

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, AUGUST 17, 2011  
4:00 P.M.**

**North Valleys Library  
1075 North Hills Boulevard, #340  
North Hills Shopping Center  
Reno, NV 89506**

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

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.

- 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 July 20, 2011
- 4) Old Business
  - a) Staff Report on the Status of the Supplemental Budget Reduction Plan for Fiscal Year 2011/12

- 5) New Business
  - a) *For Possible Action:* Revised Days and Hours of Operation at Sierra View Library, Effective September 6, 2011
  - b) *For Possible Action:* Discussion and Direction to Staff Regarding Revised Days and Hours of Operation at Duncan/Traner, Incline Village, Northwest Reno, Senior Center, Spanish Springs and Verdi Libraries
  - c) Staff Report on North Valleys 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) Financial Reports to Include the Monthly Expenditure Comparison Reports
- 8) Monthly Library Usage Statistics Report
- 9) Public Comment and Discussion Thereon – Five Minute Time Limit Per Person  
*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.*
- 10) Board Comment – Limited to Announcements or Issues Proposed for Future Agendas and/or Workshops
- 11) Adjournment

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ITEM 3

**LIBRARY BOARD OF TRUSTEES' MEETING MINUTES  
July 20, 2011**

The Board met in regular session at the Sparks Library, 1125 12<sup>th</sup> Street, Sparks, Nevada. Chair Al Stoess called the meeting to order at 4:00 p.m.

**ROLL CALL**

Board Members Present: Tom Cornell, Fred Lokken, Judy Simon and Al Stoess

Board Member Absent: Dianne Drinkwater

Library Staff Present: Brenda Baxter, Meg Blanchard, Kristin Cannard, William Carlin, Michelle Chapman, Tammy Cirrincione, John Crockett, Patti Day, Corinne Dickman, Dave Eveland, Todd Goatley, Debbie Gunderman, Nancy Keener, Barbara Lentz, Julie Machado, Arnie Maurins, Jennifer Oliver, Bonnie Saviers, Donna Smith, Andrea Tavener, Julie Ullman, Scottie Wallace, Beate Weinert and Lorna Grasso

County Staff Present: Assistant District Attorney Herb Kaplan and Anna Heenan, Library Budget Analyst

Friends of Washoe County  
Library Present: Len Crockett, Lois Crockett, Martha Gould, Mary Jones, Lucina Moses

Public Present: Erin Bannahan, Beverly Dummitt, Mary Ann McKibben

**PUBLIC COMMENT**

Beverly Dummit, Verdi resident, presented 330 signatures obtained in support of the Verdi Library.

Mary Ann McKibben, Verdi resident, spoke in support of keeping the Verdi Library open and offered to volunteer to help keep the library open.

**APPROVAL OF MINUTES**

On motion by Mr. Lokken, seconded by Mr. Cornell, which motion duly carried, the Board approved the minutes of the June 15, 2011 meeting with the following corrections: Add Nancy Cummings as being in attendance and note that Judy Simon voted against Agenda Item 4a.

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## OLD BUSINESS

### Supplemental Budget Reduction Plan for FY 2011/12

Mr. Maurins reviewed the information submitted in the packet.

Mr. Maurins reported that the Organizational Effectiveness Committee met on July 19, 2011 for the presentation of the revised draft report from Management Partners. Recommendations that could directly impact the Library include:

- Closure of Duncan/Traner and Verdi Libraries
- Investigate the possibility of managed competition for library service
- Consolidate the Systems staff with the County Technology Services Department (the Director has filed an objection)
- The property on Golden Valley Road was on a list to consider for future sale
  - This parcel was obtained in a trade for a property that was donated upon the condition that it be used as a library or, if sold, proceeds would be used for the benefit of Washoe County Library System
  - Since the new parcel had no such condition attached, the Board of County Commissioners passed a resolution that the parcel would be used for a library or, if sold, proceeds would be used for the benefit of the Library
  - The resolution mentioned above will be researched

Upon questioning by the Board, Mr. Maurins reported as follows:

- County job specifications state:
  - Librarian III's manage the operation of a medium to large-size branch or oversee a major area that affects the entire system
  - Librarian II's manage the operation of a small to medium-size branch
  - Librarian I's do not have the ability to manage a branch, but the Director may be able to work with Human Resources on the job specification
- Future plans include the Downtown Reno and Sparks Libraries providing the largest range of services while the other libraries will focus on meeting the specific priority needs of their particular clientele
- The majority of the Balanced Scorecard items will be addressed, with possible modifications due to lack of resources

Martha Gould informed the Board that the grants for the Duncan/Traner and Verdi libraries did not contain opt-out clauses, and the community raised over \$100,000 for the Verdi Library. Mr. Maurins will request a legal opinion.

Upon further questioning by the Board, Mr. Maurins reported:

- A number of Librarian II's may need to be reassigned
- The loss of 40-45% of the budget in the last four years requires major changes in the way business is done

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- The proposed plan allows the Library to continue the delivery of high priority service with available resources
- The deadline to request separation incentives is July 29, which may affect the number of necessary layoffs

Barbara Lentz, Northwest Reno Library Manager, announced that she has requested a voluntary demotion from a Librarian III and is aware of the ramifications.

Mr. Lokken moved to approve the two reduction plans in concept for submission to the County's Budget Division, and Mr. Cornell seconded. The motion failed, with two yea votes and two nay votes.

## **NEW BUSINESS**

### **Revisions to the Bylaws of the Library Board of Trustees**

The Library Board reviewed the information submitted in the packet.

Following discussion, on motion by Mr. Lokken, seconded by Dr. Stoess, which motion duly carried, the Board approved the revision of the Bylaws to read that Trustees will be eligible for no more than two full four-year terms plus a partial term of less than two years. One opposed.

Mr. Kaplan advised the Board that no Bylaw change is necessary regarding the changes in the Open Meeting Law.

### **Staff Report on the Migration to Koha Open Source Integrated Library System**

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Nancy Keener, Systems & Access Services Librarian, noted that access on the Smartphone is not yet available.

### **Staff Report on Sparks Library Programs, Activities and Operations**

The Library Board reviewed the information submitted in the packet.

Julie Machado, Sparks Library Manager, added that staff is dedicated to providing the best service possible and introduced Debbie Gunderman, Duncan/Traner Community Library Manager, who is exploring ways to use less staff and keep that Library open.

## **ADMINISTRATION REPORT TO THE BOARD**

The Library Board reviewed the information in the packet.

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Upon questioning by the Board, Mr. Kaplan advised:

- The Board can request that Mr. Maurins withdraw the Library Board of Trustee applications submitted to the Board of County Commissioners, but this is not an action item under the Opening Meeting Law
- Even with the amended bylaws, Ms. Simon would be excluded from the current process
- Statute allows that Ms. Simon participate until a new Trustee is appointed
- Mr. Maurins reported the deadline to submit applications was extended to July 11

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**ACKNOWLEDGMENT OF DONATIONS RECEIVED BETWEEN APRIL 1 AND JUNE 30, 2011**

The Library Board reviewed the information submitted in the packet.

Jennifer Oliver, Development Officer, noted a name change from Lois and Gary Machado to Lois and Gary Smyres in her report under Non-Cash Donations.

**DIRECTOR-APPROVED GIFT-FUND PURCHASES BETWEEN JANUARY 1 AND JUNE 30, 2011**

The Library Board reviewed the information submitted in the packet.

**FINANCIAL REPORTS**

The Library Board reviewed the information submitted in the packet.

**MONTHLY LIBRARY USAGE STATISTICS REPORT**

The Library Board reviewed the information submitted in the packet.

**PUBLIC COMMENT**

Scottie Wallace, Downtown Reno Library Managing Librarian, asked the Board for direction on how to move forward in light of vote on the budget reduction plan. She assured them that when plans are presented, they are the best recommendations under the circumstances. As a manager, she does not know what else to do. She once had 32 employees, and is now down to 12 FTE's. While no one likes what has to be done, the Library can continue to provide meaningful service.

Ms. Gould concurred with Ms. Wallace that no one is happy with the proposals and stated that the Board has the responsibility to say "enough is enough" to the Board of County Commissioners. She feels the Library meets the requirement of a core service, and noted that the library accomplishments should be publically noticed.

Erin Bannahan, library patron and former employee, stated she realizes what staff has gone through, feels patrons will have to do their part and noted that the Library has recouped in the past and went on to bigger and better things.

**BOARD COMMENT**

Ms. Simon reported there is no sign on Hwy 28 indicating the location of the Library, rendering it difficult to find. Mr. Maurins noted that he has inquired and was advised by NDOT that a sign cannot be installed.

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Mr. Maurins suggested the dates for the August and September meetings be exchanged because the statue being installed at Incline Village will not be ready until September.

Mr. Maurins thanked Ms. Simon for her service to the Library and the Library Board of Trustees and presented her with an engraved clock.

Mr. Kaplan stated that issues raised in public comment cannot be acted on unless it is placed on the agenda per the Open Meeting Law.

Mr. Lokken asked to reopen the Agenda Item 4a and requested a second vote. Mr. Maurins explained that the primary reason the Librarian III classification was chosen for layoff is that it would render a significant savings.

Mr. Lokken moved to approve the two reduction plans in concept for submission to the County's Budget Division, and Mr. Cornell seconded. The motion again failed, with two yea votes and two nay votes.

#### **ADJOURNMENT**

On motion by Mr. Lokken, Dr. Stoess adjourned the meeting at 6:09 p.m.

**TO:** Library Board of Trustees  
**FROM:** Arnie Maurins, Director  
**RE:** Update on the Library's Supplementary Budget-Reduction Plan for FY 2011/12  
**DATE:** August 15, 2011

Developments related to the Library's 10% budget-reduction plan are summarized below:

- The availability of voluntary-separation incentives has been extended through September 1<sup>st</sup>.
- The Library's 10% reduction plan was submitted on July 29<sup>th</sup> (\$824,596 from the General Fund, \$249,658 from the Expansion Fund). That plan is subject to adjustments based on how many voluntary separations end up being approved and processed; it included the following elements:
  - A combination of three layoffs (fewer than the five that were presented to the Board as a scenario plan in July), eight voluntary separations, and one voluntary demotion. Separations must be approved by the Human Resources and Finance Departments, and employees also have the option to withdraw their requests right up until the date they are scheduled to sign their separation documents. Most of the voluntary separations would take effect in December.
  - \$16,000 in new fines and fees (possible sources: fee for non-pickup of holds; increase overdue fines for adults; increase proctoring fee)
- Since July 29<sup>th</sup> I have approved three additional incentivized separations, which may reduce the need for layoffs and for the voluntary demotion.
- The BCC will review all of the 10% plans on September 13<sup>th</sup>, and will give direction regarding the plans on September 27<sup>th</sup>.
- At this time, I anticipate that the Library's final reduction plan will go to the Library Board on either September 21<sup>st</sup> or October 19<sup>th</sup>, or else be presented at a special meeting in early October.
- Layoffs, if any, would probably take effect between the latter part of October and the end of November.
- Library management staff met on August 10 to review changes in services, hours and facilities that will take place beginning in September.
  - See agenda items 5a and 5b for changes relating to branch hours
  - Service configurations have been defined based on categorizing a library as Regional, Urban, Suburban or Partnership (see separate handout)

- The final draft of Management Partners’ “Fundamental Services Review” was presented at the OEC meeting on August 3<sup>rd</sup>, and at the BCC meeting on August 9<sup>th</sup>. Library-related recommendations included:
  - Possible consolidation of Systems staff into Technology Services Department. I have already submitted my arguments to the Manager’s Office as to why the Library’s computer-support staff should remain assigned exclusively to the Library.
  - Closure of Duncan/Traner and Verdi libraries (with caveat re: grant conditions)
  - Possible future sale of property on Golden Valley Road that was obtained in a swap with a developer. As part of the exchange, the developer received a parcel that had previously been donated to the County with the restriction that it be used only for a public library. The resolution approving the exchange did not require that the newly acquired property be subject to this restriction. MP’s actual recommendation was not to sell any property in the current depressed market; the Golden Valley Road property was included in a long list of parcels that MP said should be evaluated for possible sale when the market improves.
  - Inclusion of library services in a list of functions that other local governments have outsourced in whole or in part. The MP report made no specific recommendation to conduct a “competitive assessment” of library services, which is typically the first step in an outsourcing process.

The BCC will consider recommended 1<sup>st</sup>-year projects from the MP report on September 27<sup>th</sup>.

- The Citizens’ Advisory Committee has requested that the Library Board seek an opinion from the Attorney General as to the legality of the County spending Library Expansion Fund dollars for non-Library purposes. At the August 11<sup>th</sup> Citizens’ Advisory Committee, Commissioner Jung indicated that she was not aware of any discussion regarding such a possible diversion. The Library’s Assistant District Attorney, Herb Kaplan, may address this issue at the Board meeting.

At the meeting, I will be pleased to address any questions or comments you may have.

## **REGIONAL LIBRARIES - DOWNTOWN RENO & SPARKS**

### **Information Services**

- Staff provides all levels of reference assistance and answers- Ref librarians are information consultants
- Community Resource Center one on one assistance for job seekers
- Proctoring
- Reference assistance to branch staff at suburban and partnership libraries (phone/Skype)
- Computer assistance
- Reader's advisory
- Database instruction
- Early Voting/Polling Place, voter registration forms, election information,
- Tax forms, VITA, AARP
- Homework, home school help

### **Collections and Circulation**

- Larger, broader general collections than smaller libraries (but not archival)
- Special collections (Nevada Room, Automotive, Rail City)
- Diverse, current, relevant collections in all formats
- Periodicals
- Holds placement and pickup

### **Programming**

- SP-Basic programs (preschool, toddler time, family) presented by staff (in house or traveling team)
- RN- Program Coordinator provides story-times - weekly or biweekly
- Special programs provided by system (cultural, informational)
- Computer classes for the public

### **Technology**

- Staff expertise in providing computer help in broad areas
- CRC hours facilitate longer times on PC's for job searchers and adult education
- Wireless access
- Instruction in downloading audio/ebooks

### **Commons**

- Community Center
- Meeting and study space

### **Work Units Reno**

Reno CRC  
Administration  
Systems  
Mail Central  
Technical Services/Interlibrary Loan

### **Work Units Sparks**

Sparks CRC  
Partnerships

## URBAN LIBRARY - SIERRA VIEW

### **Information Services**

- Basic Ready Reference
- Database assistance
- Reader's Advisory
- Voter registration forms, election information
- Homework, home school help
- Basic computer assistance
- Tax forms, VITA

### **Collections and Circulation**

- Collapse service points to one
- Reduce overall footprint of library move children's collection forward; make current circulation desk all self-service
- Smaller, current, relevant, browsing collections with emphasis on New materials in all formats
- Target : Reduce overall collection by ½
- Periodicals
- Non-fiction less than 3 years old
- Holds placement and pick up
- Heavy promotion of self-service

### **Programming**

- System programs provided by Program Coordinator
- Computer classes for the public

### **Technology**

- Maximize computer access
- Enhance laptop locations
- Laptop checkout
- ebook checkout
- Instruction in downloading audio/ebooks

### **Commons**

- More open space and seating areas

# **SUBURBAN LIBRARIES - SOUTH VALLEYS, NORTHWEST, SPANISH SPRINGS**

## **Information Services**

- Basic Ready Reference
- Database assistance
- Reader's Advisory
- Early Voting/Polling Place, voter registration forms, election information
- Tax forms, VITA, AARP
- Homework, home school help
- Basic computer assistance

## **Collection and Circulation**

- Smaller, current, relevant, browsing collections with emphasis on New materials in all formats
- Target: 1/3 reduction in overall collections
- Non-fiction less than 5 years old
- Periodicals
- Holds placement and pickup
- Drive-up windows
- Heavy promotion of self-service

## **Programming**

- Basic programs (preschool, toddler time, family) presented by staff (in house or traveling team)
- Special programs provided by system (cultural, informational)
- Special programs volunteer run (anything beyond basic programs produced in house)

## **Technology**

- Maximize computer access by eliminating shelving and replacing with computers
- Wireless access
- Enhance laptop locations with power
- Instruction in downloading audio/ebooks
- Computer classes for the public

## **Commons**

- Meeting and study rooms
- Open space increased by 10-20%
- Access to meeting facilities after hours (SS/SO)
- Community Center

## **SUBURBAN LIBRARY - INCLINE VILLAGE**

### **Information Services**

- Basic Ready Reference
- Database assistance
- Reader's Advisory
- Voting forms, election information
- Homework, home school help
- Tax forms
- Basic computer assistance

### **Collections and Circulation**

- Smaller, current, relevant, browsing collections with emphasis on New materials in all formats
- Target: 1/3 reduction in overall collections
- Non-fiction less than 5 years old
- Periodicals
- Holds placement and pickup
- Walk-up window
- Modified depot (one day per week and in emergencies)
- Heavy promotion of self-service

### **Programming**

- Minimize programming and outreach
- Basic programs ((preschool, toddler time, family) anything beyond basic is provided by volunteers)
- Special programs provided by system (cultural, informational)

### **Technology**

- Reduce collections to make space for computers and laptop locations
- Instruction in downloading audio/ebooks
- Wireless access

### **Commons**

- Meeting room
- More open seating

## **SUBURBAN LIBRARY - NORTH VALLEYS**

### **Information Services**

- Basic Ready Reference
- Database assistance
- Reader's Advisory
- Homework, home school help
- Basic computer assistance
- Tax forms, VITA

### **Collections and Circulation**

- Smaller, current, relevant, browsing collections with emphasis on New materials in all formats
- Target : ½ reduction in overall collections
- Non-fiction less than 3 years old
- Periodicals
- Holds placement and pick up
- Heavy promotion of self-service

### **Programming**

- Basic programming provided by Program Coordinator – weekly or biweekly
- Special programs provided by system

### **Technology**

- Reduce shelving by ½ to maximize space for computers, laptop hookups
- Instruction in downloading audio/ebooks

### **Commons**

- Seating space in library for small group meetings, study, etc.

## **PARTNERSHIP LIBRARIES - DUNCAN, VERDI, SENIOR CENTER**

### **Information Services**

- Very basic ready reference
- Database assistance
- Reader's advisory
- Basic computer assistance
- Homework, home school help

### **Collections and Circulation**

- Target : Reduce collections by ½ (where possible)
- Non-fiction less than 3 years old
- Periodicals
- Holds placement and pick up
- Heavy promotion of self-service

### **Programming**

- Special programs provided by system
- Volunteer-run programs

### **Technology**

- Increase public internet stations by eliminating shelving units (where possible)

**TO:** Library Board of Trustees  
**FROM:** Arnie Maurins, Director  
**RE:** Proposed Hours Changes at Sierra View Library  
**DATE:** August 15<sup>th</sup>, 2011

**Background:** In July 2010, Sierra View Library expanded to six days per week in order to help meet the high demand for library services on Mondays. For the last 13 months, Sierra View has been open on Mondays from Noon to 5:00pm; Tuesdays, 11:00am-7:00pm; Wednesdays, Thursdays and Fridays, 10:00am-6:00pm; and Saturdays, Noon to 5:00pm. The six-day schedule required dividing Sierra View's full-time positions equally between Mondays and Saturdays and scheduling all of the part-time positions on both days. A full-time staff member retired last September, and the elimination of that position was included in the Library's 3.7% budget reduction submitted in March. The loss of that position, plus the near-certainty of additional future staff reductions via layoffs or voluntary separations, led to internal discussions about changing the hours back to a five-day-per-week schedule.

Adopting the new schedule of Monday through Friday, 10:00 am-6:00 pm, would allow Sierra View to add three hours to its Monday coverage, offering five full days of access. Mondays have grown increasingly busy over the past year. Patron visits averaged 113 per hour in May, 123 per hour in June, and 126 per hour in July. (In comparison, last fiscal year Sierra View averaged 102 patron visits per hour.)

Shifting from 11:00-7:00 to 10:00-6:00 on Tuesdays would streamline hours throughout the week, while still providing service an hour later than the Downtown Reno library, and it would also align better with patron-usage patterns. Over the past six months the gate count average on Tuesday between 11:00 and noon has been 134 visits while there have only been an average of 68 visits between 6:00 and 7:00 pm.

A Nevada JobConnect Career Center is located on the 2<sup>nd</sup> floor of the Reno Town Mall, and the Center frequently refers job seekers to the Sierra View Library when its computers fill up or when its clients require additional assistance related to job applications or creating resumes. JobConnect is open Monday through Friday from 8:00 am to 5:00 pm, so if Sierra View were to open at 10:00 am and close at 6:00 pm on weekdays, it would be able to serve those referrals on a consistent basis.

Once the Sierra View staff no longer has to stretch to cover six days, it will be easier to redeploy those employees to other branches which need assistance maintaining their hours of service due to unexpected absences or other factors.

With Sierra View operating on a Monday-Friday schedule, there will still be six other WCLS library branches open on Saturdays.

**Recommendation and Suggested Motion:** Approve revised days and hours of operation for the Sierra View Library, with a new schedule of Monday through Friday, 10:00 am until 6:00 pm, effective Tuesday, September 6<sup>th</sup>, 2011.

**TO:** Library Board of Trustees  
**FROM:** Arnie Maurins, Director  
**RE:** Tentative Hours Changes at Duncan-Traner, Incline Village, Northwest  
 Reno, Senior Center, Spanish Springs and Verdi Libraries  
**DATE:** August 15<sup>th</sup>, 2011

**Background:** Based on current best estimates of available staffing, along with library usage data, I am advising you of the following changes to public hours that are under consideration for implementation in early to mid-October:

<u>Library Branch</u>	<u>Current Hours</u>	<u>Possible New Hours</u>
Duncan-Traner <i>(net loss of 5 hours per week)</i>	Tuesday–Friday, 3:00-5:30	Tuesday & Thursday, 3:00-5:30
----- --		
Incline Village <i>(other days unchanged; no change in total hours open)</i>	Friday & Saturday, 10:00-4:00	Friday & Saturday, 11:00-5:00
----- --		
Northwest Reno <i>(other days unchanged; no change in total hours open)</i>	Wednesdays, 11:00-7:00	Wednesdays, 12:00-8:00
----- --		
Senior Center <i>(net loss of 4 hours per week)</i>	Monday—Thursday, 9:00-2:00	Tuesday—Friday 9:00-1:00
----- --		
Spanish Springs <i>(other days unchanged)</i>	Wednesdays, 12:00-8:00	Wednesdays, 10:00-6:00; drive-up window 6:00-8:00
----- --		
Verdi Library <i>(Saturday hours unchanged; no change in total hours open)</i>	Tuesdays, 3:00-7:00	Wednesdays, 3:00-7:00

**The revisions listed above are tentative at this time.** The actual proposed changes will be presented for consideration at the September Board meeting and may differ from what is shown above, depending on the staffing that will be in place after all voluntary separations and layoffs (if any) have been factored into our public-schedule planning.

Please note that staff will continue to evaluate all branch schedules on an ongoing basis for their responsiveness to public needs balanced against available staff, with the understanding that hours revisions may be brought to the Board on a periodic basis.

**Recommendation:** Approval of the hours changes listed above is not requested at this time. The Board may choose to offer comments or provide direction regarding the proposed revisions.

**NORTH VALLEYS LIBRARY REPORT TO  
THE LIBRARY BOARD OF TRUSTEES  
AUGUST 17, 2011**

**Statistics:**

- Tuesdays remain our busiest day, closely followed by Wednesdays.
- The opening hours on Tuesday and Wednesday are the busiest of the day. In the months of May-July 2011, Tuesdays had an average first hour gate count of 95, while Wednesdays averaged 105.
- Library visits have increased over 10% the last six months.
- Our checkouts for FY 10/11 have increased over 10% from FY 09/10
- The number of adult volunteers has doubled in FY 10/11. We have gone from 7 to 14 adults and we continue to have 2 youth volunteers. The number of volunteer hours has increased from 765 hours in FY 09/10 to over 1,384 hours in FY 10/11.
- Our program attendance for FY 10/11 has increased by 35% from FY 09/10 while offering 45% fewer programs.

**Programs:**

- Story time continues to be a success with great turnouts.
- We offered a new program for a 6 week run: Toddler Time and it was very successful. We will look at continuing in the future.
- We continued to offer VITA tax help at North Valleys Library with 172 patrons receiving free assistance.
- Our holiday programs continue to be a big success. The Halloween Parade throughout the shopping center brought in 850 patrons. We couldn't have done this without the yearly help of the Reno Rodeo Club as well as many of our volunteers. Santa arrived for two programs visiting with 173 patrons. The Easter Bunny also showed up twice with 127 patrons wanting to see him. We held a fun Mardi Gras party for 125 patrons with Jazz, A Louisiana Kitchen donating 60 beignets and Bruce Bryant performed some magic tricks. Thanks again to our many volunteers.
- Other great programs included: KNPB "It's your Estate"; Jeff Weinert presented "Science Magic" for 175 patrons; Friends sponsored programs *Chinese Folk Dancing*, *Activated Story Theatre*, *Sandi Sylver & Reno Irish Dance*; Paws 2 Read, Art of Fencing and Frank Mullen as Ulysses S. Grant in a Chautauqua program commemorating the 150<sup>th</sup> anniversary of the start of the Civil War. Our most popular program to date has been the Friends sponsored program *Capt'n Jack Spareribs* with 225 patrons in attendance.
- We have begun our summer collaboration with the AP teachers at North Valleys High School. We house their textbooks that the students use for summer assignments. They must present a library card in order to use the books in house. We issue many new cards during the summer.
- SRP is going strong with 721 sign-ups.
- We are also offering Adult reading club during the summer months. Patrons write a book review and are then entered into a drawing for brand new books.

**Facilities:**

- In order to improve line of sight in our branch we closed off the far YA/meeting room and interfiled all YA materials into the Adult areas. The YA room will be closed off during the day and will be used only for programming/meetings.
- The beautiful wooden shelving from the YA room will be replacing our shelving in the Reference area as well as the Hold Pick up and Nevada sections.
- We are in the process of ordering a new Book drop. It will be placed near the entrance as patrons come in the front door. We will take our book drop away from the Circulation desk and make that area a

badly needed third check out station. All check-ins will be done in a separate location. This will also help prevent check-in errors.

- We will be taking out sections of shelving from our Adult Fiction area along the Reference side to open up that area and give us a better line of sight. We are hoping to get a power pole in this area to provide for a nice Wi-Fi area.
- We have moved all of the J DVD's and Videos which were in the center of the Picture Book area to the area where our J Bio's use to be (we are now interfiling all Bio's together). This will open up the Picture book area once all that shelving is removed.
- We are offering self pick up of holds, which the patrons really enjoy.

#### **Staffing & Staff Development:**

- Spanish Springs continues to share with us one staff member for 8 hours on Tuesdays.
- Staff attended mandatory County training and other classes as well as those offered through Webinars.
- North Valleys' volunteers have been a tremendous help with our shelving, programming preparation, mending and preparing discards for Friends and other organizations. We have one very artistic volunteer who devoted 74 hours to hand painting a mural of our SRP theme, *"One World Many Stories,"* in the picture book area. It's outstanding.

#### **Technology:**

- We have recently added two more Linux computers in the Periodical area. That brings our total of internet stations using the free Linux operating system to ten.
- We are hoping to offer a PAC station in our children's picture book area as well as eight KIMO game computers.

## LIBRARY ADMINISTRATION REPORT July-August 2011

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### ***LIBRARY ADMINISTRATION***

- On August 9<sup>th</sup>, the Board of County Commissioners appointed Anna Jane Zarndt, an attorney who lives in downtown Reno, to the Library Board. Ms. Zarndt's term begins on August 18<sup>th</sup>, and she will meet with me on August 22<sup>nd</sup> for an orientation.
- For the September 19<sup>th</sup> meeting of the Shared Services Committee (made up of officials from Reno, Sparks and Washoe County), I will be submitting a report on the topic of shared library services among WCLS, the school district and possibly the university system. The report will include a brief history of WCLS-WCSD partnership libraries; a description of the types of situations in which partnership libraries are appropriate; a discussion of the issues involved in operating such libraries; and an assessment of the potential for future partnerships involving the WCLS, the school district and/or local university libraries.

### ***COLLABORATIONS, PROGRAMS AND ACTIVITIES***

- Merlinski the Magician is visiting several WCLS branches throughout the month of August. In his shows, Merlinkski, a.k.a. retired teacher Dennis Dobies, demonstrates his love of both reading and magic. His message for children is to "Read every day because it's fun and it will make you smart." His performance includes music and comedy--plus Hare E. Potter, a real, live rabbit--and is guaranteed to entertain all ages.
- **Renovation**, the 69<sup>th</sup> World Science Fiction Convention, is being held at the Reno-Sparks Convention Center August 17-21. The convention is expected to attract thousands of science fiction devotees for four days of programs, special events, an art show, exhibits, a masquerade and awards. Washoe County Library System is proud to be part of this major gathering of sci-fi fans from around the world. An "Authors in the Library" event was held at Sierra View Library on Wednesday, August 17, starting at 11 a.m. "Authors in the Library" included author readings, question-and-answer sessions and autographs from some of the greatest science fiction authors of our time, including Cory Doctorow, Walter Jon Williams and Steven Gould. In addition to the Authors event, several WCLS branches have created displays to promote the science-fiction genre.
- Washoe County libraries are happy to welcome two special guests to upcoming story-times at four libraries between August 22<sup>nd</sup> and August 24<sup>th</sup>. "Reading with Ringling" features clowns from the Ringling Bros. and Barnum & Bailey® Presents Zing Zang Zoom<sup>sm</sup>, Gold Edition. Ambassadors of Laughter Dave and Cherie Gregg give a 45-minute performance that includes magic, traditional circus skills, animated movement and responsive interaction.

### ***FRIENDS OF WASHOE COUNTY LIBRARY ([www.washoelibraryfriends.org](http://www.washoelibraryfriends.org))***

- August 20<sup>th</sup>: "**Library Surplus Sale**" in the old Excel building on Mill Street - a special sale for recently discarded library materials that the Friends are graciously accepting.

- August 26<sup>th</sup> will be **Library Benefit Day** at the Once Upon a Child store, 6015 So. Virginia Street, which sells “gently used” children’s clothing, furnishings and toys. Store owner and Library employee Jennifer Cole is holding a special day where 25% of proceeds earned from sales on the 26<sup>th</sup> will come to the Friends and to the Library. Brenda Baxter will be the special storyteller at 11:00 am.

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

***Arnie Maurins, Library Director***

**WASHOE COUNTY LIBRARY SYSTEM**

**DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT**

9-Aug-11

F/Y 2011 / 2012

**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	\$ 5,690,756	\$ 483,276	\$ 5,207,480	8%	\$ 5,931,324	\$ 506,333	\$ 5,424,991	9%
EMPLOYEE BENEFITS	\$ 2,184,553	\$ 184,174	\$ 2,000,379	8%	\$ 2,189,564	\$ 195,509	\$ 1,994,055	9%
SERVICES & SUPPLIES	\$ 370,656	\$ 59,363	\$ 311,293	16%	\$ 452,155	\$ 26,782	\$ 425,373	6%
CAPITAL OUTLAY								
1								
<b>TOTAL:</b>	<b>\$ 8,245,965</b>	<b>\$ 726,813</b>	<b>\$ 7,519,152</b>	<b>9%</b>	<b>\$ 8,573,043</b>	<b>\$ 728,624</b>	<b>\$ 7,844,419</b>	<b>8%</b>

**WASHOE COUNTY LIBRARY SYSTEM**

**DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT**

**WC-1**

9-Aug-11

F/Y 2011 / 2012


**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	\$ 1,186,367	\$ 8,981	\$ 1,177,386	1%	\$ 1,189,740	\$ 100,540	\$ 1,089,200	8%
EMPLOYEE BENEFITS	\$ 501,958	\$ 3,598	\$ 498,360	1%	\$ 476,630	\$ 40,872	\$ 435,758	9%
SERVICES & SUPPLIES	\$ 864,896	\$ 6,188	\$ 858,708	1%	\$ 889,219	\$ 63,910	\$ 825,309	7%
CAPITAL OUTLAY	\$ 50,000	\$ -	\$ 50,000	0%				
<b>TOTAL:</b>	<b>\$ 2,603,221</b>	<b>\$ 18,767</b>	<b>\$ 2,584,454</b>	<b>1%</b>	<b>\$ 2,555,589</b>	<b>\$ 205,322</b>	<b>\$ 2,350,267</b>	<b>8%</b>

# Washoe County Library System

## Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2010-2011/2011-2012

	Accumulative														
	Checkouts			Library Visits			Patron Computer Use			Program Attendance			Internet Library		
	2010 - 2011	2011 - 2012	% Change	2010 - 2011	2011 - 2012	% Change	2010 - 2011	2011 - 2012	% Change	2010 - 2011	2011 - 2012	% Change	2010 - 2011	2011 - 2012	% Change
July	186,393	175,607	-5.79%	118,916	108,800	-8.51%	21,994	21,986	-0.04%	4,647	5,266	13.32%	70,018	84,774	21.07%
August	185,090	0	0	120,437	0	0	22,695	0	0	4,488	0	0	73,157	0	0
September	181,532	0	0	112,454	0	0	22,293	0	0	5,267	0	0	80,424	0	0
October	184,416	0	0	125,105	0	0	21,236	0	0	7,149	0	0	81,712	0	0
November	174,216	0	0	93,337	0	0	19,107	0	0	4,063	0	0	77,578	0	0
December	161,602	0	0	93,103	0	0	18,910	0	0	4,572	0	0	71,951	0	0
January	186,945	0	0	104,855	0	0	21,239	0	0	4,405	0	0	83,898	0	0
February	170,137	0	0	114,324	0	0	20,997	0	0	4,123	0	0	81,313	0	0
March	203,751	0	0	125,998	0	0	23,934	0	0	6,426	0	0	94,048	0	0
April	180,740	0	0	103,878	0	0	21,587	0	0	7,582	0	0	85,696	0	0
May	178,412	0	0	100,348	0	0	22,402	0	0	5,899	0	0	83,596	0	0
June	182,458	0	0	103,258	0	0	23,257	0	0	5,464	0	0	81,173	0	0
<b>Totals</b>	<b>2,175,692</b>	<b>175,607</b>	<b>-5.79%</b>	<b>1,316,013</b>	<b>108,800</b>	<b>-8.51%</b>	<b>259,651</b>	<b>21,986</b>	<b>-0.04%</b>	<b>64,085</b>	<b>5,266</b>	<b>13.32%</b>	<b>964,564</b>	<b>84,774</b>	<b>21.07%</b>
Totals to Date	186,393			118,916			21,994			4,647			70,018		
<b>Note 1: FY 10/11 Checkout totals including all partnership/Collection Development: 175,888</b>															ITEM 8
<b>Note 2: FY 10/11 GRAND TOTAL (includes Library, Partnership, Coll. Dev., Downloadable Books and Ebooks, and Read &amp; Share Checkouts): 188,893</b>															

\*\*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 July

System Total Comparison For Fiscal Years 2010-2011 / 2011-2012

	Meeting Room Use					
	2010-2011	2011-2012	% Change	2010-2011	2011-2012	% Change
	# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance
Administration Outreach						
Duncan/Traner	0	0	0	0	0	0
Incline	2	9	350.00%	21	69	228.57%
North Valleys	2	2	0.00%	26	5	-80.77%
Northwest	55	52	-5.45%	173	155	-10.40%
Reno	17	17	0.00%	300	356	18.67%
Senior Center	0	0	0	0	0	0
Sierra View	5	3	-40.00%	101	28	-72.28%
South Valleys	15	158	953.33%	258	609	136.05%
Spanish Springs	9	10	11.11%	162	86	-46.91%
Sparks	13	1	-92.31%	212	17	-91.98%
Verdi	7	7	0.00%	45	40	-11.11%
<b>Totals</b>	<b>125</b>	<b>259</b>	<b>107.20%</b>	<b>1,298</b>	<b>1,365</b>	<b>5.16%</b>

**\*\*PLEASE NOTE:**

**CHECKOUT TOTALS**

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