have statistics on the usage, observation has shown a steady use both inside and directly outside of the library. Our biggest issue is the lack of available outlets for laptop users to plug into in order to charge their computer battery.

There have been a lot of physical changes to the branch in the past year. We've removed shelving and extra furniture to add more open space and to improve our ability to see more of what's going on in various areas of the library from our service desks. We've reconfigured work stations and work processes, and are waiting on Facilities in order to do more. These changes have made it easier for fewer employees to serve patrons as efficiently as possible. We've moved parts of the collection to more visible places or interfiled items like adult and juvenile music CDs so that all of our materials are in one place. We've purchased new puzzles, dress up clothing, and a puppet theater for the Children's area and new posters to hang on some empty looking walls.

There have also been numerous staff changes. As of July 19th, we will have had three new employees join us and have transferred four employees to other branches within the past year. Due to all this movement, we've had to reassign job duties and have had some really positive outcomes. There are now two really dedicated and knowledgeable computer wizards we count on for keeping our computers running every day. We've started to have various staff members conduct regular staff trainings, on varied subjects from children's reader's advisory to understanding the needs of Latino patrons. Some of our more artistic staff members have helped develop new signage and attractive displays. Every member of the staff has now been assigned a portion of the collection that they are responsible to keep current and organized.

We also have a new programming team coming up with ways to offer popular but less staff-intensive activities. As one example, they found that our young patrons have a real interest in art. In October, as part of the Fall Reading Club, there was a bookmark art contest that drew considerable attention. It proved to be so popular they decided to continue the program as a monthly contest and simply changed the theme each month.

LIBRARY ADMINISTRATION REPORT June-July 2010

LIBRARY ADMINISTRATION

- On June 30th, I joined several other County department heads at the Reno-Sparks Chamber of Commerce's "Salute to Washoe County" breakfast program. The event, sponsored by Wells Fargo and NV Energy, featured a presentation by County Commission Chair David Humke and County Manager Katy Simon highlighting the County's organization, budget challenges and innovative ways that citizens' needs are being met, as well as a look ahead at the 2011 legislative session.
- Due to ongoing budget cuts, patrons are once again being invited to adopt a periodical at their library. Donors can pay for one-year subscriptions which will allow the library to obtain popular magazines that would otherwise be eliminated. A press release about the program resulted in a news story on Channel 2.

COLLABORATIONS, PROGRAMS AND ACTIVITIES

- In June, Downtown Reno Library featured a window display representing some of the 227 foster children who were able to reunify with their families in the last year. Washoe County Social Services asked Downtown Reno to post the display since it is directly across the street from WCSS offices, and many clients use the library as a favorite spot for family visits.
- Our libraries are distributing information and entry forms for an art project commissioned by the U.S. Citizenship and Immigration Services (USCIS), in which children across the nation can draw pictures depicting their interpretation of the theme, "We Are America." Participants will be recognized during this year's "September 11 National Day of Service and Remembrance."
- A series of grant-funded advertisements will appear in the Reno Gazette-Journal and Sparks Tribune announcing the continuation of Conversation Corner at a new time. The program, which enables English-language learners to practice their speaking skills, will take place on Wednesdays from 4:30-6 pm at Sparks Library, effective July 14, and will be facilitated by the Community Resource Center's Andrea Tavener. The earlier start time is the result of Sparks Library changing its hours.
- WCTV Channel 217 will videotape a performance by Tumbleweed Tex at Sparks Library on July 22nd, to be broadcast by Charter Communications and also accessible through the County website. Tex's program includes old time folk music, cowboy ballads and tall tales. Tex will also be performing at nine libraries through September, at no cost to the library system.
- Applebee's and Claim Jumper restaurants have given libraries coupons for complimentary children's meals, in support of reading programs and other library services. The coupons are being distributed at library programs throughout the summer.

- IGT awarded WCLS a \$5,000 grant which is being used to support book prizes for summer reading and also to purchase Duct Tape™ for library employee Turi Becker's "Make a Duct Tape Beach Bag" program offered at several libraries over the summer.
- Computer classes for the public are back! Systems staff is teaching four different introductory-level classes--covering computer basics, Microsoft Word™, Microsoft Windows™ and open-source software--at the Sparks Library on July 7, 14, 21 and August 4.
- As part of Artown, Reno Little Theater will present two performances of "Androcles and the Lion" on July 25th at the Downtown Reno Library auditorium.
- Public-TV station KNPB is presenting a series of workshops for children focusing on building and maintaining skills in science and health. "Science Adventures for Young Kids," "An Adventure on the Dinosaur Train," and "Keeping It Fun and Healthy" will be offered at various libraries in July and August.

FRIENDS OF WASHOE COUNTY LIBRARY (www.washoelibraryfriends.org)

- On Saturday, July 10, the 9th annual "Art in the Garden" event brought together the work of talented local artists in a unique garden setting. A percentage of sales proceeds went to the Friends. An interview by Channel 2's Erin Breen with hosts Shirie Wallace and Charlotte Voitoff aired the evening before the event.
- The Friends' Board approved Development Officer Jennifer Oliver's pursuit of grants from the following Foundations, with the Friends as designated fiscal agent: Nazir and Mary Ansari, William N. Pennington, and Robert Z. Hawkins
- The Board has agreed that the Friends and WCLS need an annual fundraising event. Jennifer Oliver will assemble a Development Team of library staff, and FWCL Board member Mary Jones volunteered to be on the team as the Friends representative. The team will evaluate proposals, recommend the type of event to be put on, and plan and implement it along with the Friends.
- The Friends will renew their membership in the Association of Library Trustees, Advocates, Friends and Foundations, an organization formed by the merger of the Friends of Libraries USA and the Association of Library Trustees and Advocates.

MEDIA/INTERNET COVERAGE - see back of packet for print copies

*Arnie Maurins
Library Director*

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

13-Jul-10

F/Y 2009 / 2010

CURRENT YEAR

PRIOR YEAR

<u>TITLE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 5,185,018	\$ 5,522,589	\$ (337,571)	107%	\$ 7,270,016	\$ 6,834,936	\$ 435,080	94%
EMPLOYEE BENEFITS	\$ 2,521,691	\$ 2,172,653	\$ 349,038	86%	\$ 2,543,755	\$ 2,335,300	\$ 208,455	92%
SERVICES & SUPPLIES	\$ 401,154	\$ 358,227	\$ 42,927	89%	\$ 1,655,794	\$ 1,276,425	\$ 379,369	77%
CAPITAL OUTLAY								
TOTAL:	\$ 8,107,863	\$ 8,053,469	\$ 54,394	99%	\$ 11,469,565	\$ 10,446,661	\$ 1,022,904	91%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1

13-Jul-10

F/Y 2009 / 2010

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	\$ 1,329,922	\$ 1,649,579	\$ (319,657)	124%	\$ 1,354,730	\$ 1,225,940	\$ 128,790	90%
EMPLOYEE BENEFITS	\$ 494,268	\$ 546,935	\$ (52,667)	111%	\$ 479,355	\$ 429,801	\$ 49,554	90%
SERVICES & SUPPLIES	\$ 1,150,070	\$ 617,415	\$ 532,655	54%	\$ 903,648	\$ 624,090	\$ 279,558	69%
CAPITAL OUTLAY								
TOTAL:	\$ 2,974,260	\$ 2,813,929	\$ 160,331	95%	\$ 2,737,733	\$ 2,279,831	\$ 457,902	83%

GIFT FUND BALANCE AS OF JUNE 30, 2010

BRANCH	TOTAL	DESIGNATED RESTRICTED USE	AVAILABLE GENERAL
CHILDREN'S COORDINATOR	\$ 6,536.58	\$ 6,500.00	\$ 36.58
COMMUNITY RESOURCE	\$ 266.49	-	\$ 266.49
DOWNTOWN RENO	\$ 55,844.78	\$ 52,304.62	\$ 3,540.16
DUNCAN / TRANER	\$ 954.14	-	\$ 954.14
INCLINE	\$ 12,382.33	\$ 2,855.73	\$ 9,526.60
NORTHWEST	\$ 11,325.38	\$ 5,753.71	\$ 5,571.67
NORTH VALLEYS	\$ 11,466.88	-	\$ 11,466.88
SENIOR CENTER	\$ 1,159.81	-	\$ 1,159.81
SIERRA VIEW	\$ 18,883.90	\$ 12,087.79	\$ 6,796.11
SOUTH VALLEYS	\$ 17,526.70	\$ 1,012.64	\$ 16,514.06
SPANISH SPRINGS	\$ 33,107.36	\$ 17,286.42	\$ 15,820.94
SPARKS	\$ 14,532.54	-	\$ 14,532.54
SYSTEMS OFFICE	\$ 13,189.17	\$ 13,012.44	\$ 176.73
SYSTEMWIDE	\$ 184,122.48	\$ 160,240.65	\$ 23,881.83
TECHNICAL SERVICES	\$ 1,100.96	\$ 20.00	\$ 1,080.96
VERDI	\$ 3,587.25	-	\$ 3,587.25
TOTALS:	\$ 385,986.75	\$ 271,074.00	\$ 114,912.75

Washoe County Library System

Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2008-2009 / 2009-2010


	Accumulative														
	Checkouts			Library Visits			Patron Computer Use			Program Attendance			Internet Library		
	2008 - 2009	2009 - 2010	% Change	2008 - 2009	2009 - 2010	% Change	2008 - 2009	2009 - 2010	% Change	2008 - 2009	2009 - 2010	% Change	2008 - 2009	2009 - 2010	% Change
July	190,110	177,157	-6.81%	148,264	119,423	-19.45%	34,970	19,734	-43.57%	7,284	4,947	-32.08%	41,505	58,740	41.53%
August	173,638	177,814	2.41%	146,386	117,435	-19.78%	35,605	24,238	-31.93%	5,153	4,849	-5.90%	40,808	48,974	20.01%
September	175,573	179,386	2.17%	143,115	112,046	-21.71%	35,300	24,000	-32.01%	6,144	4,911	-20.07%	39,910	65,105	63.13%
October	183,513	178,650	-2.65%	183,013	115,190	-37.06%	36,394	22,374	-38.52%	13,182	6,151	-53.34%	40,266	69,008	71.38%
November	173,787	165,016	-5.05%	130,662	98,989	-24.24%	31,969	16,039	-49.83%	11,118	3,683	-66.87%	37,168	59,122	59.07%
December	168,200	163,860	-2.58%	129,680	98,857	-23.77%	31,942	19,777	-38.08%	5,116	4,448	-13.06%	36,305	64,443	77.50%
January	192,154	185,116	-3.66%	147,207	115,390	-21.61%	34,685	21,107	-39.15%	6,703	4,691	-30.02%	42,381	66,087	55.94%
February	182,819	172,991	-5.38%	142,370	111,491	-21.69%	33,037	20,388	-38.29%	6,267	4,469	-28.69%	39,914	61,714	54.62%
March	203,360	194,307	-4.45%	158,490	122,871	-22.47%	35,348	23,263	-34.19%	6,601	4,613	-30.12%	45,627	71,951	57.69%
April	188,635	184,535	-2.17%	147,051	119,431	-18.78%	36,063	21,952	-39.13%	5,626	5,446	-3.20%	45,101	68,349	51.55%
May	180,934	179,822	-0.61%	134,230	105,530	-21.38%	33,816	20,972	-37.98%	5,853	4,918	-15.97%	41,600	70,476	69.41%
June	189,094	184,616	-2.37%	139,698	114,716	-17.88%	34,392	21,257	-38.19%	5,167	4,071	-21.21%	42,632	76,342	79.07%
Totals	2,201,817	2,143,270	-2.66%	1,750,166	1,351,367	-22.79%	413,521	255,101	-38.31%	84,214	57,197	-32.08%	493,217	780,311	58.21%
Totals to Date	2,201,817			1,750,166			413,521			84,214			493,217		

Note 1: FY 09/10 Checkout totals including all partnership/Collection Development: 2,148,292

Note 2: FY 09/10 GRAND TOTAL (includes Library, Partnership, Coll. Dev., Downloadable Book, and Read & Share Checkouts): 2,257,824

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 2009-2010										
For The Month Of: JUNE										
	Library Visits		Checkouts		Patron Computer Use		Program Attendance			
							Adult		Youth	
	# visits	YTD	# checkouts	YTD	# signups	YTD	# adult	YTD	# youth	YTD
Duncan/Traner	1,361	17,729	1,361	23,497	520	6,582	0	103	0	702
Incline	7,058	78,348	8,258	94,152	1,075	14,706	74	1,367	221	1,774
Mobile Library 1	0	1,532	0	5,032	0	0	0	877	0	247
North Valleys	8,482	97,550	15,145	162,560	1,413	16,688	20	169	393	4,916
Northwest	14,761	171,668	25,988	305,734	2,169	26,497	31	1,139	789	9,961
Reno	15,468	202,715	23,862	262,693	4,788	55,403	15	15	182	1,693
Senior Center	3,499	42,046	1,992	22,762	452	4,713	25	172	0	373
Sierra View	18,354	220,898	24,641	294,938	3,944	45,351	0	305	349	4,528
South Valleys	16,042	173,125	23,466	281,334	1,378	17,794	164	2,403	554	8,822
Spanish Springs	11,154	132,118	23,755	279,601	1,842	26,658	67	1,548	593	8,730
Sparks	17,935	206,198	35,063	389,411	3,612	40,168	37	571	520	5,165
Verdi	602	7,441	1,085	21,556	64	541	0	0	37	1,442
Total:	114,716	1,351,367	184,616	2,143,270	21,257	255,101	433	8,669	3,638	48,353
Gerlach (total)	33	1,281	125	1,699						
School hours:										
Duncan/Traner	1,506	28,032	School checkouts included above							
Verdi	754	22,919								
Collection Devel.			285	3,323						
Downloadable Books			2,375	29,668						
Read & Exchange			6,805	79,864						
TOTAL	2,293	52,232	9,590	114,554						
GRAND TOTALS	117,009	1,403,599	194,206	2,257,824	21,257	255,101	433	8,669	3,638	48,353
Internet Library										
Total number of Site Hits		76,342								
NOTE: Mobile Library out of service effective 01/04/2010										