

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, SEPTEMBER 21, 2011
4:00 P.M.**

**Incline Village Library
845 Alder Avenue
Incline Village, NV 89451**

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.

- 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 August 17, 2011
- 4) Old Business
 - a) Staff Report on the Status of the Supplemental Budget Reduction Plan for Fiscal Year 2011/12
 - b) *For Possible Action:* Approval of Revised Washoe County Library Board of Trustees Bylaws
 - c) *For Possible Action:* Revised Days and Hours of Operation at Sierra View Library

- 5) New Business
 - a) *For Possible Action:* Revised Days and Hours of Operation at Duncan/Traner, Incline Village, Northwest Reno, Senior Center, Spanish Springs and Verdi Libraries
 - b) Staff Report on Incline Village 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

DRAFT

LIBRARY BOARD OF TRUSTEES' MEETING MINUTES
August 17, 2011

The Board met in regular session at the North Valleys Library, 1075 North Hills Boulevard, #340, Reno, Nevada. Chair Al Stoess called the meeting to order at 4:01 p.m.

ROLL CALL

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

Library Staff Present: Kristin Cannard, Meg Blanchard, Michelle Chapman, Tammy Cirrincione, Patti Day, Corinne Dickman, Dave Eveland, Todd Goatley, Nancy Keener, Julie Machado, Arnie Maurins, Maureen McElroy, Jennifer Oliver, Susan Pelt, Pam Rasmussen, Scottie Wallace, Beate Weinert and Rocky Badolato

County Staff Present: Assistant District Attorney Herb Kaplan

Friends of Washoe County
Library Present: Len Crocker, Lois Crocker, Martha Gould and Mary Jones

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

On motion by Mr. Lokken, seconded by Ms. Drinkwater, which motion duly carried, the Board approved the minutes of the July 20, 2011 meeting with the following correction: Under Roll Call, correct the name "Crockett" to "Crocker."

Dr. Stoess requested that the secretary begin to indicate the identity of Trustees voting aye and nay on split votes in the minutes.

OLD BUSINESS

Staff Report on the Status of the Supplemental Budget Reduction Plan for Fiscal Year 2011/12

DRAFT

Mr. Maurins reviewed the Staff Report with the Library Board that was emailed to it on Monday, August 15 and the information distributed at the meeting.

Mr. Maurins added the following:

- Services will be provided at each Library according to the defined roles, according to the highest priorities at each location, which is based on how past usage of the libraries has been and is being observed
- The differences between the libraries and their different roles are primarily based on:
 - the level of reference service that will be provided at each location
 - if a Community Resource Center service is provided at the location
 - the size and the breadth of the collection
 - the extent of literacy-based and other types of programs provided and who is providing them
- All libraries are either providing self-service options or looking at ways to increase those options
- All libraries are also working towards providing more space for tables and chairs to provide greater opportunities for patrons to use the library as a place to study or read

The Libraries will be classified as follows:

Regional:	Downtown Reno and Sparks
Urban:	Sierra View
Suburban:	Northwest Reno, South Valleys and Spanish Springs Incline Village and North Valleys
Partnership:	Duncan/Traner, Senior Center and Verdi

Dr. Stoess stated his dissatisfaction with reducing the collection and the shared collection concept, whereupon Mr. Maurins explained:

- The idea behind shared collections is that materials end up where they're returned
- The major benefit is that collections are refreshed on a regular basis
- Materials are shifted if one library needs a particular type of material that it does not have
- If material is not being used, it will be weeded according to defined guidelines
- The goal is to do the greatest good for the greatest number

Scottie Wallace, Downtown Reno Library Manager added:

- She did the initial research on the concept of floating collections
- She researched the United States and Canada, has the research available to anyone to peruse it
- She assured the Board that material does get evaluated prior to being weeded, including whether any library in the system needs the material
- The Library System is no longer collecting from a branch ownership perspective, but rather a systemwide perspective
- The Library System no longer adds materials simply to build up its holdings, but rather to maintain a vibrant and relevant collection
- Library staff will do its best to locate material for patrons that is not available in the collection

DRAFT

Assistant District Attorney Kaplan addressed the request of the Citizens Advisory Committee for the Library Board to seek an Attorney General's opinion regarding the Expansion Fund as follows:

- Based upon Commissioner Jung's statement that she is not aware of any discussion regarding a diversion of the Expansion Fund, this is not an issue
- He is not sure that the Citizens Advisory Committee has the authority to make such a request
- He is not sure what the request is based upon and does not think there is a basis to seek an opinion at this time
- Library staff can request that he, as legal counsel for the Library Board, render an opinion
- He is concerned about the committee exceeding its appropriate scope

Ms. Drinkwater agreed that there must be a basis to request an Attorney General's opinion and noted that certain criteria must be followed.

Mr. Lokken stated that as a member of the Citizens Advisory Committee, it is his understanding that the charge of the committee is to look at the future of the Library. There are three subcommittees, and he believes the recommendation came from the finance subcommittee based upon news accounts from several months ago. He suggested that the Board may want to consider placing this on a future agenda if there is BCC discussion pertaining to taking funds exclusively dedicated to the Library in order to redirect them to broader County uses.

On questioning by the Board regarding the North Valleys land swap, Mr. Maurins quoted a statement from a resolution passed by the Board of County Commissioners in February 1997 as follows: "The offeror agrees as part of the exchange to obtain from the donors of the parcel (the original donated parcel), a quitclaim deed to the County and a general release releasing the Washoe County Library and Washoe County, their officers, employees, agents and representatives, for not developing the property as a Library site and for disposing of the parcel."

Mr. Lokken stated his concerns about (1) a parcel donated to the County and restricted for use as a library that now may not include that language and (2) leases that may have contained commitments in perpetuity or were grounded to a grant condition. He requested that documentation be shown to the Board to that effect and would like to know if a public entity be committed to an "in perpetuity agreement."

Ms. Drinkwater noted that while the Board will have future discussion about the nuances, she supports the reallocation of resources and trying to keep as many libraries open as possible with some level of service.

Mrs. Gould reiterated that the original North Valleys property donation was definitely restricted for use as a library. She further noted that a precedent for an Attorney General's opinion was set when the County wanted to take control of the Library gift fund.

On further questioning by the Board, Mr. Maurins read another paragraph from the 1997 BCC resolution, "WHEREAS, County has asked its Board of Library Trustees to provide a recommendation regarding the

DRAFT

exchange of the two properties, and the Board of Library Trustees has considered the exchange and recommended the exchange as the portion of the new parcel would be a better site for a Library than the old one," but noted that the resolution does not specifically state that the new parcel will be used for a library.

NEW BUSINESS

Revised Days and Hours of Operation at Sierra View Library

The Library Board reviewed the information emailed to it on Monday, August 15.

Following discussion, on motion by Mr. Lokken, seconded by Ms. Drinkwater, which motion duly carried, the Board approved the revised days and hours of operation for the Sierra View Library, with a new schedule of Monday through Friday, 10:00 a.m. until 6:00 p.m., effective Tuesday, September 6, 2011. Dr. Stoess opposed.

DRAFT

Revised Days and Hours of Operation at Duncan/Traner, Incline Village, Northwest Reno, Senior Center, Spanish Springs and Verdi Libraries

The Library Board reviewed the information emailed to it on Monday, August 15.

Mr. Maurins advised the Board that this is presented as an informational item and is based on the current best estimates of available staff and library usage data. This will probably be presented to the Board in its final form at the September meeting. Staff will continually look at schedules to assess the response to public need, and revisions may be brought to the Board on a periodic basis. He invited Board comment and direction, and there was none.

Staff Report on North Valleys Library Programs, Activities and Operations

The Library Board reviewed the information submitted in the packet.

Patti Day, North Valleys Library Manager added that a volunteer created a mural in the children's area in relation to the Summer Reading Program, "One World, Many Stories." This project took over 74 hours of time, and she is currently working on some other projects for North Valleys Library.

ADMINISTRATION REPORT TO THE BOARD

The Library Board reviewed the information in the packet.

On questioning by the Board, Mr. Maurins advised that the Gerlach Library has moved from the high school to the elementary school, and the new employee will try to operate the library from 1:00-4:00 p.m. on weekdays, plus one evening per week.

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

DRAFT

Mr. Crocker asked about the fate of the material being removed from the collection. Staff responded that discarded material is redistributed in many ways, including but not limited to, area schools and the Friends of Washoe County Library.

Jennifer Oliver, Development Officer, distributed flyers for the Library Surplus Sale being held by the Friends of Washoe County Library.

BOARD COMMENT

Mr. Cornell announced that Carson City is going to build a new library for \$46,000,000.

Mr. Maurins announced:

- There will be a dedication ceremony held prior to the next meeting at the Incline Village Library at 3:00 p.m., one hour prior to the meeting. The Board Chair is officially invited to attend to represent the Board, but all Board members are welcome. More details will be sent once the plans are finalized.
- Anna Jane Zarndt was appointed by the Commissioners to fill the Board vacancy, and he will meet with her for orientation

Dr. Stoess expressed his appreciation to Judy Simon for her service on the Library Board, even though she was not in attendance, and noted that she will be missed.

Mr. Lokken suggested that the Board might wish to do something to thank Judy Simon for her service to the Library. Mr. Maurins stated that he did present Ms. Simon with a gift at the July Board meeting on behalf of the Board.

ADJOURNMENT

On motion by Mr. Lokken, seconded by Ms. Drinkwater, Dr. Stoess adjourned the meeting at 4:57 p.m.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Update on the Supplemental Budget Reduction Plan for FY 2011-12
DATE: September 14, 2011

The Library's supplemental 10% reduction plan now includes 12 voluntary separations, the elimination of 4 vacant positions, a re-class of a Library Assistant III position into two 15-hour Library Assistant II's, and \$17,500 in new fines and fees. Layoffs are not part of the plan, contingent on all of the pending separations being carried through to completion.

On September 27th, the Board of County Commissioners will consider all of the departmental reduction plans, including the percentage cut recommended for each department by the Budget Division. I learned this week that the Library's recommended cut will be the full 10%. Also on the 27th, Department Heads will have the opportunity to describe, in 10-minute presentations, the impacts of their latest budget reductions. The Library presentation is scheduled for 10:00 am. I will invite the Chair of the Library Board to attend and, as time allows, offer his comments on the impacts. The Commissioners may or may not give final direction regarding the various reduction plans on that date. The Library's final reduction plan will go to the Library Board on October 19th.

A group of senior Library management staff has begun meeting to recommend reassignments of staff based on addressing defined service needs at each branch, given the loss of nearly 20 total positions from a year ago. The goal is for the reassignments to occur by October 31st, which is also when revised hours would take effect at several branches.

Update on the Management Partners Fundamental Services Review Report

On August 25th, the County's Strategic Planning Committee (comprised of elected and appointed Department Heads and members of the Organizational Effectiveness Committee) and its supporting Technical Advisory Committee (made up of employees from various departments who have been trained in continuous improvement and other methods) did an initial screening of the 64 opportunities for budget savings identified by Management Partners in its Fundamental Services Review. The two Committees sorted the opportunities into high, medium, and low priorities, based on ease of implementation and the fiscal impact of the savings.

Within the list of the highest priority items, the two committees were to further rank the opportunities at a follow-up meeting on September 15th according to criteria such as the impact on operations/staff, impact on service, impact on efficiency, net financial savings, etc.

With regard to the Library System, one project receiving an initial top-priority score of "1," was to conduct a managed-competition process for selected county functions. Managed competition is a strategy whereby a government service is analyzed to determine if it could be delivered less expensively (but still effectively) in an alternative way, be it consolidation with other functions or other jurisdictions, partial or full outsourcing, or some other method. (No recommendations have yet been made as to which functions would go through this process in 2010-11.)

Library-related projects receiving an initial medium score of “2” (i.e. they are not to be considered in Year 1) included: (1) Possible consolidation of Systems staff into Technology Services Department; and (2) Consolidation of library branches.

The final combined rankings of the two Committees will be publicly posted and presented to the Board of County Commissioners for review at the September 27th Board meeting. The County Manager expects that the Board will give direction for no more than three to five projects to be undertaken this year. Even with the Board's expected direction to initiate some projects, this does not mean that they would definitely be carried out. In most cases, further research and analysis will need to be performed before the County proceeds with actual implementation.

Lastly, at its September 19th meeting the Shared Services Elected Officials Committee (SSEOC), at the earlier request of Commissioner Weber, considered the idea of sharing library services through the County, the School District and the University system. The staff report I wrote for the Committee (sent to you earlier via e-mail) included the following sections:

- The history of WCLS-WCSD Partnerships
- Issues to address when considering public-library/school-library partnerships
- The future of partnership libraries
- Issues regarding, and the potential for, sharing library services with UNR and/or TMCC

At the Library Board meeting, I will report on the SSEOC's discussion regarding this topic, including any direction the Committee may have given to staff.

TO: Library Board of Trustees
FROM: Arnie Maurins
Library Director
RE: Approval of Revised Washoe County Library Board of Trustees Bylaws
DATE: 14 September 2011

Background: At the July 20, 2011, Library Board meeting, a motion was made, passed and carried to revise an article of the Bylaws. A draft showing the revision and the final version of the amended Bylaws is being presented on the advice of legal counsel.

Recommendation: That the Board of Trustees approve the revised Washoe County Library Board of Trustees Bylaws and authorize the Chair to execute the final version.

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.~~ Trustees will be eligible for no more than two full four-year terms plus a partial term of less than two years. 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 ~~20th day of July, 2010~~ 21st day of September, 2011

WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

~~Judy Simon~~ Al Stoess, Chair
Dianne Drinkwater, Vice Chair
Thomas Cornell
Fred Lokken
~~Al Stoess~~ Anna Jane Zandt

These bylaws were presented to the Board on ~~July 20, 2010~~ September 21, 2011, and were unanimously adopted.

~~Judy Simon~~ Al Stoess, Chair

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 no more than two full four-year terms plus a partial term of less than two years. 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 21st day of September, 2011

WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

Al Stoess, Chair
Dianne Drinkwater, Vice Chair
Thomas Cornell
Fred Lokken
Anna Jane Zandt

These bylaws were presented to the Board on September 21, 2011, and were unanimously adopted.

Al Stoess, Chair

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Reconsideration of the Public Hours at Sierra View Library
DATE: August 15th, 2011

Background: In July 2010, Sierra View Library expanded its schedule to six days per week in order to help meet the high demand for library services on Mondays. From July 2010 through September 3, 2011, Sierra View was 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 Sierra View 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 additional future staff reductions via voluntary separations, necessitated a shift back to a five-day-per-week schedule.

Last month the Board approved a new Sierra View schedule of Monday through Friday, 10:00 am-6:00 pm, which took effect on Tuesday, September 6th. This schedule enabled 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 across its entire schedule.) When the branch was open six days, the usage between Mondays and Saturdays was fairly even.

As mentioned in last month's staff report, a JobConnect Career Center is located on the 2nd floor of the Reno Town Mall. 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 operates Monday through Friday from 8:00 am to 5:00 pm, so with Sierra View open from 10:00 am to 6:00 pm on weekdays, it is better able to serve those referrals on a consistent basis.

To repeat another point made in last month's report, with Sierra View operating on a Monday-Friday schedule, there are still six other WCLS library branches open on Saturdays.

The hours adjustment at Sierra View is only one part of a series of major modifications that are occurring at that library (as well as at other branches) in response to changes in how it is being used, and to reduced staffing levels across the Library System—by January 1, 2012, a net loss of 85 employees (38%) from 2007. When those modifications have been fully implemented, Sierra View will offer a layout and a focused set of services designed to meet the most important needs of its clientele. The "new look" will include:

one convenient service desk instead of the current three desks; many public computers, more of which will be dedicated to job seekers; increased seating for reading and laptop use; self-pick-up of holds and self-checkout of materials, enabling staff to spend more time providing higher-level assistance; and a collection of materials built around popular reading and listening interests. Many of these service changes are also in line with what the newer branches in the system, along with many leading public libraries around the country, are providing.

Appended to this staff report is a letter written by Robert Rothe, the managing partner of the Reno Town Mall, in which he explains why he believes that Sierra View should be open on Saturdays. Following Mr. Rothe's letter is an e-mail I received from a Sierra View patron requesting that Saturday hours be restored.

I made the recommendation for the Monday-Friday schedule only after careful consideration; it was not something that I took lightly. Certainly I acknowledge the role that Sierra View Library plays in drawing people to the Reno Town Mall. My ultimate responsibility, however, is to administer the Library System in a way that serves the best interests of all of our patrons, which includes recommending to the Board what I see as the most appropriate hours of operation for each branch in the system. I believe that the schedule as approved by the Board last month represents the most responsive hours that Sierra View Library can offer to its patrons at the present time. As stated in the staff report for Item 5a (hours changes at other branches), staff will be continually monitoring public hours at Sierra View and all the other branches for their effectiveness, and as a result of that process, from time to time additional hours changes may be brought to the Board.

Recommendation: Take no further action, thereby leaving in place the hours the Board approved on August 17th.

RENO TOWN MALL

3000 Northup Way, Suite 101
Bellevue, WA 98004
(425) 827-2001

August 30, 2011

Washoe County Library Director, Arnie Maurins, amaurins@washoecounty.us
Washoe County Commissioner, John Breternitz, jbreternitz@washoecounty.us
Washoe County Manager, Katy Simon, ksimon@washoecounty.us
Washoe County Property Program Manager, Wendy Pitts, wpitts@washoecounty.us

**RE: SIERRA VIEW BRANCH - WASHOE COUNTY LIBRARY
RENO TOWN MALL**

Our office has recently been notified by several library patrons that the Sierra View Branch in Reno Town Mall is planning to close the library for all services on Saturday commencing in September.

We are most surprised to receive this information and also surprised that our office was not contacted to discuss these proposed changes in operating hours. Over the past several years of serious budget shortfalls, Reno Town Mall, as a Friend of the Library, has been working closely with Wendy Pitts at Washoe County to assist in supporting the Sierra View Branch in order to provide the services needed and necessary operating hours required for the Reno community at this location.

We have been working with the library on the basis of allowing a Sunday closing with reduced hours of operation on the other six days. This has allowed the library to conform to our busiest mall hours and has met the needs of the Reno community and library patrons.

Saturday at Reno Town Mall is family day. As you might recognize for working families with busy weekday schedules, Saturday is a very important day for library usage and shopping at Reno Town Mall. Closing the library on both Saturday and Sunday renders the library totally unavailable and inaccessible for these working families and will seriously affect our weekend traffic for our other retail businesses at the mall.

As a Friend of the Library, Reno Town Mall has made a sizeable contribution to the library during the past several years in order to help assure that the Sierra View Branch, as the most heavily used library branch especially by children and families, remains open and accessible.

Closing the Sierra View Branch on Saturday is most disruptive to Reno Town Mall and the families it serves on Saturday. I noted the current new plan being proposed is to close the Sierra View Branch from its current schedule of 12:00 – 5:00 P.M. on Saturday but add three hours to the scheduled opening on Monday, thus reducing total operations of this branch by two hours a week. I would respectfully request that consideration be given to keeping the current Saturday operation and apply the necessary two-hour reduction in operating hours to its weekday operations.

Reno Town Mall and many Sierra View Library patrons thank you for your consideration of this request. We look forward to working with you during these most difficult times.

Best regards,

Robert C. Rothe
Managing Partner
Reno Town Mall

To: Badolato, Rocky
Subject: FW: Sierra View branch hours

From: Eileen Puterski [mailto:eputerski@yahoo.com]
Sent: Friday, September 02, 2011 5:03 PM
To: Maurins, Arnie
Subject: Sierra View branch hours

Dear Mr. Maurins,

I am writing to express my extreme displeasure at the changes to the hours for the Sierra View branch which will take effect next week. This decision has effectively made the library completely inaccessible to those of us who work 9 to 5, Monday to Friday jobs--in other words, those of us who actually pay a large percentage of the property taxes which allow our library system to operate. In addition, children of working parents will no longer be able to use this branch.

Please don't tell me that I can visit the downtown branch. I have no desire to drive around downtown, looking for free parking, or have to pay for parking, in order to use my public library. I find my personal safety to be at risk in the vicinity, especially during winter months when it is dark by 5 PM.

Why was the decision made to have no weekend hours? You could have decided to close on a Monday, and keep Saturday hours. You could also stagger the weekday hours, operating 1-9 PM Tuesdays and Thursdays, and 10-6 Wednesdays and Fridays.

I request that you reconsider this decision at the earliest convenience, and revise the hours so that ALL library patrons may continue to enjoy the benefits of one of our most important civic institutions.
Thank you.

Sincerely,
Eileen Puterski
932 Brook Springs Drive
Reno, NV 89509

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Recommended Hours Changes at Duncan-Traner, Incline Village,
Northwest Reno, Senior Center, Spanish Springs and Verdi Libraries
DATE: September 15th, 2011

Background: Based on the current best estimates of available future staffing, along with library usage data and patron feedback, I am recommending that the following changes to public hours take effect on Monday, October 31st.

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

Please note that staff will be evaluating branch schedules on an ongoing basis for their responsiveness to public needs balanced against available staffing, and that I may recommend additional hours revisions to the Board on a periodic basis.

Recommendation and Suggested Motion: Approve the hours changes as listed in the staff report, with an effective date of Monday, October 31st, 2011.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Staff Report on Incline Village Library Programs, Activities and
Operations
DATE: 15 September 2011

There is no written material on this item.

Pam Rasmussen, Incline Village Library Managing Librarian,
will make an oral report at the meeting.

LIBRARY ADMINISTRATION REPORT August-September 2011

LIBRARY ADMINISTRATION

- Patrons and library supporters have donated over \$11,300 for subscriptions to magazines and newspapers for the 2012 calendar year. This is the second year in which the Library System is benefiting from the generosity of the community, enabling libraries to receive many periodicals which they otherwise would not be able to get due to budget cuts.
- Citing personal reasons, Bill Hartman has resigned as Chairman of the Citizens' Advisory Committee on the Future of the Washoe County Library System, and has also resigned as a Committee member. The Committee will designate a new Chair at its next meeting, on October 4th.

COLLABORATIONS, PROGRAMS AND ACTIVITIES

- September is Library Card Sign-up Month, and WCLS is conducting a marketing campaign, funded by the Friends of the Library, to encourage the public to sign up for a library card. On September 21st, a "post-it" note will be attached to all copies of the Reno Gazette-Journal, and an insert will be placed in the Sparks Tribune. The message is that "Your library card is the most valuable card in your wallet! Your public library is a goldmine: Books, magazines, movies, CDs, computers, downloadable audio books, e-books and more; why buy when you can borrow?"
- The 2011 Fall Reading Program at Washoe County libraries is now under way and runs through December 31. This year's theme, "I Know What You Read Last Summer @ Your Library," focuses on the reading young people did during the summer, whether they attend school on a traditional schedule, a year-round school or are home-schooled. For every 15 days they read, children and teens will receive a free book.
- Banned Books Week, September 24-October 1, focuses on the importance of free and open access to information while drawing attention to the harm that attempted banning of books can cause. On Wednesday, September 28th at 6:00 pm, WCLS, UNR's Creative Writing Club and the ACLU of Nevada are sponsoring the 2nd Annual Banned Books Week event in the Rotunda of the IGT Knowledge Center. I will be one of the guest readers during this event (as I was at last year's program); the book from which I will read an excerpt is George Orwell's *Animal Farm*.
- WCLS is participating in Nevada Reads, the first statewide community group read. The selected book is *Friendly Fallout 1953* by UNR Professor Emerita Ann Ronald. This hybrid work combines the history of above-ground atomic testing in the Nevada desert in 1953 with fictional vignettes exploring the impact of the tests on individuals. Our libraries will host book discussions and a rotating exhibit created by the Atomic Testing Museum in Las Vegas. In addition, a panel discussion titled *Nevada's Explosive Past* will explore the realities of above-ground atomic testing and nuclear development. The panel will be at the Sparks Library on Saturday, October 22, and at the South Valleys Library on Wednesday, October 26.

- This year's **Food for Fines** program, in which patrons can have fines waived in exchange for donating cans or other containers of food, will run from November 7th through November 28th.

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

- **Library Benefit Day** at the Once Upon a Child store netted \$546 for the Friends, who then donated the money to the Library's system-wide gift fund.
- The Friends Board recently welcomed three new members: Vivienne French, Dan Erwin, and Rebecca Gaul.
- Sales of books through Amazon are increasing each month. The Friends have netted about \$1,000 so far. As their volunteers sort through donated books, they are able to pull out ones that might be more valuable. The average price per book sold on Amazon is around \$40, much higher than what they would sell for at a regular book sale.
- The Friends have formed a Fundraising Committee and a Website Committee. For fundraising, the Board would like to focus on smaller events throughout the year, in addition to their signature booksales. For their website, the Board has also approved a proposal to hire a webmaster.

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

Arnie Maurins, Library Director

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT


13-Sep-11

F/Y 2011 / 2012

<u>TITLE</u>	<u>CURRENT YEAR</u>				<u>PRIOR YEAR</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	\$ 946,784	\$ 4,743,972	17%	\$ 5,931,324	\$ 1,004,337	\$ 4,926,987	17%
EMPLOYEE BENEFITS	\$ 2,184,553	\$ 376,245	\$ 1,808,308	17%	\$ 2,189,564	\$ 384,741	\$ 1,804,823	18%
SERVICES & SUPPLIES	\$ 370,656	\$ 108,023	\$ 262,633	29%	\$ 452,155	\$ 50,611	\$ 401,544	11%
CAPITAL OUTLAY								
TOTAL:	\$ 8,245,965	\$ 1,431,052	\$ 6,814,913	17%	\$ 8,573,043	\$ 1,439,689	\$ 7,133,354	17%

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	5,324	14.57%	70,018	84,774	21.07%
August	185,090	184,244	-0.46%	120,437	118,194	-1.86%	22,695	18,517	-18.41%	4,488	4,939	10.05%	73,157	79,568	8.76%
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
Totals	2,175,692	359,851	-3.13%	1,316,013	226,994	-5.16%	259,651	40,503	-9.37%	64,085	10,263	12.35%	964,564	164,342	14.78%
Totals to Date	371,483			239,353			44,689			9,135			143,175		

Note 1: FY 11/12 Checkout totals including all partnership/Collection Development: 360,412

Note 2: FY 11/12 GRAND TOTAL (includes Library, Partnership, Coll. Dev., Downloadable Books and Ebooks, and Read & Share Checkouts): 387,112

ITEM 8

****PLEASE NOTE:**

CHECKOUT TOTALS

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

Washoe County Library System

Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total – Thru August

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	4	17	325.00%	39	808	1971.79%
North Valleys	3	5	66.67%	34	35	2.94%
Northwest	93	105	12.90%	359	409	13.93%
Reno	24	30	25.00%	463	565	22.03%
Senior Center	0	0	0	0	0	0
Sierra View	11	6	-45.45%	174	72	-58.62%
South Valleys	40	276	590.00%	559	1,100	96.78%
Spanish Springs	18	20	11.11%	224	545	143.30%
Sparks	20	5	-75.00%	431	114	-73.55%
Verdi	13	12	-7.69%	89	56	-37.08%
Totals	226	476	110.62%	2,372	3,704	56.16%

****PLEASE NOTE:**

CHECKOUT TOTALS

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