

LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JULY 20, 2011
4:00 P.M.

Sparks Library
1125 12th Street
Sparks, NV 89431

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

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

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

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

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

- 1) Roll Call *
- 2) Public Comment and Discussion Thereon – Five Minute Time Limit Per Person *
No discussion or action may be taken upon any matter raised under this public comment section until that matter itself has been specifically included on an agenda.
- 3) *For Possible Action* - Approval of Minutes from Board Meeting of June 15, 2011

- 4) Old Business
 - a) *For Possible Action* - Discussion Regarding the Supplemental Budget Reduction Plan for Fiscal Year 2011/12
- 5) New Business
 - a) *For Possible Action* – Review and Possible Revisions to the Bylaws of the Library Board of Trustees
 - b) Staff Report on the Koha Migration*
 - c) Staff Report on Sparks Library Programs, Activities and Operations *
- 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) Acknowledgment of Donations Received Between April 1 and June 30, 2011*
- 8) Director-Approved Gift-Fund Purchases Between January 1 and June 30, 2011*
- 9) Financial Reports to Include the Monthly Expenditure Comparison Reports and Gift-Fund Reports *
- 10) Monthly Library Usage Statistics Report *
- 11) Public Comment and Discussion Thereon – Five Minute Time Limit Per Person *
No discussion or action may be taken upon any matter raised under this public comment section until that matter itself has been specifically included on an agenda.
- 12) Board Comment – Limited to Announcements or Issues Proposed for Future Agendas and/or Workshops *
- 13) Adjournment

DRAFT

ITEM 3

LIBRARY BOARD OF TRUSTEES' MEETING MINUTES
June 15, 2011

The Board met in regular session at the South Valleys Library, 15650A Wedge Parkway, Reno, Nevada. Chair Judy Simon called the meeting to order at 4:01 p.m.

ROLL CALL

Board Members Present: Tom Cornell, Dianne Drinkwater, Fred Lokken (by remote), Judy Simon and Al Stoess

Library Staff Present: Brenda Baxter, Kristin Cannard, Tammy Cirrincione, Max Conelly, John Crockett, Arlene Dempsey, Corinne Dickman, Dave Eveland, Debbie Gunderman, Nancy Keener, Barbara Lentz, Julie Machado, Arnie Maurins, Maureen McElroy, Brenda Owens, Pam Rasmussen, Bonnie Saviers, Donna Smith, Terri VanHoozer, Scottie Wallace, Linda Weagel, Beate Weinert and Rocky Badolato

County Staff Present: Assistant District Attorney Herb Kaplan

Friends of Washoe County
Library Present: Lucina Moses

Public Present: Erin Banahan, Bev Dummit and Carol Lloyd

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

On motion by Dr. Stoess, seconded by Ms. Drinkwater, which motion duly carried, the Board approved the minutes of the May 18, 2011 meeting. Mr. Cornell abstained.

OLD BUSINESS

Supplemental Budget Reduction Plan for FY 2011/12

DRAFT

The Library Board reviewed the information submitted in the packet.

On questioning by the Board, Mr. Maurins advised that the details of the plan will be brought back to the Board once the actual target savings amount is known, and he is only asking for approval of the plan in concept. He then explained the spreadsheets pertaining to the “no layoff scenario.” Mr. Maurins further noted that the materials budget has already been cut more than half from four years ago.

On further questioning by the Board, Mr. Kaplan advised that someone from the County executed the agreement containing the perpetuity requirement in connection with the Verdi Library, and Mr. Maurins informed the Board that only two branch closures are proposed because staff feels it can maintain service at the remaining libraries by changing how the service is provided. For example, North Valleys Library will have a reduced physical footprint, while others will provide fewer services in accordance with the needs of the local population. Possibly only two libraries will be considered full service.

On further questioning by the Board, it was noted that while the Amazon “wish list” program is currently in place, it is still too new to project how it will affect the materials budget.

On motion by Ms. Drinkwater, seconded by Mr. Cornell, which motion duly carried, the Board approved the supplemental budget reduction plan in concept, with the understanding that Mr. Maurins will return to the Board with more specific information once the budget reduction target number has been determined. Dr. Stoess stated that while he voted in favor of the motion it was very reluctantly, and he is not happy with it.

Mr. Maurins suggested that the Board may want to suggest fine and fee revenue ideas, one of which might be a charge for placing holds.

Ms. Simon opened the meeting to public comment.

Carol Lloyd stated that if the public is being asked to donate books to the Library through Amazon or other means, it would be a lot to ask them to pay for placing a hold.

Bev Dummit, Verdi resident and member of the Verdi Mystery Book Club, said she is “appalled that you would think and I must say that I am just appalled that you would think of closing our little Library. We get very little services as it is from the City of Reno, although we are in, what do they call it, the sphere of influence. And it just is very upsetting to me to think that our senior and adult population, many of whom do not drive, will be deprived of a service that has been around forever. I’m just appalled.”

Position of the Library Board on Outsourcing of Library Services

The Library Board reviewed the information submitted in the packet, which Mr. Maurins noted was the statement that was read into the record at the last meeting of the Citizens’ Advisory Committee on the Future of the Washoe County Library System by William Hartman, Chair. It was the consensus of the committee that this statement should be read into the record at the Library Board meeting, which he did. The statement is as follows:

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“Item 8 – Discussion and Possible Recommendation to the Library Board Regarding the Potential Outsourcing of Library Services”

“The Library Director and I discussed placing this item on the agenda to bring perspective to its status. Please note the idea of a recommendation at this time is outside of the timeline we have established for making recommendations.

“In your packet, Item 8 is a synopsis of the discussion from our May 5 meeting. Since that meeting, I attended the Library Board meeting on May 18 and had the opportunity to discuss the LSSI information notes and the five points listed in Item 8. It is obvious from all discussions there are many considerations regarding numerous aspects of social responsibility when it involves outsourcing. Regardless of who is ultimately responsible for making the decisions that may impact the Library’s cultural contribution, operations and staff, it is my opinion nothing further should be done until all decision makers thoroughly discuss critical factors.

“The original intent concerning LSSI was to acquire as much information as possible and to create an awareness of this alternative. Based on feedback to date, both intents have been fulfilled. The idea LSSI put forth for the Library to provide information for further analysis was premature on their part. In addition, the budget environment has changed in the last couple of days. I don’t interpret this as a signal to ease up, but more of an opportunity to continue reviewing how to change with perhaps less stress.

“Since I raised the issue earlier in the year, I am compelled to offer a solution. I believe this information should be placed alongside all other information previously gathered, and to be gathered, as part of our learning experience, to be included with the final report as information only.”

Mr. Maurins noted that all references to “I” in the statement refer to William Hartman, on behalf of the Committee.

As liaison to the Citizens’ Advisory Committee on the Future of the Washoe County Library System, Mr. Lokken advised the Board of the following:

- This was a well-vetted topic with several specific concerns
 - Commissioner Jung was concerned that LSSI is “the only game in town” and, as such, there would be no competitive bid
 - LSSI is a poorly tested solution: it comes by invitation only, primarily targets and serves small libraries and library systems
 - The Committee recognized the value of the current Library staff, which is familiar with the needs of its patrons
- The strategies and tactics used by LSSI are consistent with what the Library Board and Library staff have been doing over the last three years to deal with the budget cuts
- The one strategy clearly used by LSSI is eliminating librarians and underpaying those who work in the Library System
- The Committee spoke to respecting the quality and the talent of the staff and trying to find ways by which that could be retained and removing LSSI from the table

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Upon motion by Mr. Lokken, seconded by Ms. Simon, which motion duly carried, the Board accepted the statement as the position of the Citizens' Advisory Committee on the Future of Washoe County Library. Mr. Cornell opposed.

To clarify for the Board, Mr. Maurins read a sentence from the minutes of the previous Library Board meeting, "Mr. Maurins stated that he will probably bring the topic of outsourcing back to the Library Board in June to allow the Board to make a recommendation to the County Commissioners so that that information would be available to the OEC and its consultant . . . "

NEW BUSINESS

Approval of the Revised Public Use of Library Technology Policy

The Library Board reviewed the information submitted in the packet.

On motion by Dr. Stoess, seconded by Ms. Drinkwater, which motion duly carried, the Board approved the revised Public Use of Library Technology Policy, effective immediately.

Election of the Library Board Chair to a Term of July 1, 2011 through June 30, 2012

Ms. Simon nominated Dr. Stoess, and Mr. Cornell nominated Ms. Drinkwater, and Dr. Stoess was elected with a vote of 3-2.

Election of the Library Board Vice-Chair to a Term of July 1, 2011 through June 30, 2012

Mr. Lokken nominated Ms. Drinkwater, who was elected by acclamation.

Mr. Lokken was excused at 4:46 p.m.

Staff Demonstration of Library Computer Stations Accessible to Individuals with Certain Disabilities

Max Conelly, Department Computer Application Specialist, informed the Board of the following prior to demonstrating the capabilities of the model computer station:

- A grant was received last year to furnish libraries with ADA-compatible software and hardware on public computers
- Each library received a computer station similar to the demonstration model
- The Downtown Reno, South Valleys and Spanish Springs Libraries also received Braille printers
- The stations are also public internet stations when they are not being utilized by patrons with disabilities, except at the Spanish Springs Library
- Patrons with disabilities make reservations and are allowed unlimited time

Staff Report on South Valleys Library Programs, Activities and Operations

The Library Board reviewed the information submitted in the packet.

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Mr. Stoess commented that he is impressed with the activities and staff should be commended. He requested that these reports be sent to the County Commissioners.

ADMINISTRATION REPORT TO THE BOARD

The Library Board reviewed the information submitted in the packet.

FINANCIAL REPORTS

The Library Board reviewed the information distributed at the meeting.

MONTHLY LIBRARY USAGE STATISTICS REPORT

The Library Board reviewed the information distributed at the meeting.

PUBLIC COMMENT

There was no public comment.

BOARD COMMENT

Ms. Simon commented the Nevada Revised Statutes is in conflict with the Library Board of Trustees bylaws as it relates to her reappointment and has requested revision of the bylaws be placed on the next agenda.

Mr. Maurins reported an ad soliciting applicants was published in the Reno Gazette Journal as well as the Lake Tahoe Bonanza. He noted that legal counsel suggested Ms. Simon submit her name along with other applicants for review by the BCC.

Ms. Drinkwater commented she visited a library in Minneapolis that charged to have a premium place in line for a select group of best sellers. The same books were also available through normal rotation. She noted this might be worthwhile to investigate.

ADJOURNMENT

On motion by Ms. Drinkwater, seconded by Mr. Cornell, Ms. Simon adjourned the meeting at 6:01 p.m.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Supplemental Budget Reduction Plan for FY 2011/12 - Update
DATE: July 18, 2011

Background: The deadline for County departments to submit their 10% reduction plans was extended from July 1st to July 29th, due to County Manager Katy Simon having announced the potential availability of various voluntary-separation incentives. Accordingly, appended to this staff report are two spreadsheets--Reduction Plans 1 and 2--that summarize two options for achieving a 10% budget reduction in both the Library's General Fund and the Expansion Fund budgets for the 2011/12 fiscal year. These two plans are an update to what I presented to you last month. Plan 1 includes the approval of certain incentivized voluntary separations, while Plan 2 is based on not having such separations available as a budget-reduction tool. As of the date of this report, it is not known whether the separation incentives will actually be available for employees to utilize. In her announcement regarding the incentives, Ms. Simon indicated that they would stay on the table only if employee associations had reached new wage/benefit-concession agreements with the County by July 29th.

In both Plan 1 and Plan 2, most of the budgetary savings are achieved through a combination of voluntary separations, one voluntary demotion, and reductions in force, i.e. layoffs. The primary differences between the two plans are:

- Plan 1 includes incentivized separations for three positions, the laying off of five positions, and the elimination of 15 total positions, while Plan 2 leaves out the incentivized separations, makes up those savings through the layoff of two additional positions, and results in the loss of 14 positions.
- To achieve the 10% reduction in the Expansion Fund without the use of incentivized separations, Plan 2 also includes a reduction in materials spending (\$69,200) and savings from switching to a new vendor for the Library's catalog records (\$17,000).

The ramifications of both plans, or some equivalent variation of them, are as follows:

- Downtown Reno and Sparks libraries would be managed by Librarian III's; other branches would be managed by Librarian II's or possibly Librarian I's. (Currently the six largest branches are managed by Librarian III's.)
- Most branches would reduce or eliminate some services in order to focus on the priority needs of their respective clientele. Notwithstanding those adjustments, wait times for certain services will likely increase at many branches.
- Sierra View Library would be open five days a week (reduction of one day)

- Duncan-Traner Library would reduce operations to two days a week from its current four days (decrease in weekly hours from ten to five).
- The Verdi Library would remain open two days a week and operate with one Library employee and one or more volunteers. Verdi and Duncan-Traner would be open on alternating days, for instance Wednesday and Saturday for Verdi and Tuesday and Thursday for Duncan-Traner.
- The Senior Center Library would be open four hours a day (loss of one hour per day)
- Staffing for Duncan-Traner, Verdi and Senior Center would be covered by the employees allocated to the Sparks Library
- Changes in branch schedules will be brought to the Board in August; if approved, they would likely take effect in mid-September.

Additional information regarding the reduction plans:

- The Library System has not yet been given a definite target percentage to cut; the BCC will probably assign that target at one of its August meetings. It appears likely that the assigned target will either be the full 10% or very close to that figure.
- It is still not known when layoffs would take effect. That date will likely be determined when the BCC assigns specific reductions to departments.
- Due to the conditions attached to certain grants that helped pay for the Duncan-Traner and Verdi libraries, there are potential financial liabilities to the Library System and/or County should those facilities cease to operate as community libraries: \$250,000 for Duncan-Traner, and \$400,000 for Verdi. Over the coming year, Administration will be negotiating with the appropriate parties to identify ways in which these liabilities could be eliminated.
- Tammy Cirrincione and I have met with all of the managing librarians to discuss changes in services along with efficiency measures that will help the branches to function effectively with fewer employees. Those changes and efficiencies will be implemented as soon as is practical given local conditions at each branch.
- The County's Organizational Effectiveness Committee is meeting on July 19th to hear the final report from Management Partners recommending various short- and long-range budgetary measures. At the Library Board meeting, I will report on any such measures that impact the Library System and its reduction planning.
- The new fines and fees listed in both Plan 1 and Plan 2 are not required in order for the Library System to meet the 10% target. They are included in both plans, however, in anticipation of the Management Partners report recommending new, ongoing revenue streams as one of its long-term budget strategies. In order for the Board to actually approve any new fees, I would present them as separate agenda items at a future meeting.

For your information, also appended to this staff report is an updated list of budget-related initiatives that the Library System has already implemented or that it will implement in the near future, along with the estimated savings or value those initiatives are expected to yield.

Recommendation: I am asking for your approval of the two reduction plans in concept for submission to the County's Budget Division, with the understanding that:

1. The classes and numbers of positions selected for a Reduction in Force would depend on: the actual percentage cut that the BCC assigns to the Library; the availability of incentivized separations and, if they remain available, my decisions as to which separations should be approved; and my determination as to which positions are the most appropriate ones to be laid off.
2. The Library's budget-reduction plan(s) may be modified by the recommendations being developed for the Organizational Effectiveness Committee and the BCC by Management Partners.
3. Any fines or fees included in the two plans would be subject to approval by the Library Board at a future meeting.

**WASHOE COUNTY LIBRARY SYSTEM
REDUCTION PLAN 1
Includes Incentivized Separations**

| | <u>TARGETS:</u> | <u>GENERAL</u> | <u>EXPANSION</u> | <u>COMBINED</u> |
|---|------------------------|-------------------------|-------------------------|---------------------------|
| | | <u>\$824,596</u> | <u>\$249,658</u> | <u>\$1,074,254</u> |
| Savings from Retirements and Other Voluntary Separations | | | | |
| Without Incentives (processed before incentives were available) - 6 Positions | | \$227,096 | \$59,248 | \$286,344 |
| With Incentives - 3 Positions | | \$141,172 | \$99,273 | \$240,445 |
| Savings from Voluntary Demotion - 1 Position | | \$0 | \$104,250 | \$104,250 |
| <i>Less: Net increase in payroll cost</i> | | -\$4,300 | 0 | -\$4,300 |
| Reductions in Force - Total of 5 Positions | | \$483,075 | \$0 | \$483,075 |
| SUB-TOTAL OF SAVINGS: | | \$847,043 | \$262,771 | \$1,109,814 |
| New Revenue: | | | | |
| \$1 Fee Charged for Held Items That Are Not Picked Up | \$12,000 | | | |
| Increase Proctoring Fee from \$10 to \$20 | \$1,700 | | | |
| Increase Overdue Fines on Adult Cardholders from 20 to 25 cents (maximum total fine would increase from \$7.00 to \$9.00 per item) | \$10,000 | | | |
| SUB-TOTAL - NEW REVENUE: | | \$23,700 | \$0 | \$23,700 |
| TOTAL OF SAVINGS AND NEW REVENUE: | | <u>\$870,743</u> | <u>\$262,771</u> | <u>\$1,133,514</u> |
| TOTAL OF SAVINGS ALONE (w/o New Revenue): | | <u>\$847,043</u> | <u>\$262,771</u> | <u>\$1,109,814</u> |

**WASHOE COUNTY LIBRARY SYSTEM
REDUCTION PLAN 2
Without Incentivized Separations**

| | GENERAL | EXPANSION | COMBINED |
|---|-------------------------|-------------------------|---------------------------|
| <u>TARGETS:</u> | <u>\$824,596</u> | <u>\$249,658</u> | <u>\$1,074,254</u> |
| Savings from Retirements and Other Voluntary Separations - Total of 6 Positions | \$227,096 | \$59,248 | \$286,344 |
| Savings from Voluntary Demotion - Total of 1 Position | \$0 | \$104,250 | \$104,250 |
| <i>Less: Net increase in payroll cost</i> | -\$4,300 | \$0 | -\$4,300 |
| Reductions in Force - Total of 7 positions | \$631,304 | \$0 | \$631,304 |
| Reduce materials spending | | \$68,200 | \$68,200 |
| Savings from switching to SkyRiver from OCLC | | \$18,000 | \$18,000 |
| SUB-TOTAL - SAVINGS: | \$854,101 | \$249,698 | \$1,103,799 |
| New Revenue: | | | |
| \$1 Fee Charged for Held Items That Are Not Picked Up | \$12,000 | | |
| Increase Proctoring Fee from \$10 to \$20 | \$1,700 | | |
| Increase Overdue Fines on Adult Cardholders from 20 to 25 cents (maximum total fine would increase from \$7.00 to \$9.00 per item) | \$10,000 | | |
| SUB-TOTAL - NEW REVENUE: | \$23,700 | | \$23,700 |
| TOTAL OF SAVINGS AND NEW REVENUE: | <u>\$877,801</u> | <u>\$249,698</u> | <u>\$1,127,499</u> |
| TOTAL OF SAVINGS ALONE (No New Revenue): | <u>\$854,101</u> | <u>\$249,698</u> | <u>\$1,103,799</u> |

WASHOE COUNTY LIBRARY SYSTEM BUDGET INITIATIVES

JULY 2011

Underlined dollar amounts are direct budgetary savings

| Initiative | Savings/Financial Value/Benefit | Notes |
|--|---|--|
| Volunteers | Estimated value for 2011/12: \$240,000 (11,500 hrs. x \$20.85/hr) | |
| Amazon Wish List | Estimated value: <u>\$2,000</u> | |
| Adopt-a-Periodical | Value: <u>\$10,000</u> | |
| Grants: in-house self-service kiosks | Savings of \$160,000 (\$16K x 10 units), plus \$5,000 less per year in repairs | Grants are LSTA and local foundation |
| Switch from OCLC to SkyRiver for bibliographic records | Savings of <u>\$18,000</u> per year | |
| Switching from Symphony (SirsiDynix) to an open-source ILS | Maintenance savings of <u>\$25,000</u> in FY 2010/11, then increasing annually | Savings are in Technology Services budget |
| Recycling older computers as Linux public work-stations | 60 computers, if purchased new, would have cost approx. \$72,000 | |
| Leasing networked copier/printer units instead of stand-alones | <u>\$15,000</u> per year | |
| Web-cams for certain meetings, plus cell phones for remote troubleshooting of computers | <u>\$2,000</u> per year in mileage expenses | |
| Removed Mobile Library and Homebound Van from service; sold Mobile Lib back to manufacturer | <u>\$10,000-\$12,000</u> in annual maintenance; <u>\$30,000</u> from sale of Mobile Library | \$30,000 will supplement the materials budget in FY 2011/12 |
| Gift funds and Friends donation to finance build-out of public-internet bandwidth infrastructure | <u>\$21,000</u> | |
| Branch book sales | \$100,000 deposited into gift funds every year | |
| Estimated savings/value in FY 2011/12: | \$713,000 | |
| Estimated savings/value, FY 2012/13-FY2014/15 (3 years) | \$434,000 x 3 = \$1,302,000 | |
| Initiatives Yielding Operating Efficiencies and/or More Responsive Service | | |
| Self-service pick-up of holds; greater availability of self-checkout | More staff time for higher-level customer service; more privacy for patrons | Currently available at 5 branches; will be offered at most others soon |
| Upgraded computer-reservation software | Improved operation | |

| | | |
|---|--|---|
| Shared collections | Fewer bins need transporting; “refreshing” of local collections | |
| Consolidation/relocation of service points, plus better alignment of staff scheduling w/ traffic patterns | More efficient use of staff | In the planning phase at several branches |
| De-selection of older, unused books and media | Creates more floor space for seating and tables | Ongoing |
| Centralized selection and ordering of library materials | More efficient use of staff time; faster turnaround for new materials | |
| Centralized handling of periodicals | Increased staff time for customer service & branch-specific tasks | |
| Expanded offerings in e-books and e-audiobooks | Responsive to patron demand | |

Washoe County Library Board of Trustees

Bylaws

The Board of Trustees of the Washoe County Library System, pursuant to the authority vested by Nevada Revised Statutes 379.025, hereby establishes the following bylaws:

I. Purpose

The Washoe County Library Board of Trustees shall, consistent with provisions of applicable state and federal law, exercise the powers and duties granted pursuant to NRS 379.025. The Board shall endeavor to administer and manage the resources of the Washoe County Library System in a manner consistent with the public trust, the Library Mission Statement and the Library Vision Statement.

II. Organization and Membership

A. The name of the organization shall be "The Board of Trustees of the Washoe County Library System"

B. Membership:

1. The Board of Trustees will be comprised of five (5) members.
2. Trustees will be appointed by the Washoe County Board of Commissioners.
3. Trustees will meet the minimum requirements as determined by the Washoe County Board of Commissioners.
4. Trustees will serve a 4-year term, as provided in NRS 379.020.
5. Trustees will be eligible for reappointment once (limit eight years total). Trustees shall not be permitted to serve more than two consecutive terms. Nothing in this provision shall be construed to prohibit the reappointment of a trustee for additional terms to be served after a break of one term of non-service prior to re-appointment.
6. Resignation: If any Trustee resigns at any time, written notice must be provided to the Board of Trustees Chair and the Library Director. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein; unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
7. Removal: A Trustee can be removed per NRS 37.0020 for three unexcused absences.
8. The Washoe County Board of Commissioners will fill any vacancies on the Board.

- C. Trustees are public officers as defined in NRS 281.4365 and subject the Ethics in Government Provisions codified in NRS 281A.010 et. seq. Trustees shall comply with the Code of Ethical Standards of NRS 281A.400 et. seq.

- D. Duties of a Trustee:
 - 1. Regularly attend meetings and actively participate in such meetings and actions
 - 2. Review meeting materials prior to each meeting
 - 3. Be attentive to the needs and concerns of library patrons, volunteers, library staff, library administration, county staff, county commissioners and the general public
 - a. Set policies governing the operation of the library system as appropriate
 - b. Hire and evaluate the job performance of the Library Director
 - c. Work with the Director, library staff, community members, and political leaders to plan for the future of the library system
 - d. Approve the annual budget for the library system, and monitor expenditures
 - e. Monitor and evaluate library effectiveness
 - f. Advocate for the Washoe County Library System within the community and political organizations, as appropriate

III. Officers

A. Chair

- 1. Selection
 - a. The chair will be elected by a vote of the five-member Board of Trustees
 - b. The term will be for one-year at the pleasure of the Board of Trustees
 - c. Elections shall be held at the regular Board of Trustees meeting each June
- 2. Duties. The chair shall:
 - a. Preside at all meetings of the Board of Trustees
 - b. Execute all documents and actions authorized by the Board of Trustees
 - c. Call special meetings as warranted
 - d. Appoint committees
 - e. Serve as an ex-officio non-voting member of all committees

- f. Work with the Library Director and staff
- g. Review agendas and assist in scheduling meetings
- h. Add or remove items on each meeting agenda
- i. Draft correspondence as directed by the Board of Trustees
- j. Perform all duties associated with the office

B. Vice Chair

1. Selection

- a. The vice-chair will be elected from amongst the five-member Board of Trustees
- b. The term will be for one year and is renewable at the pleasure of the Board of Trustees
- c. Elections shall be held at the regular Board of Trustees meeting each June
- d. In the event the vice chair must permanently assume the duties of chair, an election for a new vice chair will be held at the next meeting following the succession

2. Duties. The vice chair shall:

- a. In the event of the absence or disability of the chair, or of a vacancy in the office, the vice chair shall assume and perform all duties associated with that office. In the event of an absence or short-term disability of the chair, the vice chair shall assume the duties of the chair for the period of his/her absence or disability. In the event the chair is permanently vacated, the vice chair shall assume the office of the chairperson for the remainder of the vacated term.

IV. Meetings

- A. Regular meetings: The Board of Trustees will normally meet monthly, on the third Wednesday of each month, at 4:00 p.m. Trustees may change the time and date of meeting by a vote of the membership.
- B. Meeting locations: When possible, the Board of Trustees will normally hold regular meetings on a rotational basis at Washoe County Library locations. A calendar of meeting locations will be annually reviewed and approved by the Board of Trustees.
- C. Nevada Open Meeting Law: All meetings of the Board are subject to the provisions of state and federal open meeting laws and shall be conducted in accordance with the applicable laws. The Library Director shall be responsible for ensuring the

proper public notice is made for each meeting of the Board. Trustees should endeavor to refrain from discussing agenda items or actions by the Board outside of public meetings in groups that may constitute a quorum.

- D. Agendas: The Director shall ensure the preparation of the agenda for each Board meeting and the compliance with the applicable open meetings laws. An item may be placed on the agenda at the request of any Trustee or by written request by any individual to the Director 15 days prior to the scheduled meeting.
- E. Pertinent Materials: The Director shall ensure that notices and informational materials pertinent to any agenda item for any Board meeting shall be distributed to Trustees, Board legal counsel and anyone with a written request of notification on file with the Board a minimum of five days prior to the meeting to ensure adequate time for review. In addition, pertinent materials shall also be posted on the Board of Trustees web site at least five days prior to a scheduled meeting.
- F. Quorum: A minimum of three Trustees must be present and vote on any action items on the agenda for said action to be of any legal effect.
- G. The Director, or his duly appointed representative, shall attend each meeting of the Board.
- H. Special meetings: Special meetings of the Board of Trustees may be called by the chair or upon the written request of any two Trustees.
- I. Order of Business: To the extent possible, the order of business at any regularly scheduled meeting of the Board shall be:
 - Call to order
 - Roll call
 - Public comment
 - Review/approval of minutes
 - Old business
 - New business
 - Presentations
 - Reports
 - Library Director's Report
 - Expenditures/Budget Report
 - Activities/Usage Report

Public comment (if necessary)

Board comment

Adjournment

- J. Rules of order: The Board of Trustees shall conduct all meetings in accordance with Robert's Rules of Order as concerns any matters not addressed by these bylaws. The Board of Trustees will also seek advice from the Board legal counsel as appropriate.
- K. Committees: Committees shall be created as needed by the chair, shall have a specific purpose, shall report regularly as to progress in completing their charge, shall be subject to annual review as needed, and shall automatically dissolve upon the completion of their charge.
- L. Annual By-laws Review: The by-laws herein can be revised as needed by a majority vote of the Board of Trustees. Any proposed revisions must be placed on an agenda and addressed in a public meeting in accordance with the Nevada Open Meeting Law. The by-laws shall be reviewed at least annually at the regular June meeting of the Board of Trustees.

DATED this 18th day of August, 2010

WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

Judy Simon, Chair

Dianne Drinkwater, Vice Chair

Thomas Cornell

Fred Lokken

Al Stoess, Ph.D.

These bylaws were presented to the Board on July 21, 2010, and were unanimously adopted.

Judy Simon, Chair

TO: Library Board of Trustees
FROM: Nancy Keener, Systems Librarian
RE: Staff Report on the Koha Migration
DATE: July 10, 2011

May 17, 2011: Kickoff phone meeting with ByWater Solutions, Ruth Bavousett (Migration Specialist), **Brendan A. Gallagher** (CEO), Nathan Curulla (V.P. And Marketing Director), Ian Walls (Lead Development Specialist), and **Larry Baerveldt** (Systems Engineer.) On our side was Nancy Keener (Systems Librarian), Roy King (Technology Services Sr. System Administrator), William Carlin (DCAS), Max Conelly (DCAS), John Crockett (Internet Services Librarian.) We received a rough overview of how the migration will go. Scripts were sent to us for the data extract, which Roy handled. We ran a report on our policies and emailed that to Ruth. Users were set up for Drop Box, and Mantis Support Tracker.

June 9, 2011: Ruth Bavousett, Nancy Keener, Cecil Hillyard (Head Cataloger), William Carlin, John Crockett. We discussed how our Itypes and Locations might be set up. We discovered there is no current provision in Koha for mobile access, but it is certainly possible to have some simple programming done singly, or as a group of libraries, at a small cost. Ruth knows SirsiDynix API and can do some patron and item clean up for us either before or after the data is migrated. Searches and sorting by Call number are possible. Bulk changes are possible in Koha. Ruth will be sending a large spreadsheet on Itypes and locations in Symphony for Nancy to complete as soon as possible.

June 16, 2011: Ruth Bavousett, Nancy Keener, Max Conelly, John Crockett. We discussed more of our options for Koha configuration. We can collapse the patron types at migration. Users have very granular permissions options. Fines can be assessed by patron type, or Itype. Only three years of history will be kept, since we can't collect money owed past that point.

June 30, 2011: Ruth Bavousett, Nancy Keener, Cecil Hillyard, William Carlin, Todd Goatley, Max Conelly, John Crockett, and Marc Tiar (passing through). Go to Meeting used to share spreadsheets. We went over the library branch names currently in the system. Some of the extra non-branches can be eliminated. We can keep the drive-up locations. Com Res info will be evaluated by Marc to see if we still need to keep. Most users will be collapsed into staff, adult, juvenile, and a very few others. Our Itypes and shelving locations will also be collapsed. We discussed the electronic records for our downloadables, and databases. The next time we meet we will work on setting up our test environment. Roy needs a bit more information from Larry. Roy and Todd will work on getting the virtual server ready for the next meeting.

Sparks Library Report to Library Board of Trustees – July 2011

Overview:

- Sparks Library staff has embraced continuous improvement as a way of life. It keeps life interesting and our minds focused on the job. The Sparks Library staff is a creative and hard working team!
- Many collections in the Sparks Library have been moved, some were ideas in progress and some are in response to a directive from the Library Director.

Staffing & Staff Development:

- Sparks Library and Duncan-Traner Library are sharing staff on a daily basis. This gives all staff an opportunity to experience a large busy library and also a smaller community library. Each library community has its individual needs and this allows staff to learn in these very different environments. Because of cross-training they are able to answer a broad range of questions with maximum customer service.
- Continuing weekly in-house staff development classes.
- Rotation throughout the staff for attending mandatory County training and other classes that are offered off location and as web-conferences.
- Sparks Library now boasts 30 volunteers.
- Marilyn Matylinsky, LAIII, will be retiring this year. She began as a Children's Librarian 17 years ago, and works mornings at the Sparks Library and afternoons at the Duncan-Traner Library. She will be missed enormously for her upbeat personality and great knowledge of library skills in all areas, especially Adult Reference and Children's programming.

Facilities:

- The HVAC system has been in continuous repair this year. Due to the hard work of the Facility Maintenance crew it can now be operated from an on-site computer which tells which part of the system is not working at any particular time. We are looking forward to the CIP budget replacing the 1964/1980 HVAC units with a modern version.
- The redesign of the check in and checkout work flow have been successful in allowing patrons to have access to materials faster, allowing us more flexibility to place staff when and where needed.
- A public Wi-Fi area is being planned near the center of the library.

Budget and Collection:

- The entire Sparks Library collection is assessed yearly. This provides the public with a relevant and clean collection. It is very popular and the circulation statistics are consistently the highest in the system.
- Due to the reduced materials budget some of the popular collections housed at the Sparks Library are now being kept up using Sparks Library Gift Funds. The Travel Collection has been moved from the back wall to a closer location next to the Audio-books. The very popular Auto Repair collection has been consolidated, and new signage has been ordered. In addition to paying for these materials the Sparks Gift Fund pays for the Mitchell's On-line Auto Repair database (\$1299.00).
- Sparks Library Gift funds have been used to enhance the Children's collection, Auto Repair, 700's, Biographies, Chinese Language collection, and Travel collection this year.
- CD shelving, computer tables, art hanging supplies, and collection signage have also been purchased with the Sparks Library Gift Funds.
- Donations have been coming in fast and furious. Many items can be used to enhance the collection and the rest are recycled through in-house book sale or the Friends of Washoe County

Library booksale. The books sold in-house replenish the Sparks Library Gift Fund.

Programs:

- In addition to the wonderful programming provided by the Friends of Washoe County Library there have been programs for the public such as VITA free tax help (842 taxes prepared), “It's Your Money” series presented by KNPB, Nevada Humanities Chautauqua presentations with Clay Jenkinson, Frank Mullen and Doug Mishler, and art programs such as “Drawing for Intermediate Artists” which are presented by local artist volunteers.
- Sparks Library has been selected to be a Voting and Early Voting site for the Sept. 13th election.
- Family programming for all ages including tours and class visits continue to be very popular and well attended.

Technology:

- Three stand-up Internet stations were added in the center of the library. There are now a total of 36 public computers, 12 are Linux computers where the statistics continue to rise to well over 100 uses per computer per month.
- A Downloadable Audio-book station has been installed near the Reference desk.
- A Children's KIMO station is being planned that will hold 2 recycled computers. KIMO stations are for young children's games and these will not be connected to the Internet.
- Wifi usage has increased dramatically over the last year. You will find laptop users in all areas of the library at any time of day inside and out. When the library is closed you will find people parked around the library using their laptops in their cars, on the benches, and sitting on the ground leaning against the building.

Duncan-Traner Library Report to Library Board of Trustees – July 2011

Overview:

- Duncan-Traner Library and the Sparks library have worked closely together over this past year. All staff has worked at both libraries and has come to know the patrons at each.
- Research has started on the possibility of either being able to keep open or close the Duncan-Traner Library.

Staffing:

- A Library Assistant III has been assigned to the Duncan-Traner Library since 2008. This year Marilyn Matylinsky will be retiring. We are sorry to see her leave, but happy for her new life.

Facilities:

- D/T received an overhaul by the Washoe County School District. The outside of the building was painted and the inside scrubbed. With the newer and integrated collection from the Scholastic booksale the library is a refreshing place for the public.

Budget and collection:

- All Duncan-Traner Children's books were changed in the collection to prevent them from “sharing.” This means the books can still be placed on hold for the entire system but they will return to that library after they are checked in.

Programs:

- Programming is done in conjunction with the Duncan Elementary School after-school program. The programs are FWCL special events and are held in the school cafeteria where there is a built-in audience and many parents and siblings also can attend as it is a much larger location.

Technology:

- There are 8 Children's and 4 Adult's computers. They are very well used.

LIBRARY ADMINISTRATION REPORT June-July 2011

LIBRARY ADMINISTRATION

- Work continues on the relocation of the Gerlach Community Library to its new home at the E.M. Johnson Elementary School. As part of this effort, staff members **Max Conelly**, **John Crockett** and **Jennifer Oliver** recently made the long drive to Gerlach to set up shelving and install computers. The library is scheduled to re-open on August 29, and will offer public hours from 1:00 to 4:00 on weekdays.
- Three individuals have submitted applications to serve on the Library Board: Betty Baker, Petra Gonsalves and Anna Jane Zarndt, all of Reno. Administration will be submitting the applications to the County Commissioners for consideration and action at their August 9th or 23rd meeting.
- 135+ volunteers donated 14,275 hours to WCLS during FY 2010/11, an **increase of 32%** over the prior year. My heartfelt thanks go to everyone who gave their time and effort to help our libraries.

COLLABORATIONS, PROGRAMS AND ACTIVITIES

- Early voting for the 2011 special election will be held at Incline Village, South Valleys and Sparks libraries. A schedule of dates and times for all early voting sites in Washoe County will be available at the Board meeting. In addition, Northwest Reno, South Valleys, and Sparks will be Election Day polling places on Tuesday, September 13.
- Programs and Community Collaborations Coordinator **Beate Weinert** recently appeared on KOLO's "Moms Everyday" program, providing information about library programs and activities, including the Summer Reading Program.
- "Capt'n Jack Spareribs" will be appearing at seven WCLS branches in late July. The Captain's program promotes reading and will include magic, juggling and special guest Maynard, the Talking Monkey.
- The Library System will be collaborating with ACLU of Nevada and the UNR Creative Writing Club on a celebration of Banned Books Week. This year's event takes place September 24-October 1 with the theme, "Free your mind. Read a banned book."
- Other fall programs will include Library Card Sign-Up month (September), the return of the KNPB financial and investing series (dates to be announced), an Afro-Peruvian jazz septet provided through UNR's Performing Arts Series (mid-October), Teen Read Week (October 16-22), and the continuation of public-computer classes conducted by Systems Office staff with the assistance of volunteers.

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

- Art in the Garden, a Friends fundraiser on July 9th featuring local artists and artisans, was a great success. Final revenue figures were not available in time for this report.

- Thanks to Board member Keith Judson, the Friends have been selling books through Amazon.com. To date they have made over \$850 in sales.
- After four years of dedicated service, Betty Watts has stepped down as Chair of the Booksale Steering Committee. Many thanks to Betty for her tireless work to help make the booksales a continuing success. Mary Jones and Susan Bruno will take over as Co-Chairs of the Committee.

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

*As always, I would like to thank **Bonnie Saviers, Beate Weinert and Jennifer Oliver** for their contributions to this report. --- Arnie Maurins, Library Director*

TO: Library Board of Trustees
FROM: Jennifer Oliver, Development Officer
RE: Acknowledgment of Donations Received Between April 1 and June 30, 2011
DATE: July 20, 2011

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.

In this acknowledgment, the list includes the names of donors from April 1, 2011 through June 30, 2011. The attached document identifies all grants and cash donations totaling \$ 144,069.30 and in-kind support.

Recommendation: Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the fourth quarter of Fiscal Year 2010-11.

CASH DONATIONS

| LAST NAME | FIRST NAME | Purpose | BRANCH |
|---|--------------------|---|---------------------|
| Anonymous | | General Use | System |
| Fontes | Laura | Materials | System |
| Fraternal Order of Eagles | Ladies Aux | Materials | SS |
| Friends | | | NW |
| Hill | Ross E. | General Use | SS |
| Hinz | Bettie Ann | General Use | SV |
| LeRue Press | | Materials | SV |
| Raley's Family of Fine Stores | | \$\$ for refreshments for Vol Reception | System |
| Roter Investments | | Sierra View | SV |
| Scolari's | | | SC |
| Scott Bequest | John | Materials | System |
| Western Village | Gary Norcross | Reading Program | System |
| Whyman | Barbara and Andrew | 5 Kids in a Tree' Bronze sculpture | IV |
| TOTAL Donations during fourth quarter 10/11: | | | \$128,589.39 |

GRANTS RECEIVED

| | | | |
|------------------------------------|--------|---|--------------------|
| *Clorox Co & Hidden Valley Mfg | | Storytime materials & supplies | NV |
| *IGT | | Year-Round-Reading Club | System |
| LSTA | El dia | Multi-Cultural materials | System |
| | | | |
| *=Friends of Washoe County Library | | Total Grants for fourth quarter 10/11: | \$10,500.00 |

NON-CASH DONATIONS

| LAST NAME | FIRST NAME | ITEM |
|--------------------------|-----------------|--|
| Brown | Natalie | 1 Book |
| Carlson | Erika Paul | CD |
| Coyote | Susan | 6 copies <i>It Gets Better</i> |
| Daughters of Penelope | | 12 copies each of 2 children's books |
| Lambert | Dave | Framed original Map of Narnia |
| LeRue Press | | 7 Books |
| Microsoft Licensing | | 465 books from their book drive |
| Nevada Women's Fund | Sandra Marz | books - Shark Tales |
| Smith | Barbara S | 2 historic post cards |
| Sparks Florist | | Flowers for the Mother's Day arranging program |
| Starbucks Coffee Company | | Coffee for Volunteer Reception |
| Tanner | Catherine | 20 Mark Twain Books |
| Total Tutoring | Monica Grashuis | (Value of \$1,400) TV spot on KOLO's <i>Mom's Everyday</i> |
| Trader Joes | | Granola Bars for Volunteer Reception |
| | | |
| | | |

NON-CASH DONATIONS - FREE PROGRAMS

| LAST NAME | FIRST NAME | PROGRAM NAME |
|------------------------------------|------------|---|
| Anderson | Shelby | Flower arranging for Mother's Day |
| Bryant | Bruce | Mardi Gras program |
| de Jong | Greta | Civil War history program |
| KNPB/Community Foundation | | Financial Seminars |
| Langman | Julie | Flower arranging for Mother's Day |
| NV Humanities | Chautauqua | <i>A Twentieth Anniversary Celebration</i> |
| Silver State Blades | | Fencing Demonstration |
| The Comstock Civil War Reenactors | | Civil War history program |
| Traditional American Music Project | Cindy Gray | TRAMP |
| US Department of Labor, SF | | <i>Taking the Mystery Out of Retirement</i> |

NON-CASH DONATIONS - Spring, Swing, Fling Donors

| LAST NAME | FIRST NAME | Donation |
|------------------------------|----------------|--|
| Asian Noodles | | Dining Certificates for raffle |
| Atlantis Casino Resort Spa | | Dining Certificates for raffle |
| Bamares | Rudy and Meny | volunteer |
| Bonanza Casino | | Dining Certificates for raffle |
| City of Reno | Parks & Rec | Supplied Volunteers, decorations etc. |
| Daniels | Margo and Pera | volunteer |
| Eldorado Hotel Casino | | Dinner and Show Certificate for raffle |
| Empire Ranch Golf Course | | Golf Certificate for raffle |
| Gold Dust West | | Dining Certificates for raffle |
| Graeagle Meadows Golf Course | | Golf Certificate for raffle |
| Grand Sierra Resort | | Gift Certificate for raffle |
| Hacienda Restaurant | | \$50.00 Gift Certificate for raffle |
| Harvey | Beverly | volunteer |
| Ivanov | Andrew | volunteer |
| Kohler | Dena | Handcrafted necklace & jacket for raffle |
| Lansborough | Taylor | volunteer |
| Los Compadres | | Dining Certificates for raffle |
| Louis' Basque Corner | | Dining Certificates for raffle |
| Machado | Lois & Gary | volunteer |
| Machado | Derek | volunteer |
| Model Dairy | | Ice Cream |
| Money | Susanna | volunteer |
| Naan & Kabob | | Dining Certificates for raffle |
| National Charity League | | Supplied Volunteers and made center pieces |
| Peppermill Hotel & Casino | | Gift Certificate for raffle |
| Pho Restaurant | | Dining Certificates for raffle |
| Sands Regency Hotel & Casino | | Dining Certificates for raffle |
| Singh | Prince | volunteer |
| Sparks High Key Club | | 2 volunteers |

| | | |
|-----------------------|----------------|-----------------------------|
| Starling | Joyce | volunteer |
| Welch | Marcy | volunteer |
| Whiting | Floyd and Judi | volunteer |
| Wildcreek Golf Course | | Gift Certificate for raffle |

| CASH DONATIONS - PERIODICALS DRIVE | | | |
|---|--------------------|---|---------------|
| LAST NAME | FIRST NAME | PERIODICAL | Branch |
| Alexander | Elaine | Reader's Digest | SV |
| Allen | Sparky | Nevada | SP |
| Anonymous | (PM) | Manager's Choice | IV |
| Ansel | David | Outside & Runner's World | NW |
| Arden | James | Southwest Art | NW |
| Arms | Karen | ESPN the Magazine & Smithsonian | SO |
| Banks | Deborah | National Geographic & Natl Geo for Kids | SP |
| Barmettler | Laura | Muse | SO |
| Barnes | Emily | Paper Crafts & Cooking Light | SO |
| Basso | Virginia | Smithsonian & Zoo Books | SV |
| Borges | Marijuel | Sunset Magazine | SO |
| Brady | Elaine | Vegetarian Times | SO |
| Bratiotis | Alexia | Vanity Fair | SO |
| Buchanan | Shelley | Martha Stewart Living | SV |
| Cirrincone | Tamera | Consumer Reports, People Weekly, Art in America & Everyday Food | SO |
| Clark | Willard | Old Farmer's Almanac | SP |
| Clarkson | Lesley | Car and Driver & Real Simple | SO |
| Craperi | Sarah | Ladies Home Journal, Better Homes & Gardens, Mad & Time | SP |
| Czarnik | Becky | Manager's Choice | SO |
| Czech | Susan | Consumer Reports & Sunset | NV |
| Daly and Lisa Chin | Jackie | Creative Knitting | SO |
| Delaney | Michael | Art & Antiques | NW |
| Dempsey | William and Arlene | Mad & Zoobooks | SO |
| Drager | Mary | American Patchwork, Quilting, Cloth Paper Scissors, Fine Gardening & What Every Veteran Should Know | SP |
| Edwards | Tim & Cindy | Cooks Illustrated, Cat Fancy & Dirt Bike | SO |
| Faber | Gretchen | Ladies Home Journal | SO |
| Flood | Susan | National Geographic Adventure | SO |
| Florentine | Linda | Natl Geographic & Natl Geographic for Kids | IV |
| Forrester | Karen | Nevada Magazine | SP |
| Garman | Jonathan | Manager's Choice | SO |
| Griffith | Bryce & Donna | Twist, American Girl, Cooking Light, Real Simple & Everyday w Rachel Ray | NW |
| Grobman | Susan | Smithsonian & Consumer Reports on Health | SP |
| Henderson | Alexander | Smithsonian | SP |
| Henry | Kathleen | Baby Hug & Highlights | SV |
| Hirata | Robin | Prevention & Popular Mechanics | NW |
| Hocker | Paula | Real Simple | NV |
| Humphries | Sondra | Bead and Button & Bead Style | NV |

| | | | |
|------------------|------------------|---|----|
| Jackson | Elsie | American Indian Art Magazine | NW |
| Jessen | Kirsten | Men's Health | NW |
| Jones | Mary | Disney's Princess | SP |
| Keltie | Lorelei | Western & Eastern Treasures, Archaeology & Kids Discover | SV |
| Kerwin Family | | Orion & Solar Today | NW |
| Kerwin Family | | Camping Life, Fly Fisherman, Natural Home & Climbing | NW |
| Kundel | Jane | Writer's Digest | NW |
| Kurita | Satoko | Ranger Rick, Your Big Backyard & Ladybug | NW |
| Larsen | Lance | All About Beer | SP |
| Lee | Dan | Cycle World | SO |
| Lowe | Kathleen | Natl Geographic, Scientific American, Wall Street Journal | SO |
| McCool | John | Nevada Magazine | SO |
| Mellor | Gene | Sunset Magazine | IV |
| Middleton | Helena | America Girl | SO |
| Middleton | Eric | Bicycling | SO |
| Minogue | Barry | Country Living | SO |
| Moses | Lucina Lea | The New Yorker | NW |
| Mull | Kathleen | Victoria | SO |
| Nemitz | Mary | Disney Family Fun & Girls Life | NW |
| Ness | Dan | Reader's Digest | SP |
| Neve | Maria | Wild Animal Baby & Southern Living | IV |
| Newbury | JoAnn | Discover | SP |
| Nolan | Sue | Everyday with Rachel Ray & Sports Illustrated for Kids | NV |
| NW Knitting Club | | Vogue Knitting | NW |
| Okpukpara | Uzoma & David | O: Oprah Magazine | SO |
| O'Neill | Jeanne | Highlights for Children | IV |
| Oreel | Suzanne | Vegetarian Times | NW |
| Owens | Patricia | ZooBooks & Wild Animal Babies | IV |
| Pelt | Susan | Urban Farm | SV |
| Pozarski | Janet | Country Living | NV |
| Quilici | Lori | Good Housekeeping | SP |
| Rajan | Agnel | Wild Animal Baby | NW |
| Schreiber | Marie | Popular Photography & National Geographic Traveler | SS |
| Sewell | May | Everyday Food & Tennis | NW |
| Smith | Michael & Karren | Horticulture, National Geographic Traveler, & Discover | NW |
| Somers | Judi & James | Shape, Men's Journal & Natural Health | SO |
| Stremmel | Bill | Engineering News-Record & Trains | SP |
| Tan | Lay Tin Jennifer | Saveur | NW |
| Telyakovskiv | Aleksey | Christian Science Monitor | NW |
| Trappett | Matt and Jen | Popular Science | SO |
| Turner | Ron | Architectural Digest, Travel & Leisure & Bon appetit | SO |
| Victors | Margaret | National Geographic Traveler | SO |
| Wells | Kris | Family Fun & National Geographic for Kids | SO |
| Whitfield | Michael | Ebony Magazine | SP |
| Wright | Gail | Consumer Reports | SP |

| | | | |
|--|---------------|---|-------------------|
| Young | Phyllis Balis | Gamepro-US, Smithsonian & Rolling Stone | NV |
| Total for fourth quarter periodicals donations: | | | \$4,979.91 |

NON-CASH DONATIONS - AMAZON.COM WISH LIST BOOK DONATIONS

| LAST NAME | FIRST NAME | BOOK |
|------------|------------|---|
| Anonymous | | Interrupting Chicken, Poke the Box |
| | | Take Me Out to the Ball Game |
| | | Debt-Free Forever: Take Control of your Money |
| | | The Great Big Book fo Families |
| | | Just Because, The Three Bully Goats |
| | | Six Sheep Sip Thick Shakes |
| | | How They Croaked: The Awful Ends of the Awfully Famous |
| | | Pale King & A Discovery of Witches |
| | | The Mesh: Why the Future of Business is Sharing & |
| | | Itsy Mitsy Runs Away |
| | | Just Because, Moon Over Manifest, Savvy Auntie & |
| | | Baseball: A History |
| | | We Are in a Book, Pigs Make Me Sneeze, & I Broke My Trunk |
| | | The Best American Short Stories 2010 & Moby-Duck |
| | | The Star Wars Craft Book & Gabby and Grandma Go Green |
| | | Moby Duck & The Filter Bubble |
| | | We Are America, She Walks in Beauty |
| | | Mars Needs Moms |
| | | Once Upon a River, I Spy with My Little Eye & The Weird Sisters |
| | | Seven Fathers |
| Baxter | Brenda | Little White Rabbit |
| Leja Burge | Anita | Cloudette & The Free World: A Novel |
| Carlin | William | Flip |
| Chesloff | Toni | The Emerald Atlas (2 copies) |
| Hill | Kimberlee | Your Farm in the City, Art & Max |
| Perdue | Angeline | Fire Season & Small as an Elephant |
| Radcliffe | Dee Ann | California: A History, The Money Class: Learn to Create |
| | | Your New American Dream, Tweak Tweak |

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

13-Jul-11

F/Y 2010 / 2011

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 | \$ 6,007,985 | \$ 5,952,071 | \$ 55,914 | 99% | \$ 5,185,018 | \$ 5,522,589 | \$ (337,571) | 107% |
| EMPLOYEE BENEFITS | \$ 2,294,069 | \$ 2,277,303 | \$ 16,766 | 99% | \$ 2,521,691 | \$ 2,172,653 | \$ 349,038 | 86% |
| SERVICES & SUPPLIES | \$ 739,150 | \$ 657,881 | \$ 81,269 | 89% | \$ 401,154 | \$ 358,227 | \$ 42,927 | 89% |
| CAPITAL OUTLAY | | | | | | | | |
| TOTAL: | \$ 9,041,204 | \$ 8,887,255 | \$ 153,949 | 98% | \$ 8,107,863 | \$ 8,053,469 | \$ 54,394 | 99% |

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1

13-Jul-11

F/Y 2010 / 2011

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 | \$ 1,189,740 | \$ 1,133,216 | \$ 56,524 | 95% | \$ 1,329,922 | \$ 1,649,579 | \$ (319,657) | 124% |
| EMPLOYEE BENEFITS | \$ 476,630 | \$ 464,186 | \$ 12,444 | 97% | \$ 494,268 | \$ 546,935 | \$ (52,667) | 111% |
| SERVICES & SUPPLIES | \$ 939,219 | \$ 716,948 | \$ 222,271 | 76% | \$ 1,150,070 | \$ 617,415 | \$ 532,655 | 54% |
| CAPITAL OUTLAY | | \$ (499) | \$ 499 | | | | | |
| TOTAL: | \$ 2,605,589 | \$ 2,313,851 | \$ 291,738 | 89% | \$ 2,974,260 | \$ 2,813,929 | \$ 160,331 | 95% |

| GIFT FUND BALANCE AS OF June 30, 2011 | | | | |
|--|----------------------|---|-------------------------------------|--|
| <u>BRANCH</u> | <u>TOTAL</u> | <u>DESIGNATED RESTRICTED USE</u> | <u>AVAILABLE GENERAL</u> | |
| CHILDREN'S COORDINATOR | \$ 8,738.73 | \$ 8,738.73 | \$ - | |
| COMMUNITY RESOURCE | \$ 258.74 | \$ - | \$ 258.74 | |
| DOWNTOWN RENO | \$ 34,160.89 | \$ 24,988.16 | \$ 9,172.73 | |
| DUNCAN / TRANER | \$ 1,160.31 | \$ 482.50 | \$ 677.81 | |
| INCLINE | \$ 16,596.74 | \$ 11,304.20 | \$ 5,292.54 | |
| NORTHWEST | \$ 6,603.95 | \$ 1,071.99 | \$ 5,531.96 | |
| NORTH VALLEYS | \$ 18,488.81 | \$ 206.12 | \$ 18,282.69 | |
| SENIOR CENTER | \$ 1,411.18 | \$ - | \$ 1,411.18 | |
| SIERRA VIEW | \$ 9,213.32 | \$ 414.76 | \$ 8,798.56 | |
| SOUTH VALLEYS | \$ 21,478.47 | \$ 2,121.00 | \$ 19,357.47 | |
| SPANISH SPRINGS | \$ 26,285.23 | \$ 1,531.34 | \$ 24,753.89 | |
| SPARKS | \$ 13,995.98 | \$ - | \$ 13,995.98 | |
| SYSTEMS OFFICE | \$ 822.23 | \$ 659.39 | \$ 162.84 | |
| SYSTEMWIDE | \$ 189,316.62 | \$ 162,582.08 | \$ 26,734.54 | |
| TECHNICAL SERVICES | \$ 6,591.75 | \$ 5,570.07 | \$ 1,021.68 | |
| VERDI | \$ 2,882.17 | \$ - | \$ 2,882.17 | |
| | | | | |
| | | | | |
| TOTALS: | \$ 358,005.12 | \$ 219,670.34 | \$ 138,334.78 | |

Washoe County Library System

Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2009-2010/2010-2011

| WASHOE COUNTY LIBRARY SYSTEM | Accumulative | | | | | | | | | | | | | | |
|---------------------------------|------------------|------------------|--------------|------------------|------------------|---------------|---------------------|----------------|--------------|--------------------|---------------|---------------|------------------|----------------|---------------|
| | Checkouts | | | Library Visits | | | Patron Computer Use | | | Program Attendance | | | Internet Library | | |
| | 2009 - 2010 | 2010 - 2011 | % Change | 2009 - 2010 | 2010 - 2011 | % Change | 2009 - 2010 | 2010 - 2011 | % Change | 2009 - 2010 | 2010 - 2011 | % Change | 2009 - 2010 | 2010 - 2011 | % Change |
| July | 177,157 | 186,393 | 5.21% | 119,423 | 118,916 | -0.42% | 19,734 | 21,994 | 11.45% | 4,947 | 4,647 | -6.06% | 58,740 | 70,018 | 19.20% |
| August | 177,814 | 185,090 | 4.09% | 117,435 | 120,437 | 2.56% | 24,238 | 22,695 | -6.37% | 4,849 | 4,488 | -7.44% | 48,974 | 73,157 | 49.38% |
| September | 179,386 | 181,532 | 1.20% | 112,046 | 112,454 | 0.36% | 24,000 | 22,293 | -7.11% | 4,911 | 5,267 | 7.25% | 65,105 | 80,424 | 23.53% |
| October | 178,650 | 184,416 | 3.23% | 115,190 | 125,105 | 8.61% | 22,374 | 21,236 | -5.09% | 6,151 | 7,149 | 16.23% | 69,008 | 81,712 | 18.41% |
| November | 165,016 | 174,216 | 5.58% | 98,989 | 93,337 | -5.71% | 16,039 | 19,107 | 19.13% | 3,683 | 4,063 | 10.32% | 59,122 | 77,578 | 31.22% |
| December | 163,860 | 161,602 | -1.38% | 98,857 | 93,103 | -5.82% | 19,777 | 18,910 | -4.38% | 4,448 | 4,572 | 2.79% | 64,443 | 71,951 | 11.65% |
| January | 185,116 | 186,945 | 0.99% | 115,390 | 104,855 | -9.13% | 21,107 | 21,239 | 0.63% | 4,691 | 4,405 | -6.10% | 66,087 | 83,898 | 26.95% |
| February | 172,991 | 170,137 | -1.65% | 111,491 | 114,324 | 2.54% | 20,388 | 20,997 | 2.99% | 4,469 | 4,123 | -7.74% | 61,714 | 81,313 | 31.76% |
| March | 194,307 | 203,751 | 4.86% | 122,871 | 125,998 | 2.54% | 23,263 | 23,934 | 2.88% | 4,613 | 6,426 | 39.30% | 71,951 | 94,048 | 30.71% |
| April | 184,535 | 180,740 | -2.06% | 119,431 | 103,878 | -13.02% | 21,952 | 21,587 | -1.66% | 5,446 | 7,582 | 39.22% | 68,349 | 85,696 | 25.38% |
| May | 179,822 | 178,412 | -0.78% | 105,530 | 100,348 | -4.91% | 20,972 | 22,402 | 6.82% | 4,918 | 5,899 | 19.95% | 70,476 | 83,596 | 18.62% |
| June | 184,616 | 182,458 | -1.17% | 114,716 | 103,258 | -9.99% | 21,257 | 23,257 | 9.41% | 4,071 | 5,464 | 34.22% | 76,342 | 81,173 | 6.33% |
| Totals | 2,143,270 | 2,175,692 | 1.51% | 1,351,369 | 1,316,013 | -2.62% | 255,101 | 259,651 | 1.78% | 57,197 | 64,085 | 12.04% | 780,311 | 964,564 | 23.61% |
| Totals to Date | 2,143,270 | | | 1,351,369 | | | 255,101 | | | 57,197 | | | 780,311 | | |

Note 1: FY 10/11 Checkout totals including all partnership/Collection Development: 2,180,507

Note 2: FY 10/11 GRAND TOTAL (includes Library, Partnership, Coll. Dev., Downloadable Books and Ebooks, and Read & Share Checkouts): 2,318,929

Note 3: Library visits for IV not included November-January and April-June due to equipment failure.

ITEM 10

**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 By Branch / Cumulative By Month / Resulting In Yearly Total – Thru June

System Total Comparison For Fiscal Years 2009-2010 / 2010-2011

| | Meeting Room Use | | | | | |
|-------------------------|------------------|---------------|---------------|---------------|---------------|---------------|
| | 2009-2010 | 2010-2011 | % Change | 2009-2010 | 2010-2011 | % Change |
| | # of Meetings | # of Meetings | # of Meetings | Attendance | Attendance | Attendance |
| Administration Outreach | | | | | | |
| Duncan/Traner | 0 | 3 | *N/A | 0 | 195 | *N/A |
| Incline | 67 | 70 | 4.48% | 1,850 | 2,817 | 52.27% |
| Mobile Library | N/A | N/A | **N/A | N/A | N/A | **N/A |
| North Valleys | 53 | 43 | -18.87% | 604 | 486 | -19.54% |
| Northwest | 622 | 676 | 8.68% | 3,242 | 5,673 | 74.98% |
| Reno | 120 | 137 | 14.17% | 2,531 | 3,510 | 38.68% |
| Senior Center | 0 | 5 | *N/A | 0 | 366 | *N/A |
| Sierra View | 105 | 82 | -21.90% | 1,597 | 3,878 | 142.83% |
| South Valleys | 370 | 876 | 136.76% | 6,295 | 11,033 | 75.27% |
| Spanish Springs | 173 | 116 | -32.95% | 2,907 | 1,865 | -35.84% |
| Sparks | 148 | 94 | -36.49% | 4,434 | 4,764 | 7.44% |
| Verdi | 73 | 71 | -2.74% | 1,405 | 993 | -29.32% |
| Totals | 1,731 | 2,173 | 25.53% | 24,865 | 35,580 | 43.09% |

**PLEASE NOTE:


CHECKOUT TOTALS

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

Washoe County Library System

Monthly Statistics Report for Fiscal Year 2010-2011

For The Month Of: JUNE

|  | Library Visits | | Checkouts | | Patron Computer Use | | Program Attendance | | | |
|---|----------------|------------------|---------------------------------|------------------|---------------------|----------------|--------------------|--------------|--------------|---------------|
| | # visits | YTD | # checkouts | YTD | # signups | YTD | Adult | | Youth | |
| | | | | | | | # adult | YTD | # youth | YTD |
| Administration Outreach | | | | | | | 225 | 1,022 | 100 | 1,070 |
| Duncan/Traner | 1,009 | 13,798 | 1,248 | 25,400 | 478 | 6,092 | 0 | 0 | 0 | 262 |
| Incline | 0 | 37,293 | 7,523 | 90,015 | 991 | 10,887 | 29 | 523 | 171 | 1,500 |
| Mobile Library 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| North Valleys | 8,554 | 95,661 | 14,790 | 179,056 | 1,297 | 14,155 | 14 | 310 | 372 | 6,505 |
| Northwest | 13,631 | 174,396 | 26,999 | 309,182 | 2,082 | 23,965 | 68 | 1,300 | 844 | 11,927 |
| Reno | 16,369 | 208,460 | 25,195 | 292,502 | 5,130 | 60,906 | 12 | 24 | 115 | 1,578 |
| Senior Center | 3,321 | 38,294 | 1,412 | 16,827 | 415 | 5,602 | 0 | 136 | 0 | 0 |
| Sierra View | 17,876 | 223,640 | 26,227 | 307,639 | 5,214 | 50,671 | 31 | 622 | 397 | 4,548 |
| South Valleys | 14,075 | 177,048 | 23,085 | 276,057 | 1,176 | 15,615 | 185 | 2,195 | 916 | 9,613 |
| Spanish Springs | 10,964 | 135,789 | 21,840 | 260,065 | 1,772 | 20,676 | 75 | 1,573 | 1,081 | 10,409 |
| Sparks | 17,015 | 206,105 | 33,430 | 401,827 | 4,684 | 50,661 | 170 | 1,595 | 618 | 6,294 |
| Verdi | 444 | 5,529 | 709 | 17,122 | 18 | 421 | 0 | 0 | 41 | 1,024 |
| Total: | 103,258 | 1,316,013 | 182,458 | 2,175,692 | 23,257 | 259,651 | 809 | 9,300 | 4,655 | 54,730 |
| Gerlach (total) | 0 | 897 | 9 | 1,241 | | | | | | |
| School hours: | | | School checkouts included above | | | | | | | |
| Duncan/Traner | 2,227 | 33,595 | | | | | | | | |
| Verdi | 432 | 15,478 | | | | | | | | |
| Collection Devel. | | | 360 | 3,574 | | | | | | |
| Downloadable Books | | | 2,866 | 33,752 | | | | | | |
| Downloadable Ebooks | | | 2,696 | 18,901 | | | | | | |
| Read & Share | | | 7,587 | 85,769 | | | | | | |
| TOTAL | 2,659 | 49,970 | 13,518 | 143,237 | | | | | | |
| GRAND TOTALS | 105,917 | 1,365,983 | 195,976 | 2,318,929 | | | | | | |
| Internet Library | | | | | | | | | | |
| Total number of Site Hits | | 81,173 | | | | | | | | |
| NOTE: Due to equipment failure, Incline Village does not have count for Library Visits. | | | | | | | | | | |
| NOTE: Mobile Library out of service effective 01/04/2010 | | | | | | | | | | |