



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, January 18, 2017
4:00 P.M.**

**Downtown Reno Library
301 S. Center Street
Reno, NV 89501**

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; and <https://notice.nv.gov>.

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 AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR tgaston@washoecounty.us. 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 LIBRARY BOARD CAN DELIBERATE OR TAKE ACTION ONLY IF A MATTER HAS BEEN LISTED ON AN AGENDA PROPERLY POSTED PRIOR TO THE MEETING. DURING THE PUBLIC COMMENT PERIOD, SPEAKERS MAY ADDRESS MATTERS LISTED OR NOT LISTED ON THE PUBLISHED AGENDA. THE OPEN MEETING LAW DOES NOT EXPRESSLY PROHIBIT RESPONSES TO PUBLIC COMMENTS BY THE BOARD. HOWEVER, RESPONSES FROM TRUSTEES TO UNLISTED PUBLIC COMMENT TOPICS COULD BECOME DELIBERATION ON A MATTER WITHOUT NOTICE TO THE PUBLIC. ON THE ADVICE OF LEGAL COUNSEL AND TO ENSURE THE PUBLIC HAS NOTICE OF ALL MATTERS THE TRUSTEES WILL CONSIDER, TRUSTEES MAY CHOOSE NOT TO RESPOND TO PUBLIC COMMENTS, EXCEPT TO CORRECT FACTUAL INACCURACIES, ASK FOR LIBRARY STAFF ACTION OR TO ASK THAT A MATTER BE LISTED ON A FUTURE AGENDA. THE BOARD MAY DO THIS EITHER DURING THE PUBLIC COMMENT ITEM OR DURING THE FOLLOWING ITEM: "BOARD COMMENT – LIMITED TO ANNOUNCEMENTS, STRATEGIC PLAN ACTIVITY UPDATES OR ISSUES PROPOSED FOR FUTURE AGENDAS AND/OR WORKSHOPS."

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.

Administration
301 South Center Street
P.O. Box 2151, Reno, Nevada 89505
(775) 327-8341
www.washoecountylibrary.us

The Board of Trustees may take action only on the items below that are preceded by the words "For Possible Action." The Board will not take action on any other items.

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) Approval of Meeting Minutes
 - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of November 16, 2016
 - b. *For Possible Action:* Approval of Minutes from the Library Board Meeting of December 7, 2016
- 4) Old Business
None
- 5) New Business
 - a. *Acknowledgement:* Acknowledgement of Donations Received Between 10/1/16 and 12/31/16
 - b. *Acknowledgement:* Acknowledge a Donation in the Amount of \$125,000 from the Friends of Washoe County Library, Which Demonstrates Its Continued Support of Libraries, Literacy, the Arts, and Cultural Enrichment Throughout the Community
 - c. *Informational:* Update of Library Director's Annual Review for January 8, 2016 through December 13, 2016.
 - d. *For Possible Action:* Authorization for Director to Use up to \$222,000 of Washoe County Library Gift Funds to Purchase Radio Frequency Identification (RFID) Enabled Self-Checkouts, Collection Management, and Security Systems at Its 12 Branches (Approved by the BCC on 12/13/16)
 - e. *For Possible Action:* Approval to Move the February Library Board of Trustee Meeting to Wednesday, February 22, 2017.
- 6) Reports
 - a. Library Director's Presentation to Include System Programs and Activities, and Friends Report for November and December 2016
 - b. Tacchino Trust Expenditure Update
 - c. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances Through December 2016
 - d. Monthly Library Usage for November and December 2016
- 7) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 8) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 9) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2016**

The Board met in regular session at the North Valleys Library, 1075 North Hills Blvd. #340, Reno, Nevada.

Chair Wilson called the meeting to order at 3:58 p.m.

1) ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh, Sara Sattler, Jean Stoess and Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Mary Jones, Chris King (Saint Mary's), and Jamii Uboldi (Saint Mary's)

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF OCTOBER 19, 2016

On motion by Trustee Stoess, seconded by Trustee Marsh, which motion duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of October 19, 2016. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. ACCEPT DONATION FROM SAINT MARY'S HEALTH NETWORK OF \$3,500 FOR THE NORTH VALLEYS LIBRARY RENOVATION PROJECT.

Director Scott acknowledged the representatives from Saint Mary's Hospital in attendance to present a donation check of \$3,500 to go toward the North Valleys Library Renovation funds.

On motion by Trustee Alderman, seconded by Trustee Sattler, which motion duly carried, the Board accepted the generous donation check for \$3,500 from Saint Mary's Health Network for renovations to the North Valleys Library. All in favor, none opposed.

b. APPROVE RELEASE AND PARTIAL DISTRIBUTION AGREEMENT REGARDING THE DAVID J. TACCHINO TRUST DATED OCTOBER 30, 2006 PROVIDING FOR A RESIDUARY GIFT OF 15% OF THE TRUST ESTATE TO THE WASHOE COUNTY LIBRARY TO BE USED IN A SUPPLEMENTAL MANNER WHICH ALLOWS OR ENHANCES CITIZEN ACCESS TO WASHOE COUNTY LIBRARIES AS PROVIDED IN THE AGREEMENT AND UPON SUCH TERMS AND CONDITIONS AS STATED THEREIN, AND AUTHORIZE THE LIBRARY BOARD OF TRUSTEE CHAIR TO SIGN THE AGREEMENT.

Trustee Wilson provided an overview of this agenda item from the staff report.

Legal Counsel, Dania Reid, provided an in depth summary of the Release and Partial Distribution Agreement, ensuring the Board understood the following:

- Mr. Carl Rueckl is the Trustee of the David J. Tacchino Trust, and will be the Trustee that will physically present the check to the Library Board of Trustees after Board acceptance, with a potential effective date at the end of the month.
- Mr. Paul Elcano Jr. is acting as the Special Trustee to the fifteen percent (15%) residuary gift to the Washoe County Library.
- The Trustee indemnification clause (#6) provides provisions in which payback would be required to the Trust. She noted that, although highly unlikely, there are circumstances in which the Library would be required to pay back up to the amount received. (Examples include, but are not limited to, discovery that Tacchino had an unpaid tax bill and payment would be paid out equaling what was paid to beneficiaries, same with an unknown found beneficiary that requires payment.)
- The total bequest will be split with the Library System receiving the second portion after 2016 taxes. The Board could decide to hold the second payment to ensure funds were available in the unlikely event the indemnification clause was activated.

Upon questioning by the Board, Ms. Reid clarified the following:

- The statute of limitation depends upon the claim.
- The Library's repayment portion was capped but there was no way to get the bequest without including this provision. These types of documents have been around a long time and verbiage is fairly standard.
- The David J. Tacchino Trust will require a simple report of what has been done once the received funds have been spent.
- The Release and Partial Distribution Agreement was reviewed by legal counsel for Risk Management.

Trustee Stoess stated she liked the idea of physical items and believes "going to the library" is wonderful.

Chair: Wilson agreed.

On motion by Trustee Alderman, seconded by Trustee Stoess, which motion duly carried, the Board approved the Release and Partial Distribution Agreement as written and reviewed by legal entities on both sides, and Chair Wilson executed said document.

6) REPORTS

a. LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT

Director Scott provided a PowerPoint presentation updating the Board on Library System programs and activities, outreach and operations for the month of October 2016.

b. NORTH VALLEYS LIBRARY PROGRAMS, ACTIVITIES AND OPERATIONS

Jonnica McClure, North Valleys Managing Librarian, thanked everyone for attending and reported the following information and updates:

- Highlighted the North Valleys team including the addition of four new staff members to the branch.
- Provided a brief overview of existing programs as well as programs they have and will add in part due to the renovations.
- Expansion of the S.T.E.A.M. program in the North Valleys Library as part of the renovations.

c. FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES

The Library Board reviewed the information submitted in the packet.

d. MONTHLY LIBRARY USAGE

The Library Board reviewed the information submitted in the packet.

7) PUBLIC COMMENT

Debi Stears, Resources Librarian, informed the Board that the Library System elected to do an end of year, "Give a Gift of Reading" Campaign in the place of the annual Periodical Drive. This campaign became live on November 15, 2016, with a goal to raise \$20,000 for materials that incorporate the promotion of the Library's 1,000 Books before Kindergarten Campaign. Additionally, the Library has partnered with the Reno Bighorns to promote the Children's Literacy Campaign for the December 1, 2016, Bighorns game.

8) BOARD COMMENT

Upon questioning by the Board, Director Scott clarified the following:

- The remaining \$160,000 from the David J. Tacchino Trust is not currently allocated and will be held aside until the Library is comfortable that no payback will be require, then it will be spent on children's materials.
- The Library System is currently fully staffed without any vacancies.

Upon questioning by the Board, Legal Counsel Dania Reid, clarified the following:

- A Strategic Plan discussion agenda item needs to be included in a future meeting to allow for Board discussion.

9) ADJOURNMENT

Chair Wilson adjourned the meeting at 4:40 p.m.

**LIBRARY BOARD OF TRUSTEES SPECIAL MEETING MINUTES
WEDNESDAY, DECEMBER 7, 2016**

The Board met in regular session at the Downtown Reno Library, 301 S. Center Street, Reno, Nevada.

Vice-Chair Alderman called the meeting to order at 4:00 p.m.

1) ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh, Sara Sattler, Jean Stoess

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Andrew Barbano, Paul Elcano, Frank Perez

2) PUBLIC COMMENT

None

3) NEW BUSINESS

- a. **ACCEPT FIRST PORTION OF BEQUEATHMENT FUNDS FROM DAVID J. TACCHINO TRUST ESTATE DATED OCTOBER 30, 2006 PROVIDING A RESIDUARY GIFT OF 15% OF THE TRUST ESTATE TO THE WASHOE COUNTY LIBRARY TO BE USED IN A SUPPLEMENTAL MANNER WHICH ALLOWS OR ENHANCES CITIZEN ACCESS TO WASHOE COUNTY LIBRARIES**

Mr. Elcano, Tacchino Trust Representative, presented a check to the Board for the amount of \$452,250, about half of the total bequest. He provided a brief history on his familial relationship with the Tacchinos' and how the trust was structured to ensure their concerns were taken into consideration upon their demise. He explained the intent of the trust is not to limit the recipient's ability to use the funds as outlined in the schedule, but that it is structured in a way that allows for some flexibility as long as the schedule is followed. He stated that the Trust is requesting correspondence and updates every 60 days or so to ensure the schedule is being complied with. He provided a couple scenarios below in which the recipient could contact the Trust to ensure the recipient is fully utilizing funds as intended:

- If the recipient is not able to use funds for an item on the Schedule, the recipient needs only to contact the Trust with an alternative item that fits with the schedule to receive approval.
- If the recipient is unable to fully spend the budgeted amount on a listed item, then the funds can go to something else as long as it meets the conditions of the Trust Schedule upon approval.

Upon questioning by the Board, Mr. Elcano stated that a trust representative would respond to any modification request within two days unless it needed to be seen by the other Trustees or the Trust Attorney first.

Upon questioning by the Board, Director Scott clarified the following:

- The Trust funds have a five year timeframe to be spent.
- The County is aware of the matching requirement set by the Trust after the CIP meeting this morning.
- Updates on Trust expenditures can be placed as a regular agenda item to provide monthly updates.

Upon setting of a motion, Legal Counsel Dania Reid, advised the Trustees that the motion would need to reflect Mr. Elcano's presence as the Tacchino Trust Trustee in lieu of Mr. Rueckl.

On motion by Trustee Marsh, seconded by Trustee Stoess, which motion duly carried, the Board accepted the first portion of bequest funds from the David J. Tacchino Trust Trustee, Paul Elcano, to be used in the supplemental manner as outlined in the Release and Partial Distribution Agreement Schedule C. All in favor, none opposed.

b. APPROVAL OF REVISED PUBLIC HOURS AT DOWNTOWN RENO, DUNCAN TRANER, INCLINE VILLAGE, NORTH VALLEYS AND SIERRA VIEW LIBRARIES EFFECTIVE ON MONDAY, JANUARY 2, 2017.

Director Scott informed the Board that the public hours revision met the community request to increase public hours at the Duncan-Traner Library, the lease agreement for the Sierra View Library to be open seven days a week, and provides all Washoe County communities with the understanding the libraries will be open to at least 6:00 pm most days for consistency in the Library System and to make hours easier to remember for the public.

Upon questioning by the Board, Director Scott clarified the following:

- The Sierra View Library is currently closed on Sundays, and the revised hours will meet the terms of the new lease.
- The revised hours for Duncan-Traner Library and additional day at the Sierra View Library include spreading the responsibility of the partnerships among other branches. Downtown Reno Library will be responsible for staffing the Senior Center Library and the Northwest Library will be responsible for staffing the Verdi Library.
- Once the revised hours are approved, the Library System will publicize the hours as well as sending out a press release.
- There have been concerns expressed by staff, mostly due to the recent expansion of hours last January and the expectation of adding more staff to support them.

On motion by Trustee Sattler, seconded by Trustee Stoess, which motion duly carried, the Board approved the revised public hours at the Downtown Reno, Duncan-Traner, Incline Village, North Valleys and Sierra View Libraries effective January 2, 2017.

c. APPROVAL OF REVISED FINES, FEES & CHARGES POLICY

Director Scott referred to the Staff Report, noting that changes listed are mostly housekeeping items. He stated that the main change was to reflect the Library will no longer be charging late fees to items checked out on children's library cards.

Upon questioning by the Board, Director Scott confirmed that items are categorized and that this change goes in conjunction with the Washoe County School District enrollment with children receiving a library card when enrolled for the next year. The Library did not want parents concerned their children would accrue fines. Upon request, he stated he would provide an update of this project at the January meeting.

On motion by Trustee Stoess, seconded by Trustee Marsh, which motion duly carried, the Board approved the revised Fines, Fees & Charges policy, effective December 8, 2016. All in favor, none opposed.

d. SELECT AN OPTION FOR MEETING THE MATERIALS-EXPENDITURE STANDARD WITHIN THE MINIMUM PUBLIC LIBRARY STANDARDS AS SET FORTH BY THE NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

Director Scott briefly summarized the State requirement of annually selecting one of three Materials Expenditure Standards until the Library meets or exceeds Option III or 10% of the total operating budget divided by the collection budget. He introduced Debi Stears, Resources Librarian, to update the Board on where Washoe County Library currently stands.

Debi Stears, Resources Librarian, provided the Board with the following updates from the last report in August 2015:

- The collection budget has been increased by 64%, while the number of holds has decreased before additional copies of items are purchased, allowing for the purchase of other items like Blu-ray movies.
- The Collection HQ program was purchased by the Library System to ensure the collection meets the needs of the community. This program helped determine the shortage of children's materials available in the Library System and identify that periodicals were not a great return for the system as a whole.
- By shifting some of the processing and cataloging materials to vendors, the Library was able to reallocate 1.5 Full-time employee positions to the branches.

Ms. Stears noted that the Washoe County Library System is still short in comparison to peer libraries and the following issues, although they still exist, are being worked on:

- The Library System is not meeting Overdrive and downloadable material needs of the community with hold lists of 10-15 people for these items.
- Do not have a movie streaming service due to associated costs.
- The print collection is undersized for the population and outdated.

Ms. Stears recommends the Board select Option II which is based upon the current budget and collection

Upon questioning by the Board, Ms. Stears confirmed Option I is not desirable as it allows for an annual 10% decrease in funding each year.

On motion by Trustee Stoess, seconded by Trustee Sattler, which motion duly carried, the Board approved the selection of Option II as described in the staff report and until further notice, for verifying that WCLS is meeting the materials-expenditure standard within the minimum Public Library Standard; and establishing a goal that WCLS will use Option III as soon as possible for the purpose of meeting the materials-expenditure standard. All in favor none opposed

e. APPROVAL TO CANCEL SCHEDULED LIBRARY BOARD OF TRUSTEE MEETING FOR DECEMBER 21, 2016

Director Scott requested the Board cancel the Library Board of Trustee Meeting schedule for December 21, 2016. He informed the Board that the December 7, 2016 meeting included any items that would have been on the December 21 agenda and that Legal Counsel, Dania Reid, would not be in attendance if the meeting was continued.

On motion by Trustee Marsh, seconded by Trustee Stoess, which motion duly carried, the Board approved cancellation of the Library Board of Trustee meeting scheduled for December 21, 2016. All in favor, none opposed.

4) PUBLIC COMMENT

Frank Perez, thanked the Library and Board for the hard work and extension of hours for the Duncan-Traner Library.

Andrew Barbano, Reno-Sparks NAACP Vice President, echoed Mr. Perez and extended his thanks for expanding community hours at the Duncan-Traner Library.

Beate Weinert, WCLS Programs and Collaborations, invited the Board to join Friends of the Washoe County Library (FWCL) at the Nugget for acknowledgement and selection as one of the "12 Nuggets of Christmas." FWCL will receive a check for \$2,000 tonight at 5:30 pm beside the second largest Christmas tree in the country.

5) BOARD COMMENT

Trustee Stoess requested the Library place an agenda item on a future meeting to discuss including attendance of a Spanish speaking person at every Board meeting for translation, unless a Spanish speaking person from the audience is willing to do it.

Trustee Alderman requested the following for a future Board meeting:

- Circulation information for particular data points presented in a visual format for the Board to see trends.
- The Library System to provide an update of how Washoe County School District enrollment and Library Card issue will work for better understanding.
- Including a monthly report for Tacchino Trust expenditures.

Trustee Marsh requested the Library System explore/establish a potential partnership with UNR to stream TED UNR Talks or have those videos available for check out for folks who cannot afford tickets.

Trustee Sattler requested an update at a future meeting on the Marketing Strategy presented by UNR students earlier in the year.

4) PUBLIC COMMENT

Vice Chair Alderman re-opened Public Comment at 4:36 p.m.

Andrew Barbano, Reno-Sparks NAACP Vice President, informed the Board that a non-English speaking parent attended a Board meeting and was not able to understand. He suggested the Library System provide televised meetings with closed captioning, noting they Library System would need to purchase applicable software, a video camera and a monitor to do so.

6) ADJOURNMENT

Vice-Chair Alderman adjourned the meeting at 4:38 p.m.

TO: Library Board of Trustees
FROM: Andrea Tavener, Development and Public Information
RE: Acknowledgment of Donations Received Between 10/1/16 and 12/31/16
DATE: January 18, 2017

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

In this acknowledgment, the list includes the names of donors from October 1 - December 31, 2016. The attached document identifies all cash donations and grants totaling \$169,455.54 and in-kind support.

Recommendation: Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the first quarter of Fiscal Year 2016-2017.

We receive monetary and in-kind donations throughout the year that assist in providing services and materials. These donations are greatly appreciated by the Library Board of Trustees, staff and the public. The list includes the names of donors from October 1, 2016 through December 31, 2016

Cash Donations: \$126,000.00

- Smallwood Family Trust
- Friends of Washoe County Library Allocations

Cash Donations for Give the Gift of Reading: \$30,624.79

- | | |
|---|---|
| <ul style="list-style-type: none"> • Anonymous Donors • Elaine Alexander • Susan Allen • Rudy and Laura Barmettler • Erin Belosic • Shirley Boncheff • Jerry and Lorelei Brosnan (IHO Paul Thomsen) • Ran Cai • Jeremy Cole and Adrienne Wilson • Regina Cole • Second Century Endowment Council • Diana L. Davis • JoD Davison • Ted and Patricia Day • James and Cynthia Edwards • Bonnie Fechko • George Foster • Friends of Washoe County Library • Satoko Furita • Rebecca Gaul • Gift Funds • Janet Gilbert • Bonnie K. Hill • Larry and Stacy Hinderks • Robin and Jeffrey Hirata • Liang Chi Hsu • Karen Ide • Ralph and Barbara Jaeck • Maureen and Ronny Jones • Teresa Kirschenheiter (IMO Bill Kirschenheiter) • James Kohn • Jane Kundel | <ul style="list-style-type: none"> • John Kupersmith • Satoko Kurita • Yann Ling-Barnes • Julie Lingenfelter • Julie Machado • Nancy Miller • Kathryn Murders • John and Patti O'Brien • Nathan and Varvara Payne • Joanne Perkins • Claudia Pettinari • Gilbert and Janet Potter • Bryan Riches • Heidemarie Rochlin • Roberta Roth • Marie Schreiber • David E. Sieber • Stuart Skalka • Kenneth Skewes, Jr. • John Slaughter • Ethel Stears • Patricia Stich • Matt Strickland • Ronald Turner • Randy and Terri Van Hoozer • Edward and Ethel Veazey • Elizabeth Wesseling • Lolita West • Kathy Williams • Wendy Anne Wilson • Friends of Washoe County Library |
|---|---|

Cash Donations for NV Re-Model: (\$5817.75)

- | | |
|---|---|
| <ul style="list-style-type: none"> • Anonymous • Phyllis Balis-Young • Barbara Becht • Ted and Patricia Day • Elizabeth Goss • Robin Hirata | <ul style="list-style-type: none"> • Sondra S Humphries • Priscilla and Jeffrey Russell • Saint Mary's Regional Medical Center • George and Shannon Sullivan • Carol Tews • Ronald Turner |
|---|---|

Grants Received: \$7,013.00

- SGIA

Non-Cash Donations

- Anonymous
- Sherry Sanders

Non-Cash Donations-Free Programs

- Alisha Basso
- Jennifer Cannon, TRPA
- Sandra Edwards
- Sean Flanagan
- Marie Fong, WC Park Ranger
- Grace Fujii
- Habuce Gernseb
- Tammy Grace
- Don C. Jeppson, WC Building & Safety
- Mark Maynard
- Judy Mugrauer, Paws 2 Read
- Eli Meyer, MWA Inc
- Krystal Pyatt
- Jennifer Rains, WC Public Defender
- Linda White
- Larry Wilson, Education Renaissance of NV
- Susan Winters

Amazon Wish List

- | | |
|----------------------|--------------------------|
| • Anonymous | • Dawn Morey |
| • Carmel Bang | • Leontine Nappe |
| • Michelle Brooks | • Elyse Niemann |
| • Stephanie Cook | • M. Painter |
| • Claudia DeMordaunt | • Tammy M. Peterson |
| • Debbie Dennis | • Rick and Debbie Porter |
| • Janie Heard | • Thalia Reed-Browne |
| • Elizabeth Kang | • Tyna Reed-Thierry |
| • Athena Klock | • Lynne Reilly |
| • Katie Lay | • Tiffany Rivard |
| • John G. Lindgren | • Laura Romano |
| • Barbi Malinky | • Cindy Thomas |
| • Michele Mason | • Lynn Tutt |
| • Brittnee Meechan | • Kay D. Wright |
| • Leisa Mollett | |

We strive to ensure that our donors and supporters are recognized accurately. If we have inaccurately not listed you, or if a mistake has been made, please let us know so we can correct it. Thank you!

TO: Library Board of Trustees

FROM: Beate Weinert, Programs and Community Collaborations

RE: Acknowledge a Donation in the Amount of \$125,000 from the Friends of Washoe County Library, Which Demonstrates Its Continued Support of Libraries, Literacy, the Arts, and Cultural Enrichment Throughout the Community

DATE: January 18, 2017

Background: Friends of Washoe County Library (FWCL) is a 501 (c) (3) non-profit organization, incorporated in January 1981 with over 700 members dedicated to advocating, fundraising and providing support for the Washoe County Library System (WCLS). Its sole mission is to strengthen public libraries throughout Washoe County. FWCL strives to give children an educational head start, encourage all forms of literacy and foster lifelong learning and recreation for everyone. For the past thirty-six (36) years, the Friends of Washoe County Library, through their community projects and fundraising efforts, has raised over two million dollars for the Washoe County Library System. This funding has continued to support free library programs, enhance library technology and equipment, provide gift funds for Library materials and augment marketing and training endeavors, which benefit all Library patrons. The Friends community projects include operating the Secondhand Prose bookstore within the Northwest Reno Library and managing voluminous donations for book sales which take place in their Reno Town Mall location as well as through their Amazon sales.

In December 2016, the Friends of Washoe County has once again allocated \$125,000 to the Washoe County Library Gift Fund to assist the 2017 system-wide endeavors in direct support of technology, materials, programming, summer reading prizes, marketing, and staff development and training. The unwavering support of the Friends of Washoe County Library is invaluable as it continues to enhance a multitude of diverse programs and projects benefitting the entire Washoe County Library System.

Recommendation: Staff recommends that the Library Board of Trustees acknowledge the \$125,000 donation from the Friends of Washoe County Library, which demonstrates its continued support of libraries, literacy, the arts and cultural enrichment throughout the community.

TO: Washoe County Library Board
FROM: Tamara Gaston, Library Human Resources Representative
RE: Update of Library Director's Annual Review for January 8, 2016 through December 13, 2016
DATE: January 18, 2017

Background: At the Library Board of Trustee Board Meeting of July 18, 2014, the Trustees amended the annual review process for the Library Director's Job performance.

Library Director Jeff Scott was hired effective December 14, 2015 and worked jointly with Library Director Arnold Maurins until his retirement on January 8, 2016. The evaluation period for Library Director Scott's first job performance review will cover January 8, 2016 through December 13, 2016.

The Library Director Annual Review Process begins when the Library Director completes the Self Evaluation of Performance Form. Once completed, the form will be sent to Library Board Chair, Derek Wilson.

The discussion of the completed Self Evaluation of Performance Form will be agendized at the February 2017 meeting for review and questions. Following discussion, Chair Wilson will instruct the Library Board of Trustees and selected staff to complete the Performance Evaluation Form.

Recommendation and Suggested Motion: This agenda item is informational in nature and does not require a motion.

LIBRARY DIRECTOR ANNUAL REVIEW PROCESS

The Washoe County Library Director's performance will be evaluated on an annual basis during the month of his/her anniversary date as provided by the Department of Human Resources. The evaluation will be held in accordance with applicable provisions of the Open Meeting Law.

Library Director Self Evaluation Form

At least six (6) weeks prior to the Library Director's anniversary date, the Library Director will submit a completed Self Evaluation Form (*attachment A*) to the Chair of the Library Board of Trustees (LBOT) in writing. The Director will agendize the Self Evaluation Form for Board discussion at the meeting preceding the month in which the Director's anniversary date falls.

LBOT agenda item "Discussion of Library Director Self Evaluation Form and Direction to Trustees for completion of Performance Evaluation Form" (Possible Action).

- 1) Self Evaluation Form will be provided to the Library Board of Trustees for review and questions in accordance with Open Meeting Laws
- 2) The Chair will open the agenda item for discussion for evaluators.
- 3) Following discussion of Self Evaluation Form, the Chair will instruct LBOT members and selected staff to complete the Performance Evaluation Form (*attachment B*) and provide ratings and comments in those sections about which they feel qualified to provide input. The Chair will provide a deadline for submission.
- 4) Anonymous Staff who complete the Performance Evaluation form include:
 - Northwest Managing Librarian
 - Reno Managing Librarian
 - Sierra View Managing Librarian
 - Sparks Managing Librarian
 - South Valleys Managing Librarian
 - Spanish Springs Managing Librarian
 - Incline Village Managing Librarian
 - North Valleys Managing Librarian
 - Senior Public Services Librarian
 - Development Officer
 - Systems and Access Services Librarian
 - Any others whom the LBOT deem appropriate.
- 5) Evaluation forms received will be compiled separately and grouped by Trustees, WCLS Staff and, if applicable, 360 Forms.

Performance Evaluation Forms

At least three (3) weeks prior to the Board meeting at which the Director's Evaluation is being addressed, the Chair will prepare a confidential synopsis of the ratings and comments provided on the "Evaluation of Performance" form of ratings and comments for the meeting packet.

LBOT agenda item "Presentation of Summary from Evaluation Forms for Library Director's Annual Review with Possible Direction to Staff (Action)."

- 1) The Board will review the summary during its deliberations on the Director's performance in conformance with Nevada's Open Meeting Law.
- 2) The Trustees will identify desired modifications (if any) to the Chair's summary and, as they see fit, discuss appropriate issues and future goals with the Director.

- 3) Following the meeting, the Chair will prepare a letter summarizing the Board's overall evaluation and deliver it to the Director; a copy of the letter will also be placed in the Director's personnel file.

Retention of Library Performance Evaluation Summary and documents

Evaluation summaries will be retained, separately, by Library Administration

Created: August 2014

Updated: September 2014

(Submit this form to the Board Chair for inclusion in the Summation Form that will be used during the face-to-face appointment with the Director.)

SELF EVALUATION OF PERFORMANCE: LIBRARY DIRECTOR

DATE OF EVALUATION: _____

DIRECTOR'S NAME: _____

(To be completed by Director)

1. Summarize your major accomplishments – goal-related and other – over the past year. If certain goals were not achieved, please explain why.

2. How have your job duties changed during the past year?

3. What are your expectations for this job during the next year? Are there any areas in which you see a need for improvement? Are there any ways you would like your job to be restructured to better suit your needs or goals?

4. Do you have any comments or suggestions on how the organization can be run more effectively?

5. Is there any aspect of your job situation that could be changed to improve your job satisfaction or performance?

6. Comment on the Board's effectiveness in providing guidance, feedback and support, and give suggestions for improvement.

7. What are your organizational and professional goals for the next twelve months? Wherever possible, explain how your achievement of each goal will be measured.

8. Other comments.

TO: Washoe County Library Board

FROM: Jeff Scott, Library Director

RE: Authorization for Director to Use up to \$222,000 of Washoe County Library Gift Funds to Purchase Radio Frequency Identification (RFID) Enabled Self-Checkouts, Collection Management, and Security Systems at Its 12 Branches (Approved by the BCC on 12/13/16)

DATE: January 18, 2017

Background:

On July 18, 2016, the Washoe County Purchasing Department, solicited Request for Proposals (RFP) No. 2985-16 for the Library System RFID Conversion that include pricing on hardware, software, training and support services necessary to install, manage and maintain Radio Frequency Identification (RFID) enabled self-checkouts, collection management, and security systems at its 12 branches. Sealed proposals were accepted until the close of business on Wednesday, August 24, 2016. Purchasing received 5 total proposals. Each proposal was then evaluated and the top finalists were invited to the County to take part in an interview to present their proposal and answer questions from the evaluation committee. It was recommended that Bibliotheca be selected based on the scoring and rating criteria. The RFID software and hardware must be compatible with the Library's Koha Integrated Library System (ILS), and be expandable as future needs arise.

Among other benefits, the proposed RFID system should provide:

- Significant productivity gains through reduction in key labor-intensive workflow processes;
- Enhanced customer service;
- Reduced material losses;
- Detailed reports and configuration tools;
- Streamlined patron self-checkout; multiple item check-out
- Streamlined staff check-in; multiple item check-in
- Reduced incidents of staff repetitive motion injuries; and
- Improved inventory and shelf-reading accuracy.

Washoe County Library System serves a population of approximately 433,000. This number is expected to grow with the introduction of new businesses and manufacturing. The Library sees the need to provide more public hours at its branches, but does not expect to receive a great deal more funding for staff. The Library's "Facility Master Plan", created in 2015 by Collaborative Design, recommended employing RFID to improve patron self-checkout and to automate returned materials handling (AMH), to free up library staff time to provide better service. AMH will be addressed in a future project.

The Library's 12 branches circulate approximately 2 million items annually. The Library has 28 self-produced self-check work stations, which it plans to use for the RFID project. The Library has 50 Circulation Computers, 5 double security gates, and 4 single security gates. Approximately 50% of the circulation currently being done by patrons on self-checks, with this number expected to increase. This is the initial phase of the project.

The total project is estimated to cost \$222,393. This is the initial phase of the RFID project for set up of RFID tags, WCLS staff workstations, and security gates. The Washoe County Library System will be using gift fund donations. The WCLS has applied for a RFID grant to implement the second phase Automated Materials Handling (AMH) through LSTA funds.

Recommendation and Suggested Motion: Staff recommends that the Trustees authorize the Director to use up to \$222,000 out of Washoe County Gift Funds towards the RFID project.



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM _____
Finance _____
DA _____
Risk Mgt. _____
HR _____
Grant Mgt. _____

STAFF REPORT

BOARD MEETING DATE: December 13, 2016

DATE: October 31, 2016
TO: Board of County Commissioners
FROM: Andrea Tavener, Library Development Officer
327-8360 – atavener@washoecounty.us

THROUGH: Jeff Scott, Library Director

SUBJECT: Recommendation to approve sales agreement between Bibliotheca, LLC and the Washoe County Library System in the approximate amount of [\$222,393-\$0 County General Funds], to implement Radio Frequency Identification (RFID) systems at the branches; and if approved, authorize the Library Director to sign the agreement. (All Commission Districts.)

SUMMARY

Washoe County Library System (WCLS) and Bibliotheca, LLC a corporation in the State of Delaware, USA have jointly developed the attached Radio Frequency Identification (RFID) Sales Agreement identifying the terms and conditions to implement Radio Frequency Identification (RFID) systems at all library locations. No contract can be assigned without the consent of the governing body or its authorized representative (NRS 332.095). Bibliotheca is willing to provide such products and services and is willing to provide such products and services pursuant to all the terms and conditions in the Sales Agreement (Agreement).

This agreement specifically identifies the Agreement effective date and termination, scope of service, and duties of Bibliotheca, including warranty information.

In the event of conflicting provisions, all documents shall be construed according to the following priorities:

1. Any properly executed amendment or change order to this contract (most recent with first priority), and
2. This contract, and
3. Any attachments included with this contract.

County Priority/Goal supported by this item: Valued, Engaged Employee Workforce – Simplify Workflows to Improve Service Delivery and Customer Outcomes; and Proactive Economic Development and Diversification – Be responsive and proactive to pending economic impacts.

PREVIOUS ACTION

There has been no previous action regarding the Radio Frequency Identification (RFID) Sales Agreement.

BACKGROUND

On July 18, 2016, the Washoe County Purchasing Department, solicited Request for Proposals (RFP) No. 2985-16 for the Library System RFID Conversion that include pricing on hardware, software, training and support services necessary to install, manage and maintain Radio Frequency Identification (RFID) enabled self-checkouts, collection management, and security systems at its 12 branches. Sealed proposals were accepted until the close of business on Wednesday, August 24, 2016. Purchasing received 5 total proposals. Each proposal was then evaluated and the top finalists were invited to the County to take part in an interview to present their proposal and answer questions from the evaluation committee. It was recommended that Bibliotheca be selected based on the scoring and rating criteria. The RFID software and hardware must be compatible with the Library's Koha Integrated Library System (ILS), and be expandable as future needs arise.

Among other benefits, the proposed RFID system should provide:

- Significant productivity gains through reduction in key labor-intensive workflow processes;
- Enhanced customer service;
- Reduced material losses;
- Detailed reports and configuration tools;
- Streamlined patron self-checkout; multiple item check-out
- Streamlined staff check-in; multiple item check-in
- Reduced incidents of staff repetitive motion injuries; and
- Improved inventory and shelf-reading accuracy.

Washoe County Library System serves a population of approximately 433,000. This number is expected to grow with the introduction of new businesses and manufacturing. The Library sees the need to provide more public hours at its branches, but does not expect to receive a great deal more funding for staff. The Library's "Facility Master Plan", created in 2015 by Collaborative Design, recommended employing RFID to improve patron self-checkout and to automate returned materials handling (AMH), to free up library staff time to provide better service. AMH will be addressed in a future project.

The Library's 12 branches circulate approximately 2 million items annually. The Library has 28 self-produced self-check work stations, which it plans to use for the RFID project. The Library has 50 Circulation Computers, 5 double security gates, and 4 single security gates. Approximately 50% of the circulation currently being done by patrons on self-checks, with this number expected to increase. This is the initial phase of the project.

FISCAL IMPACT

The total project is estimated to cost \$222,393. This is the initial phase of the RFID project for set up of RFID tags, WCLS staff workstations, and security gates. The Washoe County Library System will be using gift fund donations. The WCLS has applied for a RFID grant to implement the second phase Automated Materials Handling (AMH) through LSTA funds.

RECOMMENDATION

Recommendation to approve sales agreement between Bibliotheca, LLC and the Washoe County Library System in the approximate amount of [\$222,393-\$0 County General Funds], to implement Radio Frequency Identification (RFID) systems at the branches; and if approved, authorize the Library Director to sign the agreement.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Recommendation to approve sales agreement between Bibliotheca, LLC and the Washoe County Library System in the approximate amount of [\$222,393-\$0 County General Funds], to implement Radio Frequency Identification (RFID) systems at the branches; and if approved, authorize the Library Director to sign the agreement."

**Bibliotheca & Washoe County
Library System Sales Agreement**
Effective: December _____, 2016

CONFIDENTIAL, Washoe County Library System and Bibliotheca use

Sales Agreement

THIS AGREEMENT is made and entered into this _____ day of December, 2016, by **Bibliotheca, LLC**, a corporation in the State of Delaware, USA, with offices at 3169 Holcomb Bridge Rd., Ste. 200, Norcross, Georgia 30071 and 403 Hayward Ave. North, Oakdale, Minnesota 55128 (hereinafter referred to as "Bibliotheca") and **Washoe County Library System**, located at 301 S Center St., Reno, Nevada 89501 (hereinafter referred to as "Customer").

RECITALS

WHEREAS, Customer desires to implement Radio Frequency Identification (RFID) systems on its premises, and;

WHEREAS, Bibliotheca is willing to provide such products and services that together comprise the system(s) listed above and is willing to provide such products and services pursuant to all the terms and conditions in the Agreement;

NOW THEREFORE, in consideration of the mutual covenants of the parties, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Bibliotheca and Customer have agreed and do hereby enter into this Agreement according to the provisions set forth herein:

WITNESSETH: In the event of conflicting provisions, all documents shall be construed according to the following priorities:

1. Any properly executed amendment or change order to this contract (most recent with first priority), and
2. This contract, and
3. Any attachments included with this contract.

TERM AND TERMINATION

Term

The Effective Date of commencement of this Agreement shall be the date indicated above. The Term of this Agreement shall begin on the Effective Date and shall extend for the length of the term outlined below, unless terminated earlier under one of the termination provisions contained in this Agreement.

The initial term of this agreement shall be not less than five (5) years commencing on the Effective Date, with the first year warranty commencing on the Go Live date. Go Live Date means, with respect to Bibliotheca software license orders, the date on which the software is available for operational use for normal daily business, including performing core functions for which it was intended.

Support and maintenance shall be paid in 12-month installments in advance and shall auto-renew on an annual basis of the Go Live date. Subsequent years of support and maintenance and subscriptions fees are to be paid annually in advance on the anniversary of the Go Live date.

FUNDING OUT CLAUSE - In the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable by any means whatsoever in any fiscal year for payments due under this Purchase Order, Buyer will notify Seller or its assignees of such occurrence and this Purchase Order shall terminate on the last day of the fiscal year for which appropriations were received, without penalty or expense to Washoe County of any kind whatsoever, except the

portions of payments herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available.

Termination

- a. This Agreement may be terminated by Customer upon ninety (90) days written notice to Bibliotheca should Bibliotheca fail to perform in accordance with all the terms of this Agreement.
- b. Notwithstanding Clause A., Bibliotheca shall have right to redress, with thirty (30) days to remedy the issue(s) from the date of notification from the Customer.
- c. Regardless of reason for termination, Customer is responsible for payment for all products and services delivered according to the terms and conditions of this Agreement up until the date of termination of this Agreement.

DUTIES OF BIBLIOTHECA

1. Bibliotheca shall enforce good order and discipline among its employees and subcontractors, if any, and shall keep work areas reasonably free from waste materials and rubbish resulting from its operations. Furthermore, Bibliotheca shall deliver products and perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of the Work. Bibliotheca will comply with all local laws, ordinances, and regulations bearing on the performance of the Work.
2. Bibliotheca represents that in the performance of the work, duties, and obligations assumed by it under this Agreement that it is acting and performing as an independent contractor and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the Customer. Bibliotheca will have the authority to act on behalf of the Customer only to the extent provided in this Agreement unless otherwise modified by written instrument.
3. Bibliotheca will supply Customer with written invoices according to the payment schedule specified in the Agreement or, if not specified, following shipment of products to the Customer. Unless otherwise stated and agreed to in writing, Bibliotheca is not responsible for the collection or payment of any duties, excise, sales, use property, retailers, occupation, business, or similar tax. The amount of any such taxes which are payable in accordance with the provisions of any statute or rules, regulations or decision of any taxing authority, will be paid by the Customer.
4. Bibliotheca agrees that title to all Work covered by an invoice for payment will pass to the Customer upon receipt of such payment.
5. Bibliotheca warrants products in accordance with the warranty attached to this Agreement (Exhibit 2).
6. Bibliotheca agrees to support and maintain products during the first year of operation in accordance with document entitled Annual Maintenance and Support for Bibliotheca Products (Exhibit 3). Following the first year, Bibliotheca agrees to continue to support and maintain products supplied under this Agreement for the period(s) specified in the Product Maintenance and Lifespan Policy (Exhibit 4), on a year by year basis, contingent upon the Customer's payment in advance for such support and maintenance.

7. Bibliotheca agrees to indemnify and hold harmless Customer from all claims and suits for loss of or damage to property, including loss of the use thereof, or injuries including death to persons, and from all judgments recovered therefore, and from all expense in defending said claims or suits, including court costs, attorney fees and other expenses, caused by an act or omission of Bibliotheca and/or its subcontractors, their respective agents, servants and employees working on the project and not caused by the fault or negligence of the Customer.
8. Without limiting its liability under this Agreement, Bibliotheca will maintain at its expense during the life of this Agreement Workman's Compensation insurance as mandated by law and comprehensive General Liability insurance in amounts no less than:

Bodily Injury Each Person - \$1,000,000
Bodily Injury Each Occurrence - \$2,000,000
Property Damage Each Occurrence - \$1,000,000

Customer will be named as an additional insured and noted as such on each policy.

DUTIES OF CUSTOMER

1. Customer will inspect all products immediately upon delivery, noting damage to external packaging and/or contents on the delivery receipt or bill of lading. Customer will immediately notify Bibliotheca of such damage. Customer understands that failure to immediately report damage may result in the inability to file claims with the shipper or insurance companies. Damages not covered as a result of the Customer's failure to examine or report are the full responsibility of the Customer.
2. Customer will issue purchase orders to Bibliotheca in writing for the products and services listed in Exhibit 1, noting desired delivery dates that will not be earlier than sixty days following receipt of the purchase order by Bibliotheca. Unless noted otherwise on the purchase order, Customer will be prepared to receive products from the date of its purchase order. The specific date for delivery and commencement of installation shall be agreed upon in consultation between the Customer and Bibliotheca.

Should Customer, due to delays in construction or for any other reason, not be prepared to accept delivery on or before the stated desired delivery date on the purchase order, Bibliotheca will delay without penalty the shipment of product for up to two weeks following that date as long as no cost-incurring changes are required in the Bibliotheca technician's installation schedule.

If, after two weeks following the stated desired delivery date, Customer is still not ready to accept delivery, Bibliotheca will invoice Customer according to the percentages below and delay shipment of the products on condition that the Customer remit payments as if shipment and installation had taken place at the latest possible dates that fall within this two week period: 35% of the total contract seven days following the date of the delivery specified on the purchase order and 15% fourteen days following the date of delivery specified on the purchase order.

In all cases, Customer will be fully responsible for all costs incurred by Bibliotheca as a result of a change in the Bibliotheca technician's installation schedule. Furthermore, as Bibliotheca will be required to store the equipment until Customer accepts delivery,

Customer will be charged 0.5% of the purchase price of the system and/or products each month until system and/or products are shipped and accepted by Customer.

3. Customer will accept delivery of products delivered to its truck high dock during normal business hours. If Customer does not have a truck high dock or can accept deliveries only during specified hours, it must note these and any other special delivery requirements on its purchase order. The absence of a truck high dock and the presence of special delivery requirements may result in increased delivery costs, for which the Customer will be fully responsible.
4. The total payable under this Agreement is \$222,353.00, unless otherwise modified by an Amendment (reference Exhibit 1). Customer will remit payment in US Dollars to Bibliotheca no more than 30 days following the date of invoice. Payments for products/services are due within thirty days of invoice receipt. Support and maintenance is invoiced prior to the start of the contract period and is due within thirty days of invoice.

Interest will accrue on the amount due at the rate of two percent (2%) per month for each full calendar month or part thereof during which such amount shall be outstanding, such interest to commence to accrue on the fifteenth (15th) day after such amount is due and payable. If this interest rate exceeds the maximum interest rate permitted by law, then the interest payable shall be at such maximum permissible rate.

5. If Customer claims exemption from any taxes imposed by any taxing authority, Customer will save Bibliotheca harmless from any such tax, together with any interest, fines, or penalties thereon, which may at any time be assessed against it by reason of the fact that such Work or portion thereof is held to be taxable by the taxing authority. In the event that the Customer is exempt from such taxes or should Customer elect to pay such taxes directly to the taxing authority, then Customer shall provide Bibliotheca with a valid tax exemption certificate or similar document in form satisfactory to Bibliotheca.
6. Customer is responsible for supplying materials, equipment, and services as described in Exhibit 1 and other documents that have been provided to the Customer relating to the work proposed. In addition, Customer is responsible for security and paying for all licenses and permits required for the execution of the work, including SIP2 licenses.
7. Customer will designate a primary and secondary contact person for the purpose of coordinating with Bibliotheca representatives all technical aspects and implementation of the system(s). These designated individuals will promptly provide to Bibliotheca all information needed by Bibliotheca for implementation of the system.
8. Customer warrants that the project is located on real property owned by the Customer or in its leased facilities and that access to such real property will be furnished to Bibliotheca at such times and on such dates as Bibliotheca may reasonably require in connection with the execution and completion of the Work.

Customers will provide a clear path for access to and from the installation site for personnel and equipment. Customer will ensure that not later than the scheduled start of installation date, the installation site is free and clear, that all civil work and necessary removal or modifications of existing equipment or buildings is concluded, and that all necessary Customer provided infrastructure, including but not limited to electrical and network connections, is in place according to Bibliotheca specifications.

Customer will be fully responsible for all costs associated with the failure of the Customer to meet these requirements. These costs include, but are not limited to, additional work performed by Bibliotheca to prepare the site, additional time required for installation and training, and the additional costs associated with required travel.

9. Customer understands that the proper performance of the system depends upon a thorough understanding and implementation of the installation and operating instructions provided by Bibliotheca. Customer is responsible for ensuring that all staff, volunteers and others who perform services at the Customer's behest are fully trained in the operation of the system components with which they are working.
10. Customer will immediately report all system problems to Bibliotheca. At Bibliotheca's request, Customer will generate system reports as may be needed by Bibliotheca and, if requested, maintain a log detailing all problems experienced with the system. Customer agrees to permit Bibliotheca reasonable remote access to support the System as demonstrated in Exhibit 1.
11. Customer will not modify Bibliotheca hardware or software without first consulting Bibliotheca. Customer represents that Bibliotheca software is the intellectual property of Bibliotheca and is protected by law, including copyright laws and international treaties. Copies of software may not be made without the expressed written consent of a Bibliotheca representative authorized to legally obligate the company. Furthermore, Customer will maintain the confidentiality of all information, be it in written, unwritten, or any other form, provided it by Bibliotheca. Only such information as may be necessary for Customer's agents to perform their duties shall be shared with such agents. Customer shall take all reasonable steps to protect Bibliotheca's intellectual property rights.

MISCELLANEOUS

1. Force Majeure. The parties to this Agreement will not be liable for any delay or failure to perform their obligations if that failure or delay is due to any cause or condition beyond the control of that party and, in particular, without limitation, any failure, damage or loss due to fire, flood, exposure or any act of God, industrial disturbance, failure of electrical telecommunications networks, acts of vandalism, sabotage, civil services, war, changes in legislation or regulations of any government or governmental agency, refusal or revocation of any license or consent by the government of any authority.
2. Limitation of Liability. The liability of Bibliotheca, its agents, employees, subcontractors and supplies with respect to any claims arising out of the performance or non-performance of obligations under the Agreement, or the design, manufacture, sales, delivery, installation or use of the Work or materials or the condition of other services hereunder irrespective of the theory upon which any claim may be based, including, without limitation, breach of the Agreement, breach of warranty or tort (including negligence), indemnity, strict liability or otherwise (i) shall in no event include consequential, indirect, special or similar damages including, but not limited to, loss of profits or revenue, or loss of business, and Customer hereby irrevocably waives any right it may have to any damages in excess of actual and incidental and (ii) except with respect to indemnity claims for personal injury (including death) or damage to property of third parties, shall in no event exceed in the aggregate 100% of the Purchase Price or the scope and limits of insurance required to be maintained under the terms of the Agreement, whichever is less. The limitation of liability shall prevail over any conflicting or inconsistent provisions contained in the Agreement

except where such conflicting or inconsistent provisions provide a more restrictive remedy.

3. Indemnification by Customer. Customer agrees to indemnify, defend (at its own expense with counsel satisfactory to Bibliotheca) and hold Bibliotheca harmless from any and all claims demand, liabilities, causes of action, suits, costs and expenses of any kind or nature (including attorney's fees) for loss or damage which suffered by Bibliotheca as a result of injury to persons (including death) and property arising from:
 - (i) removal or modification to Bibliotheca-furnished safety features,
 - (ii) the disregard of Bibliotheca-furnished user safety instructions,
 - (iii) any portion of the Work which includes Customer's existing Work or Work furnished by Customer,
 - (iv) improper use of the Work,
 - (v) any information, representation, reports or data furnished or prepared by Customer or
 - (vi) Customer's failure to properly instruct employees regarding the proper use and maintenance of the Work.
4. Change orders. Customer is fully responsible for any and all costs that are incurred as a result of changes initiated by Customer to this Agreement, to any other contract signed between Bibliotheca and the Customer related to the Work, to any Purchase Order issued to Bibliotheca by the Customer related to the Work, and to any instructions provided to Bibliotheca by the Customer related to the Work.
5. Assignment. **No contract can be assigned without the consent of the governing body or its authorized representative (NRS 332.095).** The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party to this Agreement will not sell, transfer, assign, license, franchise or otherwise part with possession or mortgage, charge or encumber any right or obligation under this Agreement without the proposed assigned agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement whether express or implied as if the proposed assignee was an original contracting party to this Agreement.
6. Severability. Should any court of competent jurisdiction declare any provision of this Agreement invalid, then such provision shall be severed and shall not affect the validity of the remaining provisions of this Agreement.
7. Choice of Law: Venue. The laws of the State of Nevada shall control the validity, construction and effect of this Agreement and also any extensions and/or modifications of it. Any action, suit, or other proceeding concerning this Agreement must be brought and maintained only in a court of competent jurisdiction sitting in Washoe County, Nevada.
8. Costs and Expenses. Each party will pay its own costs and expenses in relation to the negotiations leading up to and in relation to the preparation, execution and carrying into effect of this Agreement and all other documents referred to in it. In the event that either party deems it necessary to take legal action to enforce any provisions of this Agreement, the prevailing party shall pay all expenses of such action including attorney fees and court costs at all stages of litigation.

9. Entire Agreement. The complete understanding between the parties is set out in this Agreement and this Agreement supersedes and voids all prior and contemporaneous understandings, proposals, letters, agreements or conditions expressed or implied, oral or written, except as herein contained. Any amendment, modification, waiver or discharge of any requirement of the Agreement will not be effective unless in writing signed by the parties hereto or by their authorized representatives.
10. Headings. The headings in this Agreement are for convenience and reference and are not intended to define or limit the scope of any provision of this Agreement.
11. Third Parties. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the parties to this Agreement.
12. Inter-Local Purchase. To the full extent permitted by local, state and federal law, the prices, terms and conditions of this agreement, in part or in whole, may be extended to other similar governmental and non-governmental bodies without restriction and without compensation. The aforementioned bodies may or may not be affiliated with the parties to this agreement through a purchasing cooperative, inter-local participation agreement, consortium or other cooperative agreement designed to extend contractual terms agreed to by any one member to all members of the cooperative group.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first hereinabove written. Signature below indicates agreement to all written terms in this document and its exhibits:

BIBLIOTHECA, LLC DBA BIBLIOTHECA

Signature: _____

Name: **Al Coalla**
Title: **Chief Executive Officer**

Date: _____

WASHOE COUNTY PUBLIC LIBRARY

Signature: _____

Name: _____

Title: _____

Date: _____

Exhibit 1: Quotation of Work & Products to Be Provided

Forming a part of the Sales Agreement is Bibliotheca's quotation for work to be performed and products to be provided to Customer.

Recommended Products	Quantity	Price	Sub Total
quickConnect™ Software (License per Kiosk)	28	Included	Included
RFID workstation shielded (USB)	28	\$539.80	\$15,114.40
NOTE: Upgrading your current self-checkouts with both quickConnect™ software and RFID workstation shielded is all that's needed to make Washoe County Library's current self-service environment RFID capable. Current Selfcheck computers must meet provided specifications to run quickConnect™ software			
RFID workstation mobile Tagging Cart Lease (3 Month Minimum Lease)	8	\$375.00	\$3,000.00
RFID Gate 400 1 aisle	6	\$5,983.00	\$35,898.00
RFID Gate 400 2 aisle	5	\$7,295.00	\$36,475.00
RFID workstation shielded (USB)	47	\$539.80	\$25,370.60
RFID tag™ full DiscCD (1000/Roll)	77	\$520.00	\$40,040.00
RFID tag squareTag (6,000 tags/Box)	71	\$750.00	\$53,250.00
Digital Library Assistant	1	\$3,795.00	\$3,795.000
Shipping, Handling, and Administration	1	\$4,455.00	\$4,455.00
All-Inclusive RFID Software (Site License)	1	\$4,995.00	\$4,995.00
Total (Less sales tax):			\$222,393.00

Annual Support and Maintenance (After the First Year)

Year 2: \$19,244.87

Year 3: \$19,244.87

Year 4: \$19,244.87

Year

5:

\$19,244.87

Exhibit 2: One Year Limited Warranty

Bibliotheca warrants that the equipment provided in conjunction with any Bibliotheca developed and supplied system(s) to be free from factory defects for a period of one year from the date of installation.

This limited warranty does not extend to any Bibliotheca product which, in the sole judgment of Bibliotheca has been subjected to abuse, misuse, neglect, improper installation, or accident, or any damage due to use or misuse produced from integration of the products into any mechanical, electrical, or computer system. Further, any abuse, misuse, neglect, improper installation, accident, enhancement, modification, alteration or change made without Bibliotheca's written consent will invalidate Bibliotheca's Limited Product Warranty.

In the event that it is determined the equipment failure is covered under this warranty, Bibliotheca shall, at its sole option, repair or replace the piece of equipment with functionally equivalent or better equipment and return such repaired or replaced equipment without charge for service or return freight.

This limited warranty, except as to title is in lieu of all other warranties or guarantees, either express or implied, and specifically excludes, without limitation, warranties of merchantability and fitness for a particular purpose under the uniform commercial code, or arising out of custom or conduct. The rights and remedies provided herein are exclusive and in lieu of any other rights or remedies.

In no event shall Bibliotheca be liable for any indirect or consequential damages, incidental damages, damages to person or property, or other damages or expenses due directly or indirectly to the purchased equipment, except as stated in this warranty. In no event shall any liability of Bibliotheca exceed the actual amount paid to Bibliotheca for a specific piece of equipment involved in the incident.

Unless specifically contracted otherwise, warranty service is provided under the terms and conditions of Bibliotheca's standard yearly support and maintenance agreement with the exception of any reference to software updates.

Exhibit 3: Terms and Conditions of Support and Maintenance

These Terms and Conditions of Support and Maintenance are evergreen in nature and do not expire. Billing cycle for Support and Maintenance will be on an annual basis beginning with the Go Live Date.

- I. Coverage. Bibliotheca will provide Customer support and maintenance services on an annual basis subject to Bibliotheca's Equipment Lifecycle Policy and payment of the annual Product Support and Maintenance Fee. The following services will be provided during the period covered as described below:
 - i. With the exception of consumable supplies (e.g. print ribbons) and parts with specified limited usage life spans (e.g. printer heads), Bibliotheca will repair or replace hardware components unless such failure is caused by Customer, as determined by Bibliotheca in consultation with the Customer.
 - ii. Replacement parts, whether new or refurbished, will be equal to or better than the parts being replaced. Replacement parts will be provided on an exchange basis. End of Support (EOS) for Hardware products is specified in the attached document entitled Bibliotheca Maintenance and Equipment Lifecycle Policy.
 - iii. In the event that the Customer reports material bugs or defects in the Software, Bibliotheca shall use commercially reasonable efforts to correct or replace the Software or provide the services necessary to remedy any programming error attributable to Bibliotheca that significantly affects the functionality of the Software.
 - iv. Bibliotheca shall provide points of contact for Customer to report Product problems, failures, and defects and to request Product changes and enhancements. Only those individuals specifically designated by the Customer shall contact Bibliotheca in regard to such matters and Bibliotheca is not obligated to respond to any other employees except those specifically designated.
 - v. Bibliotheca shall provide the maintenance and support services during the service period by telephone, facsimile, email, on site visit or any other means which its deems appropriate, at its sole discretion, to adequately provide those services.
 - vi. Bibliotheca shall be responsible for outbound shipping costs of products and components covered under this agreement. The Customer is responsible for shipping costs of products and components that are returned to Bibliotheca for replacement or repair.
 - vii. As a part of this agreement, Bibliotheca shall supply Customer any and all updates, improvements, and modifications to the Licensed Programs that Bibliotheca makes available to its licensees generally without charge, provided that Bibliotheca reserves the right to charge separately for new options or new applications that, in the discretion of Bibliotheca, constitute a new software product.

- viii. Such updates, improvements, and modifications shall be provided to the Customer within the framework of periodic official releases. Software support will be limited to the two most recently distributed releases.
- ix. Maintenance services to be provided by Bibliotheca under this Agreement do not include:
 - i. Correction of errors arising from changes, alterations, additions, or modification by persons other than the employees or agents of Bibliotheca or caused by the operation of the Product other than in accordance with the operating specifications.
 - ii. Correction of errors arising from the fault, neglect, misuse, or omission of the Customer or its servants, agents, contractors, invitees, or any other person whether or not that person is under the control or direction of the Customer.
 - iii. Rectification of errors or defects caused by the incorrect or unauthorized use, modification, revision, variation or translation of the software by the Customer or its servants, agents, contractors, or invitees.
 - iv. Repair of damage arising from the failure or surge of electrical power, fusion, fire, air conditioning malfunction, damage caused in transportation, or any other environmental factor or cause other than a cause arising from normal use of the Product.
 - v. Correction of errors caused by the use of computer programs not licensed by Bibliotheca for use by the Customer.
 - vi. Customer shall be responsible for ILS/LMS-related changes and will bear the responsibility and costs incurred when these changes result in changes to Bibliotheca system configurations.
 - vii. Windows OS upgrades/updates.
- II. Assignment of Warranties on Hardware Products. In addition to Bibliotheca's obligations under the Maintenance Agreement, Bibliotheca hereby assigns to the Customer all rights of Bibliotheca under any manufacturer's warranties applicable to Hardware Products purchased under this Agreement to the extent such assignment is permitted under such warranties. Such assignment will be effective upon payment of the Total Purchase Price and all other charges invoiced for the shipment of the Products. Except as provided hereunder or pursuant to an executed Maintenance Agreement, Bibliotheca shall have no obligation to provide maintenance support or other services for Hardware Products purchased under this Agreement.
- III. Limitation on Services. Notwithstanding the above, in the event that Customer or any third party enhances, modifies, alters, or otherwise makes any change to the Products without the prior express written consent of Bibliotheca, Bibliotheca shall have no obligation whatsoever to provide maintenance or support of such Products at any time after such enhancement, modification, alteration, or change. Notwithstanding anything herein to the contrary, Bibliotheca's obligation to provide maintenance and support for

the Licensed Programs shall extend only to the most recent version and the next most recent version of the Licensed Programs provided to Customer.

- IV. Upgrades. The information technology industry is dynamic and marked by frequent product replacement and upgrades. With respect to hardware and third party software, Customer retains the responsibility for the costs of purchase and installation of said upgrades necessary to maintain the functionality of system.
- V. Customer Obligations. During the term of this Agreement:
- i. Customer shall provide Bibliotheca with sufficient documentation, information, assistance, support, and test time on Customer's computer system to duplicate any reported problems, certify that the problem is with the Products, and certify that the problem has been corrected. Bibliotheca will be provided with remote access to systems to aid the troubleshooting and repair process.
 - ii. Customer shall designate specific employees who will be trained in all aspects of the products, including trouble shooting. These, and only these employees, may contact Bibliotheca for matters related to this Agreement.
 - iii. Customer shall perform problem definition activities and any remedial or corrective actions as described in the Licensed Programs customer manuals and other system documentation provided to Customer by Bibliotheca prior to seeking assistance from Bibliotheca.
 - iv. Customer is responsible for performing scheduled preventative maintenance as per product specifications.
 - v. Customer shall provide Bibliotheca's maintenance personnel with proper, safe access to the equipment and software at all requisite times for the purpose of providing the maintenance services.
 - vi. Customer will provide Bibliotheca with at least thirty (30) days written notice of the Customer's intention to move the equipment to a location other than the premises.

Exhibit 4: Product Maintenance and Lifespan Policy

The supplied self-service solution will be maintainable throughout the life of the equipment while it has a valid support contract. By investing in a support and maintenance agreement, all parts are replaced and/or repaired free of charge should they become defective during the life of the equipment. This excludes any consumables.

For All Products but Security Gates: Bibliotheca recommends that for planning purposes the expected lifespan of all hardware products (excluding security pedestals) is six years. After this period, support will continue to be made available on a contractual year-by-year basis if this is considered economically viable (based on availability/cost of major components at that time). Bibliotheca's intention is to meet the customer's ongoing requirements and all efforts will be made to affect repairs on said equipment, but results may be limited by availability of parts or inventory. In all cases and to ensure that the customer uses the latest available technology, Bibliotheca allows customers to upgrade their equipment to the current levels at a 30% discount.

Security Gates: Bibliotheca recommends that the expected lifespan for security pedestals is eight years. After this period, support will continue to be made available on a contractual year-by-year basis if this is considered economically viable (based on availability/cost of major components at that time). Bibliotheca's intention is to meet the customer's ongoing requirements and all efforts will be made to affect repairs on said equipment, but results may be limited by availability of parts or inventory. In all cases and to ensure that the customer uses the latest available technology, Bibliotheca allows customers to upgrade their equipment to the current levels at a 30% discount.

RFID Tags: Bibliotheca guarantees its tags for the life of the items to which they are affixed. Should Customer find a tag that is inoperable, Bibliotheca will replace it, free of charge.

Automated Materials Handling: Bibliotheca recommends that the expected lifespan of its sorting systems be eight years. After this period, support will continue to be made available on a contractual year-by-year basis if this is considered economically viable (based on availability/cost of major components at that time). Bibliotheca's trade-in program allows customers to trade smaller sorters toward the purchase of larger ones at any time, with a yearly straight line depreciation of just 15%, with a sorter up to five years old.

Exhibit 5: Software License Agreement

Bibliotheca, LLC hereby agrees to grant Washoe County Public Library, who agrees to accept the following licensed rights and limitations ("License") for Customer's use of Vendor-provided software.

1. **Software:** Software, under the terms and conditions of this License (referenced hereinafter as "Software"), means any of the following components provided to Customer by Vendor:
 - i. Any computer programs provided by Vendor, either consisting of a set of instructions, calculations and/or statements loaded in a computer (or a device which incorporates a computer) or recorded on a computer readable medium for loading in a computer;
 - ii. Supportive instructional/reference materials such as: training materials, manuals, on-screen tutorials, and other computer program relevant materials whether on paper or computer readable media ("Documentation"); and
 - iii. Any new release, update, upgrade, enhancement, addition, supplement, modification of a program or additional Vendor Software and/or its Documentation provided by Vendor, subsequent to the initial delivery, that is not licensed by specific reference under a mutually agreed upon separate license agreement.
2. **Grant of License:** Vendor hereby grants Customer and Customer hereby accepts a non-transferable, non-exclusive license, under applicable copyrights and/or trade secrets, to use Vendor-provided Software only on the specific computer(s) for which it was registered and delivered to Customer. All Software (other than Documentation) will be provided by Vendor to Customer in machine-readable object code only. Customer acknowledges that it does not acquire any rights of title or ownership in the Software (including Documentation) and agrees that all proprietary rights to the Software shall at all times remain with Vendor or its relevant third-party provider. Customer may, for its internal use only, print or otherwise reproduce Vendor-developed Documentation if all included Vendor markings, e.g. trademarks, copyrights and statements of confidentiality, are included on each copy. Customer acknowledges and agrees that any third party documentation supplied by Vendor, which is marked as copyrighted and/or confidential, shall not be copied or reproduced in any manner.
3. **Term of License:** This License shall remain in force from the date of delivery and continue until Customer ceases all use of the Software or Customer's licensed rights are terminated for cause. Customer acknowledges and agrees that if this Agreement terminates for any reason, all of Customer's licensed rights to the Software (including Documentation) are relinquished and, within five business days thereafter, Customer (at Vendor's option) will either deliver to Vendor or destroy the original and all copies of the Software including its Documentation. Upon Vendor's request, Customer agrees to certify to Vendor in writing its full compliance with this provision.
4. **Assignment:** This License and any rights granted herein shall not be transferred, sub-licensed or assigned to any third party without the prior written consent of Vendor.

5. Termination: If Customer neglects or fails to pay the specified license fees, or fails to adhere to any of its obligations hereunder, this license may be immediately terminated by Vendor for cause.
6. Security and Limitations of License: Customer acknowledges and agrees that:
 - i. All Software and upgrades of Software (including its Documentation), which are provided to Customer by Vendor, contain proprietary copyrighted, trade secret and/or confidential information of Vendor or its relevant third-party provider;
 - ii. Customer shall not decrypt, reverse engineer, reverse compile, modify, or create derivative works of the Software;
 - iii. Customer and its employees shall take all reasonable precautions to safeguard and hold all Software, including upgrades, additions and enhancements, in confidence, at least to the same extent that it protects its own most valuable confidential information;
 - iv. If Customer violates this License or does not pay the agreed upon licensing fees, Vendor will have all of the rights provided herein and available under law, including the right to injunctive relief;
 - v. If any other communication, agreement or purchase order conflicts with, or may affect interpretation of, the understandings set forth herein, this License shall control as the singular expression of licensed rights.

Exhibit 6: Notices

If to Bibliotheca:

Al Coalla, Director
Bibliotheca
3169 Holcomb Bridge Rd., Ste. 200
Norcross, GA 30071

877-207-3127 ext. 121
a.coalla@bibliotheca.com

If to Customer:

Michael L. Sullens, Purchasing and Contracts Manager
Washoe County Purchasing Office
1001 East Ninth Street
Building D, Room D-200
Reno, NV 89512-2845

[Phone]

[Email]

bibliotheca + 3M
the best of both worlds

Bibliotheca, LLC
403 Hayward Ave. N.
Oakdale, MN 55128
United States

3169 Holcomb Bridge Rd., Ste. 200
Norcross, GA 30071
United States

www.bibliotheca.com
info-us@bibliotheca.com



TO: Washoe County Library Board

FROM: Jeff Scott, Library Director

RE: Approval to Move the February Library Board of Trustee Meeting to Wednesday, February 22, 2017

DATE: January 18, 2017

Background: The February Library Board of Trustee Meeting is scheduled for Wednesday, February 15, 2017, at 4 pm at the Sparks Library.

I am requesting the Library Board approve the February Meeting to Wednesday, February 22, 2017, at 4 pm at the Sparks Library

Recommendation and Suggested Motion: Staff recommends that the Trustees approve the February Library Board of Trustee Meeting date from Wednesday, February 15, 2017 to Wednesday, February 22, 2017, to be held at the Sparks Library at 4 pm.



WASHOE COUNTY
LIBRARY SYSTEM

Washoe County Library System Monthly Report

Nov/Dec 2016



Connect

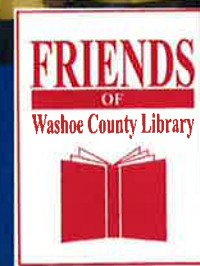
Gather

Explore



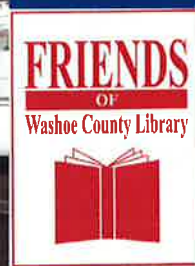
Friends of Washoe County Library

- Will award \$125,000 to assist our 2017 system-wide endeavors
 - Technology
 - Materials
 - Programming
 - Summer Reading Prizes
 - Marketing
 - Staff Development and Training
 - FWCL donated an additional \$14,326 for the Give the Gift of Reading Campaign



Friends of Washoe County Library

- Chosen as one of the 12 Nuggets of Christmas from The Nugget: \$2,000
- November book sale raised \$21,771!
- Amazon book sales raised \$20,092.87 in 2016!
- Upcoming Book Sales
 - February 4-12 @ Sierra View Library
 - 10am to 5pm daily
 - Upcoming Book sales
 - April 1-9
 - June 3-11
 - August 5-13
 - October 7-15
- Next meeting Wednesday February 1st at 4:30pm at Sparks Library



Programs

Branches

- IV staff involved in Incline Village Senior Center Planning Committee
- IV Apartment Storytimes
- Tahoe Talks: Living with Wildlife
- RN: Thank you event for Washoe County Sheriff Support
- RN: Holiday Tree trimmed with new hats, socks, gloves for those in need.
- SP: 3D movie marathons
- SS: Amazing Birds of Prey
- NW: Secondhand Prose Open House
- NW: New Year's Eve Dance Party



Programs

System-wide

- Staff System-wide Chromebook Training
- Meet Mark Maynard author of Grind, our Nevada Reads selection
- Historic Reno Preservations Society (HRPS) presents: Debbie Hinman on the Victorian Houses on Center Street, the UNR Gateway District
- Pioneer Center Youth Programs Presents...In-Tune Tales Presents the Musical Rendition of the "The Grinch"
- Erika Paul Trio
- Reno Big Horns Fundraiser



Operational

- Staff System-wide Chromebook Training
- IV: New Art Exhibit Wall Spaces
- IV: Liz Blaustein Retires after 19 years of service
- Senior Center Library- VoIP phone installed
- New Chairs for Senior Center Library arrived (Second Century Grant)
- Staff Computers refreshed at Duncan-Traner and Senior Center
- Sparks Hometowne Christmas Parade
- Food For Fines
- Give the Gift of Reading Exceeds fundraising goal!



North Valleys Renovation

- Expanded Children's Area
- Open floor plan
- New Carpet
- Better staff working conditions
- New Service Model



North Valleys Renovation



December In-Service Training

- December In-Service Agenda
- Thursday, December 15th 8am to 11:30am at The Atlantis
- 8:30am Accomplishments, Moving Forward, and Introduction (Library Director)
- 9am Speaker (Tod Colgrove)10am
- Break-out Sessions
 - Zinio/Mango/Koios Training and Update- John Andrews
 - Learning Express - Vendor Rep
 - First Grade Outreach Training Beate Weinert/Jana MacMillan11:15
 - Wrap-up and release to branches



Ongoing Issues

- Snow Removal
- Library System closed due to potential flooding
 - Handful of books damaged in book drop
 - Minor damage being reported so far



Upcoming

- Helene Barr Exhibit @ Northwest Library
- Speaker Series @ Northwest
- RFID Upgrade
- February Customer Service Training
- Ongoing NV Reads! October 2016-February 2017 Grind by Nevada author Mark Maynard
- 30 Million Word Deficit Display will end its tour at the North Valleys Library grand opening
- January is National Radon Action Month and the Nevada Radon Education Program of University of Nevada Cooperative Extension (UNCE) will be offering an informational presentation and free radon test kits.
- 3rd in the series: Historic Reno Preservations Society (HRPS) presents: Sharon Honig-Bear on Reno's Mid-Century Properties
- UNR Professor of African American History Greta de Jong presents You Can't Eat Freedom: Struggles for Social Justice After the Civil Rights Movement



WASHOE COUNTY
LIBRARY SYSTEM

Thank you!



Connect

Gather

Explore



TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Update
DATE: January 18, 2017

Background: We have met with the County Capital Improvement Project team and included the Tacchino trust activities into the county plan. Capital Projects met with Director Scott and discussed costs for renovation of the Downtown Reno Library. We are currently working on getting firm numbers for carpet replacement, furniture, lighting, and asbestos abatement. At this time, lighting at Downtown Reno is covered by a county project. Preliminary review is that furniture and asbestos abatement costs have been overestimated and may come in under our proposed budget. We plan to have regular monthly meetings as the projects go forth. I have a preliminary blueprint attached for changes in the library. This will change as capital projects reviews the information.

Recommendation and Suggested Motion: This is a monthly update on the Tacchino Trust progress.

KI

NOTES:
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) CODES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES AT ALL TIMES.
4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.
5. THE CONTRACTOR SHALL MAINTAIN A SAFE WORKING ENVIRONMENT AT ALL TIMES.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTIES AND UTILITIES.
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TO BE USED FOR ALL INFORMATION:
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PROJECT TITLE:
WASHOE COUNTY
LIBRARY

FLOOR/AREA:
RE-VAMP

PRODUCT LINE:

REPRESENTATIVE:
US-ALEN

ORDER NUMBER:

DATE:
06/17/2016

REVISIONS:

TO WALL DEPT USE ONLY:
0 10' 0" 20' 0" 30' 0" 40' 0" 50' 0" 60' 0" 70' 0" 80' 0" 90' 0" 100' 0"

PROJECT TITLE:
WASHOE COUNTY
LIBRARY

FLOOR/AREA:
RE-VAMP

PRODUCT LINE:

REPRESENTATIVE:
US-ALEN

ORDER NUMBER:

DATE:
06/17/2016

REVISIONS:

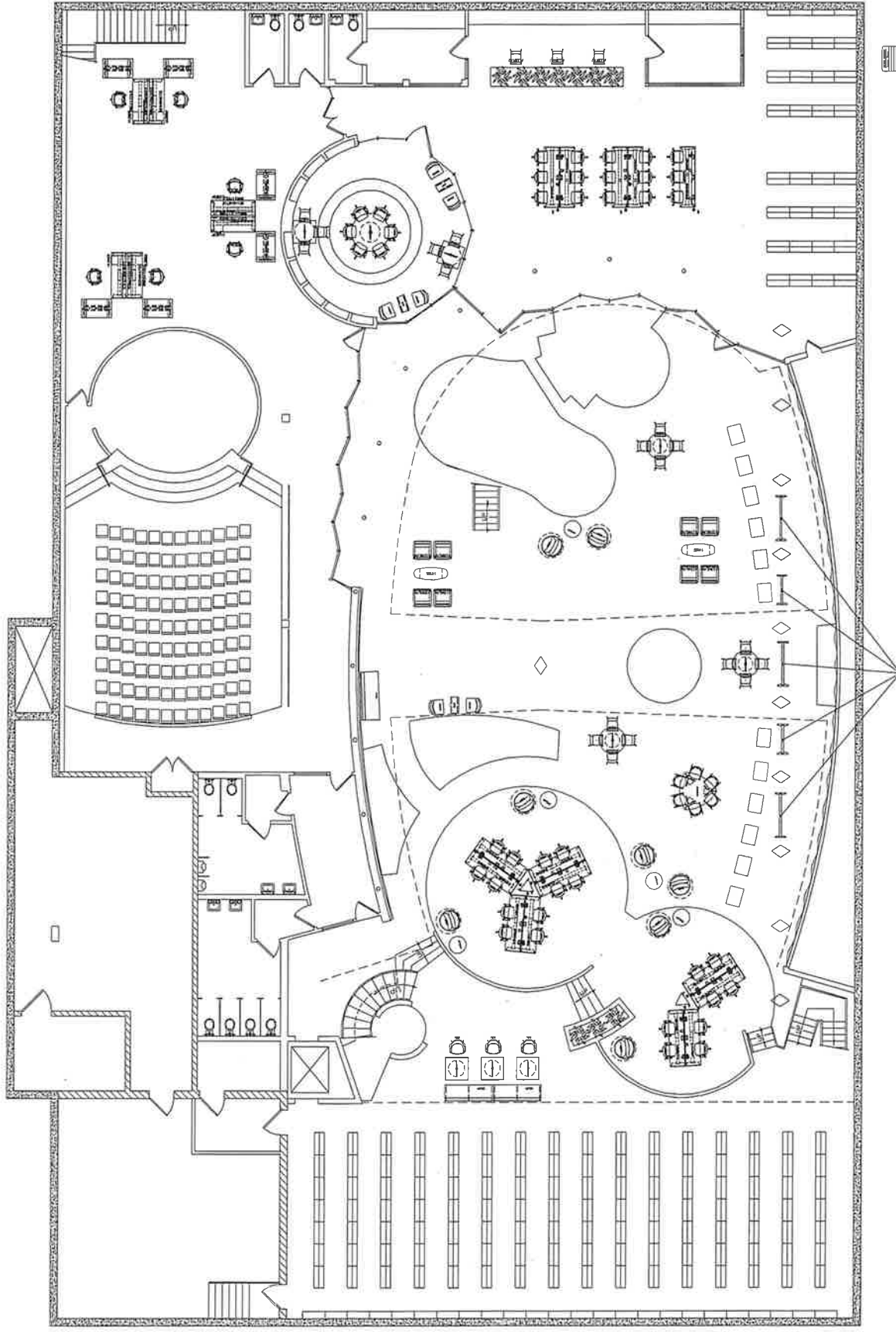
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DRAWING NO.: 00-103-L

DATE: 06/17/2016

SHEET: 005 OF 005

SHEET: FLOWER



Simple Screens

RN Lower

10

NOTES:

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TO BE USED FOR ALL PROJECTS:

DATE: 08/17/2016

SCALE: 1/4" = 1'-0"

DRAWING NO.: 2017-02

SHEET NO.: 01

SHEET NAME: MAIN

PROJECT TITLE:
WASHOE COUNTY
LIBRARY

CLIENT:
WASHOE COUNTY

ARCHITECT:
R.N. MAIN

DATE:
08/17/2016

SCALE:
1/4" = 1'-0"

DRAWING NO.:
2017-02

SHEET NO.:
01

SHEET NAME:
MAIN

PROJECT TITLE:
WASHOE COUNTY
LIBRARY

CLIENT:
WASHOE COUNTY

ARCHITECT:
R.N. MAIN

DATE:
08/17/2016

SCALE:
1/4" = 1'-0"

DRAWING NO.:
2017-02

SHEET NO.:
01

SHEET NAME:
MAIN

PROJECT TITLE:
WASHOE COUNTY
LIBRARY

CLIENT:
WASHOE COUNTY

ARCHITECT:
R.N. MAIN

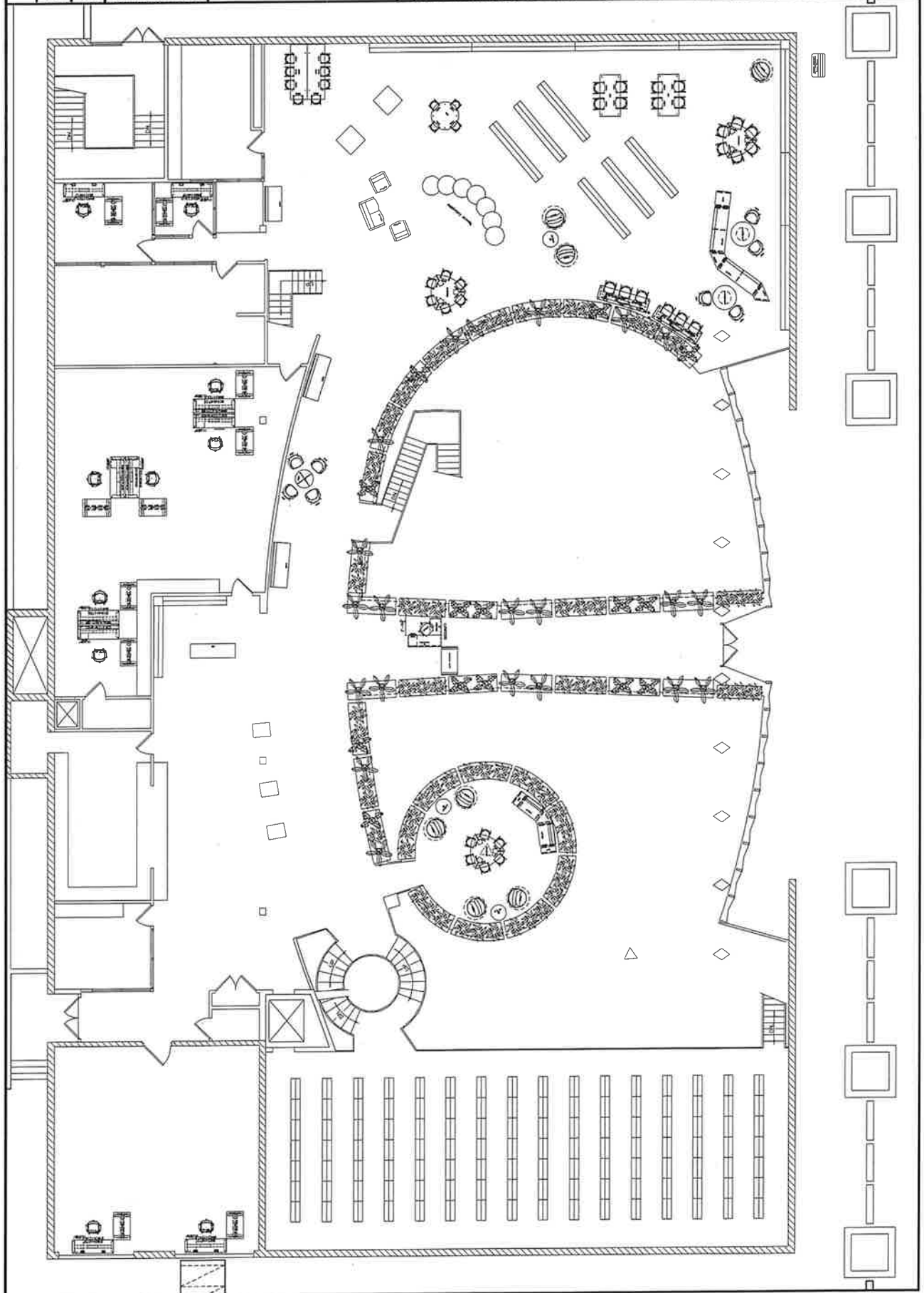
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08/17/2016

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DRAWING NO.:
2017-02

SHEET NO.:
01

SHEET NAME:
MAIN



RN MAIN



GENERAL NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE WASHINGTON STATE DEPARTMENT OF LABOR & INDUSTRY (L&I) REGULATIONS AND THE WASHINGTON STATE DEPARTMENT OF SOCIAL & HEALTH SERVICES (SHS) REGULATIONS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AGENCIES.
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5. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING STRUCTURES AND FINISHES UNLESS OTHERWISE SPECIFIED.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL EXISTING LANDSCAPE AND PLANTING.
7. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING CURBS AND DRIVEWAYS UNLESS OTHERWISE SPECIFIED.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL EXISTING CURBS AND DRIVEWAYS.
9. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING SIDEWALKS AND STAIRS UNLESS OTHERWISE SPECIFIED.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL EXISTING SIDEWALKS AND STAIRS.
11. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING ROADS AND DRIVEWAYS UNLESS OTHERWISE SPECIFIED.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL EXISTING ROADS AND DRIVEWAYS.

TO BE USED FOR PERMITS, UTILIZATION

THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AGENCIES.

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THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND RESTORATION OF ALL EXISTING ROADS AND DRIVEWAYS.

PROJECT TITLE:
WASHOE COUNTY
LIBRARY

FLOOD/AREA:
BEVAUP

PRODUCT LINE:

DEVELOPER:
DEALER

ORDER NUMBER:

DATE:
06/17/2016

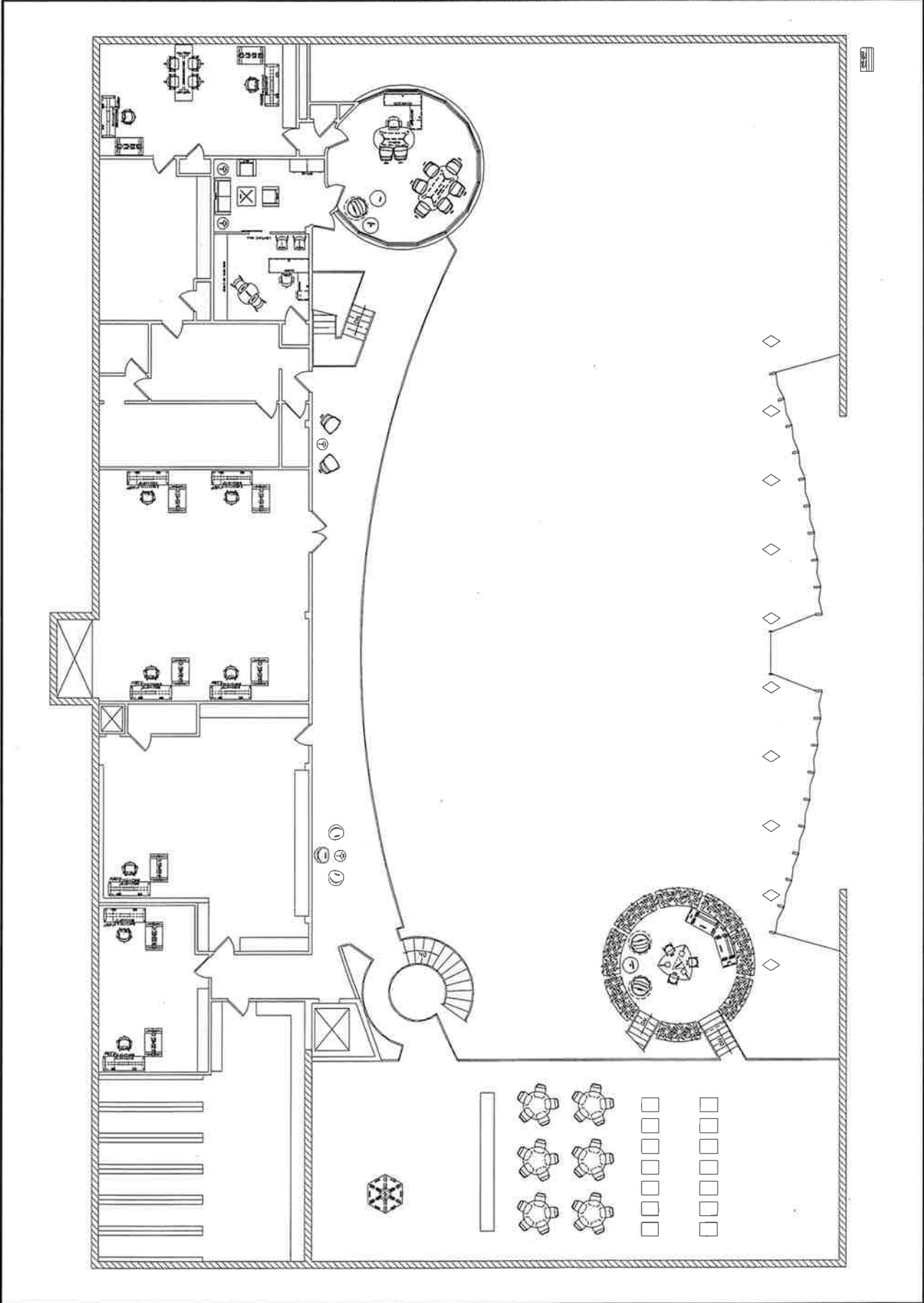
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00-102-J

SHEET:
UPPER



RN UPPER

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

FY 2016 / 2017

10-Jan-17

<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	\$ 5,450,444	\$ 2,737,288	\$ 2,713,156	50%	\$ 5,467,684	\$ 2,677,666	\$ 2,790,018	49%
EMPLOYEE BENEFITS	\$ 3,003,191	\$ 1,506,079	\$ 1,497,112	50%	\$ 2,296,996	\$ 1,156,830	\$ 1,140,166	50%
SERVICES & SUPPLIES	\$ 857,140	\$ 422,037	\$ 435,103	49%	\$ 496,386	\$ 359,240	\$ 137,146	72%
CAPITAL OUTLAY								
TOTAL:	\$ 9,310,775	\$ 4,665,404	\$ 4,645,371	50%	\$ 8,261,066	\$ 4,193,736	\$ 4,067,330	51%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

FY 2016 / 2017

10-Jan-17

PRIOR YEAR

CURRENT 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	\$ 868,989	\$ 429,828	\$ 439,161	49%	\$ 1,064,278	\$ 354,190	\$ 710,088	33%
EMPLOYEE BENEFITS	\$ 450,274	\$ 221,744	\$ 228,530	49%	\$ 445,296	\$ 149,886	\$ 295,410	34%
SERVICES & SUPPLIES	\$ 1,103,603	\$ 598,253	\$ 505,350	54%	\$ 1,152,423	\$ 548,038	\$ 604,385	48%
CAPITAL OUTLAY			\$ -					
TOTAL:	\$ 2,422,866	\$ 1,249,825	\$ 1,173,041	52%	\$ 2,661,997	\$ 1,052,114	\$ 1,609,883	40%

Washoe County Library System



Monthly Statistics Report for Fiscal Year 2016-2017

For The Month Of: NOVEMBER

BRANCH ACTIVITY	Checkouts		Reference		Patron Computer Use		Library Visits		Miscellaneous							
	# checkouts	YTD	Count	YTD	# signups	YTD	# visits	YTD	Digital Visits	YTD	Database Usage	YTD	Social Media Adult	YTD	Read & Share	
Digital Branch	31,998	141,775							176,872	1,028,731	7,454	41,894	22,641	173,846	0	
Duncan/Traner	87	504	0	1,782	63	473	2,156	18,020								
Gerlach	110	498					133								797	
Incline	4,935	28,010	1,036	5,689	283	1,626	5,812	29,222							595	
North Valleys	6,969	54,872	542	5,462	0	3,881	2,531	23,938							810	
Northwest	22,198	113,941	2,943	15,520	1,553	8,313	10,971	67,308							146	
Reno	17,599	86,219	1,662	11,397	3,988	23,389	13,097	63,710							0	
Senior Center	842	4,229	568	2,506	0	3,034	3,106	16,288							0	
Sierra View	17,080	90,424	4,731	24,926	3,298	18,395	10,768	63,243							328	
South Valleys	23,085	120,945	1,567	10,850	732	4,281	16,077	81,541							1,318	
Spanish Springs	13,331	70,072	3,583	17,490	1,074	5,802	9,571	58,694							0	
Sparks	23,726	115,108	4,480	26,683	2,307	23,162	14,271	71,883							1,610	
Verdi	458	2,191	34	204	2	15	275	1,282							0	
Total:	162,418	828,788	21,146	122,509	13,300	92,371	88,635	495,262	176,872	1,028,731	7,454	41,894	22,641	173,846	5,604	
PROGRAMS/ OUTREACH																
	# of Programs				Program Attendance				# of Outreach				Outreach Attendance			
	Adult		Youth		Adult		Youth		Adult		Youth		Adult		Youth	
	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD
Digital Branch	0	0	0	7	0	0	0	219	0	0	0	0	0	0	0	0
Duncan/Traner																
Gerlach	6	35	9	58	233	974	187	2,175	1	13	6	200	707	50	802	
Incline	6	19	6	52	271	368	256	2,855	5	5	4	246	246	130	258	
North Valleys	7	41	24	132	119	704	1,025	5,551	0	0	3	0	0	0	140	
Northwest																
Reno	13	60	13	62	133	438	231	1,218	0	0	0	0	0	0	0	
Senior Center	1	37	0	0	11	320	0	0	0	7	0	0	0	0	0	
Sierra View	2	20	166	266	79	1,201	151	1,703	0	2	8	0	500	106	327	
South Valleys	8	76	23	159	92	1,145	937	6,638	0	2	6	0	117	0	384	
Spanish Springs	7	50	54	273	87	767	1,427	7,715	0	4	5	20	117	319	965	
Sparks	6	37	16	119	46	334	313	2,738	0	0	4	0	0	63	453	
Verdi	0	1	0	1	0	17	0	12	0	0	0	0	0	0	0	
Total:	56	376	311	1,129	1,071	6,268	4,527	30,824	6	33	11	51	446	1,687	668	3,329
Administration Outreach																
	# of Programs				Program Attendance				# of Outreach				Outreach Attendance			
	Adult		Youth		Adult		Youth		Adult		Youth		Adult		Youth	
	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD
	0	0	0	0	0	0	0	0	0	11	2	5	0	804	1,914	2,282
Note:	Digital Branch includes ebooks, audiobooks, magazine checkouts															
	Duncan/Traner & Verdi reflect public hours only															
	Gerlach reflects both public and school hours															
	ITEM 6d															

Washoe County Library System

Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total- Thru November

System Total Comparison For Fiscal Years 2015-2016 / 2016-2017

	Meeting Room Use				% Change	Attendance	% Change	Attendance	% Change
	2015-2016	2016-2017	# of Meetings	% Change					
	# of Meetings	# of Meetings	# of Meetings	% Change	Attendance	Attendance	Attendance	Attendance	
Administration Outreach									
Digital Branch									
Duncan/Traner	0	0	0.00%		0	0	0	0	
Gerlach									
Incline	32	19	-40.63%		479	449	449	-6.26%	
North Valleys	10	5	-50.00%		99	246	246	148.48%	
Northwest	19	11	-42.11%		234	126	126	-46.15%	
Reno	53	19	-64.15%		738	344	344	-53.39%	
Senior Center	0	0	0		0	0	0	0	
Sierra View	7	6	-14.29%		97	621	621	540.21%	
South Valleys	114	47	-58.77%		2,564	858	858	-66.54%	
Spanish Springs	63	26	-58.73%		1,125	491	491	-56.36%	
Sparks	12	8	-33.33%		178	154	154	-13.48%	
Verdi	0	0	0		0	0	0	0	
Totals	310	141	-54.52%		5,514	3,289	3,289	-40.35%	

ITEM 6d

****PLEASE NOTE:**

CHECKOUT TOTALS

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

Washoe County Library System

Monthly Statistics Report for Fiscal Year 2016-2017

For The Month Of: DECEMBER

BRANCH ACTIVITY	Checkouts		Reference		Patron Computer Use		Library Visits		Miscellaneous				Read & Share		
	# checkouts	YTD	Count	YTD	# signups	YTD	# visits	YTD	Digital Visits	YTD	Database Usage	YTD		Social Media Adult	YTD
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD		YTD	
Digital Branch	27,838	169,613	0	1,782	108	581	622	18,642	182,954	1,211,685	7,847	49,741	45,016	218,862	0
Duncan/Traner	58	562	0	1,782	108	581	40	173							
Gerlach	5,497	33,507	938	6,627	305	1,931	4,210	33,432							797
Incline	1,087	55,959	280	5,742	0	3,881	1,462	25,400							595
North Valleys	21,870	135,811	3,465	18,985	1,512	9,825	11,304	78,612							810
Northwest	17,472	103,691	1,680	13,077	3,676	27,065	10,895	74,605							146
Senior Center	954	5,183	541	3,047	348	3,382	2,871	19,159							0
Sierra View	17,681	108,105	3,658	28,584	3,523	21,918	12,240	75,483							328
South Valleys	22,333	143,278	1,306	12,156	649	4,930	13,052	94,593							1,318
Spanish Springs	12,025	82,097	2,495	19,985	1,029	6,831	8,294	66,988							0
Sparks	23,298	138,406	3,887	30,570	0	23,162	12,395	84,278							1,610
Verdi	463	2,654	66	270	1	16	364	1,646							0
Total:	150,576	979,364	18,316	140,825	11,151	103,522	77,749	573,011	182,954	1,211,685	7,847	49,741	45,016	218,862	5,604
PROGRAMS/ OUTREACH	# of Programs		Youth		Program Attendance		Youth		# of Outreach		Outreach Attendance		Youth		
	Adult	YTD	# youth	YTD	Adult	YTD	# youth	YTD	Adult	YTD	# youth	YTD	Adult	YTD	
	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	
Digital Branch	0	0	0	7	0	0	0	219	0	0	0	0	0	0	0
Duncan/Traner	7	42	13	71	56	1,030	456	2,631	2	15	8	34	741	172	974
Gerlach	0	19	6	58	0	368	293	3,148	0	5	4	0	246	230	488
North Valleys	7	48	23	155	287	991	916	6,467	0	0	3	0	0	0	140
Northwest	8	68	14	76	22	460	350	1,568	0	0	0	0	0	0	0
Reno	2	39	0	0	179	499	0	0	0	7	0	0	0	0	0
Senior Center	2	22	35	301	36	1,237	482	2,185	2	4	7	15	36	262	589
Sierra View	13	89	22	181	265	1,410	1,083	7,721	0	2	6	0	117	0	384
South Valleys	10	60	44	317	101	868	1,228	8,943	0	4	24	0	117	201	1,166
Spanish Springs	8	45	17	136	92	426	299	3,037	0	0	4	0	0	0	453
Sparks	0	1	2	17	0	17	219	231	0	0	0	0	0	0	0
Verdi	0	1	1	2	0	0	0	0	0	0	0	0	0	0	0
Total:	57	433	175	1,304	1,038	7,306	5,326	36,150	4	37	64	70	1,757	865	4,194
Administration Outreach					0	11	0	5	0	0	0	0	804	0	2,282

Note: Digital Branch includes ebooks, audiobooks, magazine checkouts
 Duncan Traner & Verdi reflect public hours only
 Gerlach reflects both public and school hours

Washoe County Library System

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

System Total Comparison For Fiscal Years 2015-2016 / 2016-2017

		Meeting Room Use							
		2015-2016	2016-2017	% Change	2015-2016	2016-2017	% Change		
		# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance	Attendance	
Administration									
Outreach									
Digital Branch									
Duncan/Traner		0	0	0.00%	0	0	0	0	
Gerlach									
Incline		35	19	-45.71%	516	449	-12.98%		
North Valleys		10	5	-50.00%	99	246	148.48%		
Northwest		21	11	-47.62%	246	126	-48.78%		
Reno		64	19	-70.31%	1,010	344	-65.94%		
Senior Center		0	0	0	0	0	0		
Sierra View		7	6	-14.29%	97	621	540.21%		
South Valleys		128	47	-63.28%	2,888	858	-70.29%		
Spanish Springs		81	26	-67.90%	1,903	491	-74.20%		
Sparks		14	8	-42.86%	181	154	-14.92%		
Verdi		0	0	0	0	0	0		
Totals		360	141	-60.83%	6,940	3,289	-52.61%		ITEM 6d

**PLEASE NOTE:

CHECKOUT TOTALS

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

