

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
TUESDAY, JANUARY 24, 2012
10:00 A.M.**

**Washoe County Complex, Room A210
Human Resources Conference Room
1001 East Ninth Street
Reno, NV 89512**

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 December 21, 2011
- 4) Old Business
 - a) Koha Demonstration by Staff

- b) *For Possible Action:* Reconsideration of the Days and Hours of Operation at Sierra View Library
- 5) New Business 21, 2011
 - a) *For Possible Action:* Donation and/or Sale of Surplus Property to the Friends of Washoe County Library or Other Organizations
- 6) Library Administration Report to the Board to Include Library Administration; Collaborations, Programs and Activities; Friends of Washoe County Library and Media/Internet Coverage
- 7) Acknowledgment of Donations Received Between October 1 and December 31, 2011
- 8) Staff Report Regarding Director- and Board-Approved Undesignated Gift Fund Purchases from July 1 – December 31, 2011
- 9) Financial Reports to Include the Monthly Expenditure Comparison Reports and Gift Fund Report
- 10) Monthly Library Usage Statistics Report
- 11) Public Comment and Discussion Thereon – Five Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until that matter itself has been specifically included on an agenda.
- 12) Board Comment – Limited to Announcements or Issues Proposed for Future Agendas and/or Workshops
- 13) Adjournment

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**LIBRARY BOARD OF TRUSTEES' MEETING MINUTES
December 21, 2011**

The Board met in regular session at the Downtown Reno Library, 301 South Center Street, Reno, Nevada. Chair Al Stoess called the meeting to order at 4:04 p.m.

ROLL CALL

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

Board Member Absent: Anna Jane Zarndt

Library Staff Present: John Andrews, Brenda Baxter, Michelle Chapman, Tammy Cirrincione, John Crockett, Patti Day, Corinne Dickman, Debbie Gunderman, Nancy Keener, Julie Machado, Arnie Maurins, Cathy Maurins, Maureen McElroy, Jennifer Oliver, Robyn Rassuchine, Cecily Small, Andy Tavener, Scottie Wallace, Beate Weinert and Rocky Badolato

County Staff Present: Commissioner Kitty Jung and Assistant District Attorney Herb Kaplan

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

Citizens' Committee Members Present: John Andrews, Carol Lloyd, Robert Mulvana and Michelle Quevado

PUBLIC COMMENT

Scottie Wallace, Downtown Reno Managing Librarian, announced that the music in the background is provided by the North Star Chamber Players. The lovely music was appreciated.

Lucina Moses, President of the Friends of Washoe County Library, extended holiday greetings to the Board and reported the following:

- Through the hard work of its volunteers, the Friends of Washoe County Library is allocating \$100,000 this year
- The Friends will be moving soon, and a meeting is scheduled next week with a potential landlord

Dr. Stoess thanked the Friends on behalf of the Board for the allocation.

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APPROVAL OF MINUTES

On motion by Mr. Lokken, seconded by Mr. Cornell, which motion duly carried, the Board approved the minutes of the December 21, 2011 meeting, with the following correction: CHANGE "Commission" to "Commissioner" Kitty Jung on page 1.

OLD BUSINESS

Staff Report on the Koha Project

Nancy Keener, Systems and Access Services Librarian, distributed copies of the test catalog. The address was not included in the catalog, and she will email it to the Board. She then reported the following:

- The go-live date is January 9
- The present system will run through the end of January 6
- Will be in offline mode January 6-8 and part of January 9
- Patrons will be able to return and check out books, retrieve holds and get e-books; they will only be unable to search the catalog and place new holds until January 9
- The test catalog is not complete, but it does searching so the Board can take a look
- Patron response has been positive when staff presented demos
- 17 staff trainings have been done to date, and training will continue until the go-live date
- There will be a demonstration at the next Board meeting

Ms. Jung arrived at 4:10 p.m.

Ms. Keener invited the Board to send any concerns or questions to her via email.

John Crockett, Internet Librarian, noted that the Koha catalog offers more interaction with patrons, such as:

- Patrons are able to leave book reviews for books in the catalog
- While patrons can currently suggest purchases, there is feedback regarding the status of the purchase suggestion
- Patrons can see the most popular searches
- Patrons can be notified of new items added to the catalog

Letter from the Library Board to the Board of County Commissioners Regarding Control of Leased Property

Mr. Maurins stated that he has consulted with legal counsel, and it is Mr. Kaplan's opinion that the Board of County Commissioners have the final authority on approval of leases involving libraries, but that the Library Board could take an advisory role if it so chooses.

This was satisfactory to Mr. Lokken, who asked that the Library Board be made aware of negotiations in the future so that it could be involved.

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Mr. Maurins advised that both the North Valleys and Sierra View leases include a standard funding-out clause with the following provisions:

- If there is no money budgeted for the lease, the lease would be terminated without penalty
- If the County opened a new Library nearby to serve the same population, the lease would be terminated without penalty
- Either lessor or lessee can terminate with a six-month notice
- The Sierra View lease can be terminated, with or without cause, as long as the closure of the Library occurred on the anniversary date of July 1, with six-month notice

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NEW BUSINESS

Presentation of the Final Report of the Citizens' Advisory Committee on the Future of the Washoe County Library System

Carol Lloyd, member of the Citizens' Advisory Committee on the Future of the Washoe County Library System, presented the final report to the Library Board. She explained that this committee was formed at the request of the Library Board of Trustees and appointed by the Board of County Commissioners to define the future needs of the Washoe County Library System as it supports the community.

Mr. Maurins noted that he and Commissioner Jung were non-voting members of the committee, and that status will be reflected when the report is printed again.

On questioning by the Board, Mr. Maurins offered to provide a session at a future meeting regarding the materials budget, including the Collection Development Policy.

Commissioner Jung suggested the following when presenting this report to the Board of County Commissioners:

- Bullet the recommendations
- Do a Power Point presentation
- Point out already-achieved goals at the end of the presentation, including #7
- Talk about the philosophical struggle regarding the number of branches that should be open, their size and their hours
- Talk about specializing the different areas based on community needs
- Think realistically about placing something on the ballot
- Bring more information about the Library District
- State that the survey is statistically significant

Dr. Stoess announced that it was agreed that the presentation would be made by the Chairman of the Citizens' Advisory Committee.

Commissioner Jung presented a gift to the Friends of Washoe County Library.

Dr. Stoess called for suggestions on how to publicize the report and received the following suggestions:

- Schedule a press conference to include members of the Committee, Board Chair, Library Director and Commissioner Jung
- Present it at the joint meeting with the Board of County Commissioners
- A featured article in the Reno Gazette Journal
- Local public affairs programs
- KUNR
- Ask the new Community Relations Manager for advice
- Have committee members speak in the community

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- A speakers bureau that goes out to civic and service clubs to talk about the work that was done here and the recommendations to promote an understanding of the importance of a library system in a community

John Andrews, committee member and Downtown Reno librarian, advised the Board that the report will be available on line and three reference copies and a circulating copy are cataloged in the Library System. Mr. Cornell suggested that a non-profit could take over the operation of the Duncan/Traner and Verdi Community Libraries if it is decided that they should be closed.

Martha Gould, committee member and former Library Director, advised the Board that the original Blue Ribbon Committee report was accepted by the Board of Library Trustees, which meant it accepted the recommendations in the report. The Library Board Chairman and the Blue Ribbon Committee Chairman then presented the report to the Board of County Commissioners. Once the BCC accepted the report, it became the tool used every year for budget planning. She added that the final report is an exemplary piece of work and congratulated the entire committee.

On motion by Mr. Lokken, seconded by Mr. Cornell, which motion duly carried, the Board accepted the final report of the Citizens' Advisory Committee on the Future of Washoe County Library.

On motion by Mr. Lokken, seconded by Mr. Cornell, which motion duly carried, the Board directed Library staff to move forward with implementing the suggestions to publicize the recommendations and findings of the Citizens' Advisory Committee on the Future of Washoe County Library.

Commissioner Jung excused herself at 4:50 p.m.

Preparation for the Joint Meeting with the Board of County Commissioners Scheduled for January 24, 2012

The Library Board reviewed the information submitted in the packet.

Mr. Maurins suggested as future agenda items:

- Presentation of the CAC report
- Role of the Library Board of Trustees in regarding negotiation of leases
- Clarification on the respective role of the Library Board and the County Commission in making decisions regarding outsourcing Library service or delivering service in collaboration with other organizations

Mr. Lokken suggested as future agenda items:

- Communicate that the Library Board wants the most positive working relationship going forward
- Publicly thank Kitty for serving as liaison to the Library Board and Citizens' Advisory Board
- Stress the importance of communication – the Library has handled the cuts and maintained a level of service, but note the price paid in terms of reduced hours, reduced access and availability
- Power Point presentation of the CAC recommendations

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- Recognition of the contribution of the Friends of Washoe County Library

Mr. Lokken stated his desire to publicly recognize the efforts of the Citizens' Advisory Committee on the Future of Washoe County Library at a regular Board of County Commissioners meeting.

Staff Report on Downtown Reno Library Programs, Activities and Operations

The Library Board reviewed the information submitted in the packet.

Scottie Wallace, Downtown Reno Managing Librarian, publicly acknowledged that the remarkable staff housed in the Downtown Reno Library building have been troopers throughout the HVAC project while temperatures have varied immensely over the past six months.

On questioning by Mr. Cornell, Ms. Wallace advised that the building was closed, with Library Director approval, when the interior temperature reached the 40s. Closure was kept to a minimum.

LIBRARY ADMINISTRATION REPORT TO THE BOARD

The Library Board reviewed the information submitted in the packet.

Mr. Maurins highlighted the following items from his report:

- Bonnie Saviers, Marketing Coordinator, is retiring this month, and he noted his appreciation for her contributions to the Library System
- A good portion of the recommendations from the Citizens' Committee had to do with marketing, so we will need to take a hard look to see what can be done and how to do it
- He is grateful for the Friends of Washoe County Library allocation of \$100,000 and its ongoing support

FINANCIAL REPORTS

The Library Board reviewed the information submitted in the packet.

MONTHLY LIBRARY USAGE STATISTICS REPORT

There was no report. Mr. Maurins explained that there is a glitch having to do with different versions of Excel. Staff is trying to solve the problem in the hopes that there will be a report for the next meeting.

PUBLIC COMMENT

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Mary Jones, Vice President of the Friends of Washoe County Library, advised the Board that the allocation for materials comes from Friends of Washoe County Library events, Second Hand Prose and the Second Century Foundation. She noted that hard back and soft back books comprise most the profit from the book sales. If not for the physical books, the Library System would be lucky to receive \$1,000 allocation for the year. Because of that, she does not feel that digital books are not the be-all and end-all.

Ms. Gould stated the following:

- The endowment is growing, and the interest the Foundation acquires is rolled over and added to the amount raised by the Friends
- The endowment is currently at \$550,00-\$560,000, and she noted that it started with approximately \$35,000 six or seven years ago
- By law, the Board of Library Trustees holds all of the assets of the Washoe County Library System in trust by virtue of the Nevada Revised Statutes
- It is the responsibility of the Library Board to approve and present the budget, then enter into budget negotiations as a friendly partnership
- The Board of County Commissioners is uncomfortable with the fact that there is so much support in this community for the Library System and feel like they're being pushed to the wall

John Andrews, Downtown Reno Library Public Services and Outreach Librarian and Citizens' Advisory Committee member, thanked the Library Board for the opportunity to serve on the committee. He gained a better understanding of similar documents that he sees but to which he does not pay particular attention.

He also encouraged the Board to read the supporting documentation following the recommendations as it includes the justification for the recommendations that were made.

BOARD COMMENT

Mr. Lokken thanked the Sierra View and Downtown Reno Library staff for welcoming the Citizens' Committee and staying longer hours at both sites and the citizens that participated in the committee for the time that was donated on the project. He also thanked the Friends of Washoe County Library for the \$100,000 allocation.

Dr. Stoess congratulated Mr. Cornell for completing the County-sponsored course, Essentials of Community Board Management. He then wished the Board and the Library staff a happy holiday.

Mr. Maurins announced the following agenda items for the January Board meeting:

- Reconsideration of days and hours of operation at the Sierra View Library, requested by the landlord
- Donation of surplus property to the Friends of Washoe County Library (the County Purchasing Department has indicated that the Library Board may be able to approve donations or the sale of surplus property for \$1)

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ADJOURNMENT

Dr. Stoess adjourned the meeting at 5:15 p.m.

TO: Washoe County Library Board
FROM: Arnie Maurins, Library Director
RE: Koha Demonstration by Staff
DATE: 18 January 2012

There is no written material on this agenda item.
A demonstration will be presented at the Board meeting.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Reconsideration of Days and Hours of Operation at Sierra View Library
DATE: January 17, 2012

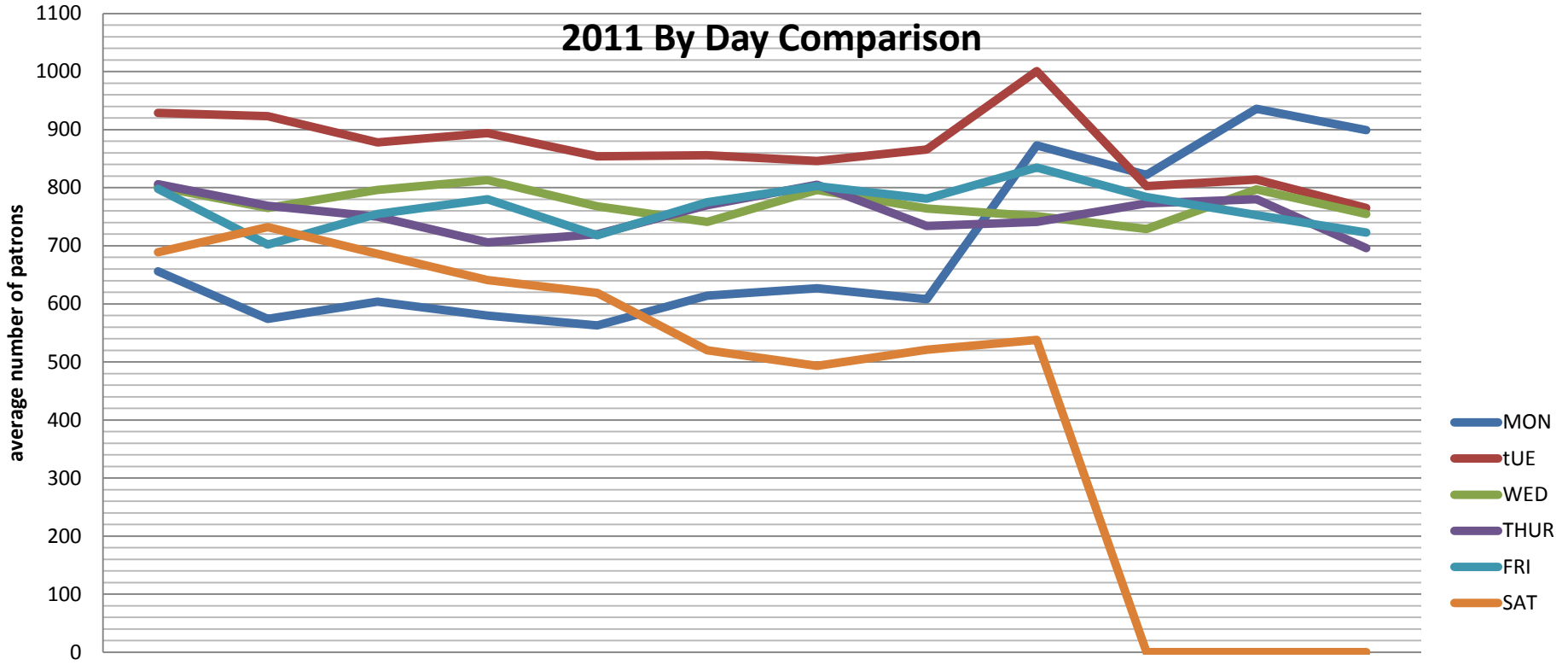
Background: From July 2010 until September 2011, Sierra View Library's hours were: Mondays 12:00-5:00, Tuesdays 11:00-7:00, Wednesdays–Fridays 10:00-6:00, and Saturdays 12:00-5:00. Sierra View was the only library operating on a 6-day-a-week schedule during that period of time, and with subsequent staffing shortages it became unsustainable to assign as many staff to Sierra View as this schedule required. Mondays and Saturdays were essentially equally busy as far as could be determined, but because the Library System would only have two other large branches (Reno and Spanish Springs) open on Mondays as opposed to several open on Saturdays, a Monday-Friday, 10:00-6:00 schedule for Sierra View was recommended to and approved by the Library Board in August 2011.

Since the change in hours that took effect on September 6th, Mondays have consistently become Sierra View's busiest day, aside from the few weeks when it's been the second busiest day (see attached usage chart). Monday traffic includes referrals from JobConnect and also generates extensive use of public computers and wi-fi, browsing of materials, pick-up of holds, reading of magazines and newspapers and studying. There is also just as wide an age range in the library on Mondays as on other days. At any given time, young children and their parents are playing with puzzles and getting picture books, teens are surfing the web, families are browsing DVDs and adults are reading the latest magazines.

Staff is receiving positive feedback on the Monday-Friday hours. Most patrons state they are grateful that Sierra View is still open, and many say they are happy that the Sierra View Library is open when other library branches are closed. Staff often sees patrons on Mondays who might otherwise frequent a Tuesday-Saturday branch and patrons on Fridays who usually frequent the Reno or Spanish Springs libraries.

Recommendation: Maintain the Sierra View Library's current hours. They are working well for the public and providing more access to library services on Mondays.

2011 By Day Comparison



	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11
MON	656	574	604	580	563	614	627	608	873	822	936	899
tUE	929	923	878	894	854	856	846	866	1001	803	814	765
WED	802	765	796	813	768	741	796	764	751	729	797	755
THUR	806	769	750	706	720	770	805	734	741	773	780	696
FRI	798	702	755	780	718	775	803	781	835	784	753	723
SAT	689	732	686	641	619	520	493	521	538	0	0	0

TO: Library Board of Trustees

FROM: Arnie Maurins, Director

RE: Donation and/or Sale of Surplus Property to the Friends of Washoe County Library or Other Organizations

DATE: 18 January 2012

There is no written material on this item.

LIBRARY ADMINISTRATION REPORT December 2011—January 2012

LIBRARY ADMINISTRATION

- In the near future, Jennifer Oliver and I will be meeting with the County's new Community Relations Manager, Nancy Leuenhagen, about publicizing the Citizens' Advisory Committee final report. With the retirement of Bonnie Saviers, Jennifer is now overseeing the Library's public information and PR activities, in addition to serving as the Library's Development Officer.

COLLABORATIONS, PROGRAMS AND ACTIVITIES

- The "E-Readers @ your library" classes presented between December 28th and January 7th by John Crockett and Nancy Keener from the Systems Office, proved to be extremely popular. At South Valleys Library, there were 77 in attendance; at Spanish Springs, 58; at Sparks, 67; and at Northwest Reno, 52. Additional help was provided at South Valleys by Megan Conelly and at Spanish Springs by Kris Dondero. Additional e-reader classes will be offered in the spring.

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

- Since March 2011, the Friends have sold more than 160 books and grossed over \$5,600 through their web page on Amazon.com™. The page is at:
<http://www.amazon.com/gp/shops/storefront/index.html?ie=UTF8&marketplaceID=ATVPDKIKX0DER&sellerID=A28KJ7JATSD5RP>
- The Friends received a \$1,000 grant from the Dermody Properties Foundation in support of the Library's year-round reading programs.
- In 2011, Raley's donated \$613 to the Friends from its "Quality of Life Card" program, in which shoppers with special cards designate FWCL to receive a percentage of their grocery expenditures.

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

- Internet Services Librarian John Crockett and Programming/Community Collaborations Coordinator Beate Weinert were interviewed for a public-affairs radio program that was broadcast on Sunday, December 18, on five local stations. The theme: Washoe County libraries are debunking the image of public libraries as stodgy and irrelevant and are busier than ever. John and Beate discussed libraries' value in enriching lives and saving money and also what the library has to offer those who still think it is only about physical books and quiet spaces. In addition to eBooks, John and Beate highlighted resources for career development and business research, the Mango online language learning program, and outstanding programs for children and seniors.

My thanks to Jennifer Oliver and Beate Weinert for their contributions to this report.

Arnie Maurins, Library Director

TO: Library Board of Trustees
FROM: Jennifer Oliver, Development Officer
RE: Acknowledgment of Donations Made Between October 1 and December 31, 2011
DATE: January 24, 2012

Background: Washoe County Library System receives monetary and in-kind donations throughout the year that assist in providing services and materials. These donations are greatly appreciated by library staff and the public. A report identifying recent donations is presented to the Board on a quarterly basis.

In this acknowledgment, the list includes the names of donors from October 1, 2011 through December 31, 2011. The attached document identifies all grants and cash donations totaling \$ 116,837.12 and in-kind support.

Recommendation: Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the period October 1-December 31, 2011.

CASH DONATIONS - \$6,285.12

Anonymous	Roberta & Clayton Klein	Smallwood Family Trust
Karen and Chris Critor	Robert and Dorothy Merrill	Marvin & Lucile Spillman
Rita and Sidney Davis	John Scott Bequest	J. Michael Stone
Foresight Land Surveying & Civil Engineering	Eric Severance	Dianne Varnon

GRANTS RECEIVED - \$110,000

Dermody Properties	Friends of Washoe County Library	Jewish Family Service
	John Ben Snow Memorial Trust	

NON-CASH DONATIONS

		ITEM
Baskin Robbins	Pamela and Brad Culbert	Prizes for Spanish Springs Talent Show
Costco	Nicole Stewart	Prize Gift Certificate for Spanish Springs Talent Show
Lake Tahoe School		40 Books from school Scholastic Book Fair for Incline Villate
Lucina Lea Moses		1 copy of <i>Women Artists</i>
Senator Omer Raines		2 copies of his book " <i>Back to the Summit</i> "
Texas Road House	John Morgan	5 dozen rolls & honey + discount coupons for South Valleys

NON-CASH DONATIONS - FREE PROGRAMS

Belcanto	North Valleys Free Program
Nikka Campora	Incline Village Free Program
Cheryl Glotfelty	2 free Programs
Dr. Robert King	Incline Village Free Program
KNPB	2 free Estate Planning Programs
Paul Kraus	2 free Hud Programs
Paws 2 Read	Free programs
Ann Ronald	Author visit to South Valleys Reading Club

PERIODICALS DRIVE - \$552

Shelley Brant
Eric Moody

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Director- and Board-Approved Undesignated Gift-Fund Expenditures
Made Between July 1 and December 31, 2011
DATE: January 17, 2012

Background: Pursuant to the Board's direction, attached is the report of Director- and Board-approved expenditures (greater than \$100) that were made from the Library's undesignated gift-funds between July 1 and Dec 31, 2011.

Recommendation and Suggested Motion: Accept the report of Director- and Board-approved undesignated gift-fund expenditures made between July 1 and December 31, 2011.

DIRECTOR-APPROVED GIFT FUND PURCHASES**July 1 - December 31, 2011**

BRANCH	DESCRIPTION	EXPENDITURE
Downtown Reno	Tune Piano	\$ 110.00
Downtown Reno	Prune Trees	\$ 600.00
Downtown Reno	Tables	\$ 3,258.00
Downtown Reno	Furniture Moving	\$ 386.00
Downtown Reno	CLA Conference D. Smith	\$ 350.00
Downtown Reno	Shelving	\$ 273.00
Downtown Reno	Children's Desks	\$ 476.00
Downtown Reno	Acrylic Display	\$ 487.00
Incline	Kids Bronze Sculpture	\$ 6,800.00
Incline	Plaque	\$ 525.00
Incline	Tahoe Books	\$ 417.00
North Valleys	Circuits for WIFI areas	\$ 538.00
North Valleys	Kids Table	\$ 772.00
Northwest	1 Computer	\$ 1,050.00
Northwest	Nevada Arts	\$ 150.00
Northwest	Art Reception Supplies	\$ 191.00
Sierra View	15' Power Pole	\$ 335.00
Sierra View	Volunteer Gifts/Supplies	\$ 390.00
South Valleys	BarCode Duplicator	\$ 995.00
South Valleys	Movie License	\$ 385.00
South Valleys	Classroom Tables	\$ 199.00
South Valleys	Posters	\$ 139.00
South Valleys	Message Board	\$ 205.00
Spanish Springs	Cash Register	\$ 600.00
Spanish Springs	Movie License	\$ 250.00
Spanish Springs	Program Supplies	\$ 126.00
Spanish Springs	Plant Supplies	\$ 193.00
Sparks	Phone Lines	\$ 800.00
Sparks	Sink, Faucet, Disposal	\$ 1,150.00
Sparks	Computer Tables	\$ 528.60
Sparks	Sink Cabinet	\$ 254.00
Systems	Computer Supplies	\$ 658.00
Systems	Webinar	\$ 115.00
Systemwide	Circuits for WIFI areas (NV)	\$ 538.00
Systemwide	Book Return (SV)	\$ 1,284.00
Systemwide	Chairs	\$ 1,035.00
Systemwide	Book Return (NV)	\$ 950.00
Systemwide	Furniture Moving (RN)	\$ 386.00
Systemwide	RGJ Marketing	\$ 2,576.00
Systemwide	6 Kindle Touch	\$ 834.00
Systemwide	Trustee Ad	\$ 260.00
Systemwide	Library Card Month AD (MKT)	\$ 293.00
Systemwide	Trustee Ad	\$ 260.00
Systemwide	Banned Book Week Supplies (MKT)	\$ 393.00
Systemwide	Trustee AD RGJ	\$ 288.00
Systemwide	Reading Book Prizes	\$ 1,495.00
Systemwide	Reading Book Prizes	\$ 2,296.00
Systemwide	Reading Book Prizes	\$ 2,498.00
Systemwide	Reading Book Prizes	\$ 1,039.00

		Total Expenditures:	\$	40,130.60
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WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

9-Jan-12

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	\$ 5,364,050	\$ 2,796,563	\$ 2,567,487	52%	\$ 6,049,082	\$ 3,048,122	\$ 3,000,960	50%
EMPLOYEE BENEFITS	\$ 2,106,960	\$ 1,134,783	\$ 972,177	54%	\$ 2,252,972	\$ 1,180,300	\$ 1,072,672	52%
SERVICES & SUPPLIES	\$ 677,838	\$ 307,048	\$ 370,790	45%	\$ 735,650	\$ 337,590	\$ 398,060	46%
CAPITAL OUTLAY								
TOTAL:	\$ 8,148,848	\$ 4,238,394	\$ 3,910,454	52%	\$ 9,037,704	\$ 4,566,012	\$ 4,471,692	51%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1

9-Jan-12

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	\$ 549,276	\$ 637,091	46%	\$ 1,945,278	\$ 945,301	\$ 999,977	49%
EMPLOYEE BENEFITS	\$ 501,958	\$ 313,798	\$ 188,160	63%	\$ 759,164	\$ 354,950	\$ 404,214	47%
SERVICES & SUPPLIES	\$ 946,804	\$ 447,981	\$ 498,823	47%	\$ 1,792,330	\$ 831,040	\$ 961,290	46%
CAPITAL OUTLAY	\$ -		\$ -		\$ 153,280	\$ 38,335	\$ 114,945	25%
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TOTAL:	\$ 2,635,129	\$ 1,311,055	\$ 1,324,074	50%	\$ 4,650,052	\$ 2,169,626	\$ 2,480,426	47%

GIFT FUND BALANCE AS OF DECEMBER 31, 2011

<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>
CHILDREN'S COORDINATOR	\$ 4,140.69	\$ 4,140.69	\$ -
COMMUNITY RESOURCE	\$ 9.51	\$ -	\$ 9.51
DOWNTOWN RENO	\$ 29,969.23	\$ 21,017.83	\$ 8,951.40
DUNCAN / TRANER	\$ 1,140.13	\$ 482.50	\$ 657.63
INCLINE	\$ 14,932.83	\$ 7,600.32	\$ 7,332.51
NORTHWEST	\$ 8,662.16	\$ 1,921.99	\$ 6,740.17
NORTH VALLEYS	\$ 20,577.17	\$ -	\$ 20,577.17
SENIOR CENTER	\$ 1,585.81	\$ -	\$ 1,585.81
SIERRA VIEW	\$ 11,542.51	\$ 541.58	\$ 11,000.93
SOUTH VALLEYS	\$ 21,228.75	\$ 2,121.00	\$ 19,107.75
SPANISH SPRINGS	\$ 27,580.47	\$ 1,531.34	\$ 26,049.13
SPARKS	\$ 17,754.93	\$ 444.66	\$ 17,310.27
SYSTEMS OFFICE	\$ 15,671.43	\$ 15,513.48	\$ 157.95
SYSTEMWIDE	\$ 269,844.19	\$ 247,198.81	\$ 22,645.38
SYSTEMWIDE INTEREST	\$ 128,189.22	\$ -	\$ 128,189.22
TECHNICAL SERVICES	\$ 743.53	\$ -	\$ 743.53
VERDI	\$ 3,928.04	\$ -	\$ 3,928.04
TOTALS:	\$ 577,500.60	\$ 302,514.20	\$ 274,986.40

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	24,438	7.68%	4,488	4,939	10.05%	73,157	79,568	8.76%
September	181,532	165,476	-8.84%	112,454	110,048	-2.14%	22,293	22,429	0.61%	5,267	4,570	-13.23%	80,424	73,419	-8.71%
October	184,416	170,619	-7.48%	125,105	103,593	-17.20%	21,236	21,852	2.90%	7,149	5,231	-26.83%	81,712	78,132	-4.38%
November	174,216	168,860	-3.07%	99,552	97,392	-2.17%	19,107	20,237	5.91%	4,063	3,833	-5.66%	77,578	77,401	-0.23%
December	161,602	156,297	-3.28%	99,318	93,888	-5.47%	18,910	19,397	2.58%	4,572	4,545	-0.59%	71,951	74,586	3.66%
January	186,945	0	0	111,070	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	110,093	0	0	21,587	0	0	7,582	0	0	85,696	0	0
May	178,412	0	0	106,563	0	0	22,402	0	0	5,899	0	0	83,596	0	0
June	182,458	0	0	109,473	0	0	23,257	0	0	5,464	0	0	81,173	0	0
Totals	2,175,692	1,021,103	-4.86%	1,353,303	631,915	-6.49%	259,651	130,339	3.25%	64,085	28,442	-5.78%	964,564	467,880	2.87%
Totals to Date	1,073,249			675,782			126,235			30,186			454,840		

Note 1: FY 11/12 Checkout totals including all partnership/Collection Development: 1,022,575

Note 2: FY 11/12 GRAND TOTAL (includes Library, Partnership, Coll. Dev., Downloadable Books and Ebooks, and Read & Share Checkouts): 1,099,675

ITEM 10

****PLEASE NOTE:**

CHECKOUT TOTALS

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

Washoe County Library System

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

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	1	0	0	9	0	0
Incline	23	40	73.91%	2,265	2,658	17.35%
North Valleys	5	9	80.00%	72	57	-20.83%
Northwest	323	301	-6.81%	3,775	1,360	-63.97%
Reno	75	77	2.67%	1,994	1,721	-13.69%
Senior Center	1	0	0	15	0	0
Sierra View	36	16	-55.56%	3,206	230	-92.83%
South Valleys	122	788	545.90%	7,600	6,274	-17.45%
Spanish Springs	57	59	3.51%	798	1,380	72.93%
Sparks	64	21	-67.19%	3,519	372	-89.43%
Verdi	36	22	-38.89%	464	119	-74.35%
Totals	743	1,333	79.41%	23,717	14,171	-40.25%

**PLEASE NOTE:

CHECKOUT TOTALS

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