



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, APRIL 18, 2018
4:00 P.M.**

**Sparks Library
1125 12th Street
Sparks, NV 89431**

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

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 March 21, 2018
- 4) Old Business
 - a. *Informational:* Distribution of Materials Received by Friends Liaison Trustee Stoess from Friends of Washoe County Library (FWCL) Including Current FWCL Board Information, Organizational History, and Friends' Investment Guidelines and Spending Policy, as Discussed During the Library Board of Trustee Workshop Meeting on February 28, 2018
- 5) New Business
 - a. *For Possible Action:* Acknowledgment of Donations Made During the Third Quarter of Fiscal Year 2017-2018
 - b. Approval of Revised Meeting Room Policy Removing Reservation Fee of \$20 effective January 1, 2019
- 6) Reports
 - a. Library Director's Presentation to Include System Programs and Activities, and Friends Report for March 2018.
 - b. Tacchino Trust Update
- 7) Staff Announcements - Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda.
- 8) 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.
- 9) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 10) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MARCH 21, 2018**

The Board met in regular session at the Spanish Springs Library, 7100A Pyramid Lake Hwy Sparks, NV 89436

Chair Alderman called the meeting to order at 4:03 pm

1) ROLL CALL

Board Members Present: Wendy Alderman, Jean Stoess, Derek Wilson

County Staff Present: Deputy District Attorney Dania Reid

Public Present: Scottie Wallace

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JANUARY 24, 2018

On motion by Trustee Stoess, seconded by Trustee Wilson, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee Meeting of January 24, 2018. All in favor, none opposed.

b. APPROVAL OF MINUTES FROM THE LIBRARY BOARD WORKSHOP OF FEBRUARY 28, 2018

On motion by Trustee Stoess, seconded by Trustee Wilson, motion which duly carried, the Board approved the workshop meeting minutes from the Library Board of Trustee Meeting of February 28, 2018. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. APPROVAL OF APPLICATION BY TYNA SLOAN FOR BOARD SCHOLARSHIP FOR \$840.50 TO BE PAID OUT OF THE LIBRARY GIFT FUNDS

On motion of Trustee Stoess, second by Trustee Wilson, motion which duly carried, the Board approved the award of a Board Scholarship in the amount of \$840.50 to Tyna Sloan. All in favor, none opposed.

b. APPROVAL TO MAKE PAYMENT OF \$4,345.75 TO GUSTIN AND ASSOCIATES FOR DESIGN PREPARATION FOR EXTERIOR CONCEPTUAL ARTWORK FOR THE DOWNTOWN RENO LIBRARY RENOVATION PROJECT TO BE PAID OUT OF TACCHINO TRUST FUNDS

Director Scott stated that this was the final payment for the exterior design work for the Downtown Reno Library renovation. Gustin and Associates have been working with State Historical Preservation Office (SHPO) on this project. The Library is expecting to hear back

from SHPO in April to find out if Washoe County Library System was awarded the \$75,000 grant.

Upon questioning by the Board, Director Scott confirmed the Washoe County Library System received a project document from Gustin and Associates and will bring it the April Library Board meeting for Trustee review.

On motion by Trustee Wilson, seconded by Trustee Stoess, motion which duly carried, the Board approved payment of \$4,345.78 to be paid to Gustin and Associates for continued conceptual artwork for the Downtown Reno Library renovation project. All in favor, none opposed.

6) **REPORTS**

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

Trustee Marsh arrived at 4:08 pm.

Director Scott provided a PowerPoint presentation updating the Board on the Library System programs and activities, outreach and operations for the months of January and February 2018. He noted that the following:

- Page 11, Galleries Slide: This is a new slide for the presentation to highlight the artwork in the various galleries throughout the branches.

b. **SPANISH SPRINGS LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS**

Spanish Springs Managing Librarian Julie Machado invited the Trustees to the Idea Box Faire, Sunday, March 25, 2018 from 10-3 pm. After informing the Board she was mostly focusing on page 2 of the provided staff report, she highlighted the following:

- Code It, Build it: This program was happening at the branch at the same time of the Board meeting and the Trustees were invited to go into the branch after the meeting to see the progress including access to a 3D printer.
- Coding classes: Washoe County Library is currently creating coding classes for teens and adults.
- Collaboration with Lazy 5 Hive: working with the Lazy 5 ranger, Spanish Springs Library will be hosting some summer activities in the new Lazy 5 Hive event space.
- Staff utilized technology devices: showed 4 different devices in which staff are trained and utilize daily with 3 different operating systems to assist the public.
- Spanish Springs Library will be hosting book discussions this spring as part of the Nevada Reads programming.

Upon questioning by the Board, Ms. Machado clarified that Spanish Springs statistical reporting has remained steady during and since the Pyramid Highway construction project. She hopes that the new signage will help increase patronage by clearing identifying the library from the side of the road near where the old church sign used to be.

c. **MONTHLY TECHNOLOGY UPDATE**

Written update was provided to the Board at the beginning of the Board meeting.

Access and Systems Librarian Nancy Keener highlighted the following from the written report:

- Automated Materials Handling (AMH): The County Request for Proposal (RFP) went out to bidders on Monday, March 19, 2018.
- Meeting room updates: A review of the branch meeting rooms is being done by Vision Control, the vendor who renovated the Downtown Reno Auditorium, to provide suggestions for enhancements that may better serve the public.
- The Library purchased 4k capable laptop and Apple TV that are compatible with the equipment installed in the Downtown Reno Auditorium during the remodel.

d. **TACCHINO TRUST EXPENDITURE UPDATE**

The Board reviewed the information submitted in the packet.

Director Scott noted that expenditures for the months of February and March included small furniture pieces. Upon questioning by the Board, he noted that all the Tacchino renovation projects are anticipated to happen Fall 2018. Renovation dates are not available at this time from Washoe County.

7) **STAFF ANNOUNCEMENTS**

Resources Librarian Debi Stears visually demonstrated the ease of getting a Library Card through the Overdrive application for access to e-materials by providing a name, phone number and physical address. The system has been tested to confirm that it does check the address and phone number to ensure the individual is a resident of Washoe County. Since this initiative was started last week, 147 new patrons have taken advantage of it. This library card only gives access to OverDrive materials. The Library will inform these patrons that to access databases, such as Lynda.com, and to be able to check out physical materials, they will need to come in and get a physical card.

South Valleys Managing Librarian Julie Ullman informed the Board that 3 South Valleys Library staff members were able to participate in a bowling tournament fundraiser put on by the Nevada Claims Association. They paid the fees for library staff to participate. There was a costume contest with a St Patrick's Day theme and the Library Team won the costume contest. Pictures will be included at the South Valleys Programs, Activities and Operations report at the Board meeting in June 2018.

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

Chair Alderman asked the Trustees to review the Workshop Meeting minutes to make sure so that they can see what action item they volunteered to take on and return to the Board.

10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at 4:55 pm.

JEAN STOESS
1600 Royal Drive
Reno, NV 89503
775-747-1870
jstoess@aol.com

April 5, 2018

To: Trustees and Library Director of the Washoe County Library System

Dear Trustees and Library Director:

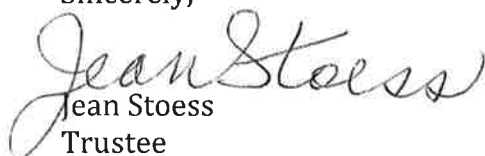
At a recent LBOT meeting, several Trustees expressed interest in knowing more about the Friends of the Washoe County Library, to which I am liaison from the Board of Trustees.

Keith Judson, Secretary-Treasurer of the Friends, put together the enclosed material about Friends for your information.

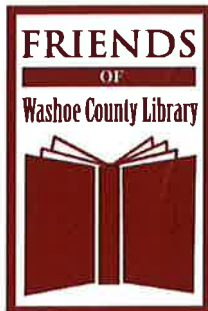
In addition to data about the members, organization, and history of Friends, Mr. Judson included detailed information about the Friends' Investment Guidelines and Spending Policy, including The Endowment Committee, a subject in which several Trustees expressed interest.

Please let me know if you want further information. I included everything Mr. Judson gave me except for the somewhat lengthy Bylaws, which I can forward to you at your request.

Sincerely,


Jean Stoess
Trustee

cc: Keith Judson



Our Mission

Backed by a belief that libraries are uniquely democratic, we promote, advocate, and seek funding to support the services, programs, and collections of Washoe County Library System. Through our projects, we strive to give children an educational head start, encourage literacy, and foster lifelong learning and recreation for adults.

We have raised over \$2,000,000 for the Washoe County Library System since 1983.

Friends of Washoe County Library

Information for Prospective Board Members

The Friends of Washoe County Library is an all-volunteer nonprofit organization with over 500 members dedicated to advocating and fund raising and providing support to the Washoe County Library System. We were founded in 1981 and have raised over \$2 million for the library. We raise funds through periodic book sales and sale of memberships.

- The board normally meets monthly on the first Wednesday of the month at 4:30 pm. The meetings usually last about 90 minutes. We do not meet in July or December. Meeting locations rotate around the Washoe County libraries.
- Board terms are 2 years.
- This is a “working board” and board members are expected to actively participate based on their interests and skills. Some of the areas of activity include: membership, publicity, finance/accounting, newsletter, book sales, board recruitment, special projects, and community outreach.
- We have three locations. Our book sales are held at the Reno Town Mall (adjacent to the Sierra View Library). We also have a book store inside the Northwest Reno library. Our office is located at 1301 Cordone Street, Reno.
- Our major source of funding is from the bi-monthly book sales held at the Reno Town Mall. The sales are held in January, March, May, July, September, and November and last for nine days. We sell books that have been donated to us by members of the community and books culled from the library system. Most of the books are sold for 50¢ and \$1.
- We have an online bookstore on Amazon (www.amazon.com/shops/friendsofwashoecountylibrary) where we sell high value books.
- We sell memberships to the general public. Annual memberships range in price from \$15 to \$35. Senior/Students-\$15, Individuals-\$25, and Families/Couples-\$35. Members are allowed to shop at the book sales 1 day prior to the opening of the book sale.
- Board members handle the admission of members to the “pre-opening” of the book sale.
- We also have a foundation with total assets of approximately \$700,000.
- Our website address is: www.washoelibraryfriends.org
- Our phone number is 324-5522

Friends of Washoe County Library General Information

Friends of Washoe County Library
501(c)(3) Non-Profit Organization
Employer ID No. 94-2747114

Office Phone: 324-5522

Website

www.washoelibraryfriends.org

Sources of Revenue

Sierra View Book Sales	70%
Membership Dues	13%
Miscellaneous	9%
Second Hand Prose	6%
Art in the Garden	3%

Mailing Address

P.O. Box 7103
Reno, NV 89510-7103

Office Address

1301 Cordone Ave. – Suite 120
Reno, NV 89502

The office consists of 375 square feet and is leased through August 31, 2017. The rent is \$475 per month.

FWCL Book Sale Site (inside Reno Town Mall)

4001 S Virginia St. (corner of S. Virginia and Peckham)
Reno, NV 89502

The FWCL book sale site consists of 6,030 square feet and is subleased from Washoe County and we do not pay any rent or utilities. The sublease expires June 30, 2020. We also rent a 2 storage pods that are located behind the Reno Town Mall. The monthly rent is \$80 per month per pod.

Secondhand Prose Book Store (inside Reno Northwest Library)

2325 Robb Drive
Reno, NV 89523

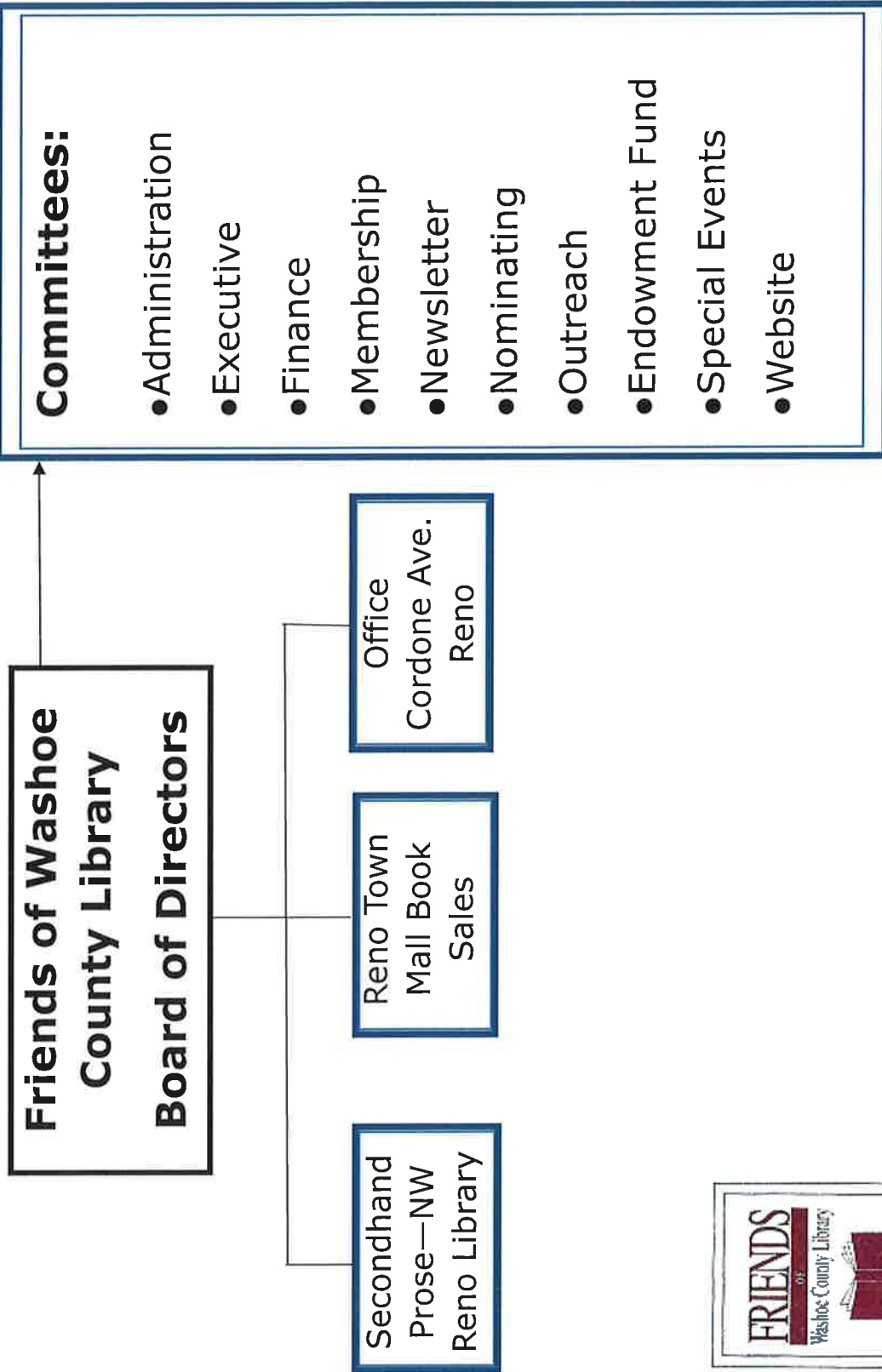
The Reno Northwest Library provides space inside the library for the Secondhand Prose book store. In lieu of rent we make a quarterly payment to the library of 35% of the profits of Secondhand Prose.

Art in the Garden

Art in the Garden is an annual event that takes place in July. Local artists sell their wares and FWCL acts as the cashier. We receive 20% of the gross proceeds.

Friends of Washoe County Library

Organization Chart



**FRIENDS OF WASHOE COUNTY LIBRARY
BOARD OF DIRECTORS, 2018**

<p>Sue A. Durst Retired 141 Platinum Pointe Way Reno, NV 89506 (h) (775) 971-9893 (c) (775) 742-4959 Term Expires 2019 suedurst@sbcglobal.net</p>	<p>Dan Erwine, President Retired 1430 Joanie Ct. KUNR Reno, NV 89509 Reno Public Radio (H) (775) 826-8028 State of Nevada derwine@gbis.com Term Expires 2018</p>
<p>Sheree Garcia Umpqua Bank 1680 Robb Drive Reno, NV 89523 (h) (775) 284-2341 (c) (775) 530-0426 Term Expires 2019 shereegarcia@umpquabank.com</p>	<p>Mary Jones, Sands Regency P.O. Box 12633 Reno, NV 89510-2633 (H) (775) 356-7019 Term Expires 2018 mj12633@yahoo.com</p>
<p>Keith Judson, Secretary-Treasurer Retired 2511 Cartwright Road Community Health System Reno, NV 89521 Nashville, TN (H) (775) 847-5200 Term Expires 2018 judkei@judkei.com</p>	<p>Jenny MacKay Carrington College, RN 5353 Desertstone Dr. Sparks, NV 89436 (h) (775)626-1308 Term Expires 2019 jopm@sbcglobal.net</p>
<p>Elaine Sargent WCSD 1585 California Ave. Reno, NV 89509 (h) (775) 323-3225 Term Expires 2019 Tapguri777@aol.com</p>	<p>Sheryl Stopper Retired 1555 Boyer Court AT&T Reno NV 89503 (H) 747-1555 Term Expires 2018 Sherylstopper@gmail.com</p>
<p>Kyle Waxman, Vice President Retired 1929 Forestgate Dr.. Sargoy Stein Rosen & Shapiro Sparks, NV 89436 New York, NY (h) (775) 852-3062 (c) (775) 313-5629 Term Expires 2019 kylewaxman@aol.com</p>	<p>Jean Stoess..... Retired LBOT Liaison, Trustee 1600 Royal Drive writer/editor Reno, NV 89503 jstoess@aol.com (775) 747-1870</p>
<p>Rebecca Ann Gaul Retired P.O. Box 33483 State of Nevada Reno, NV 89533 (h) (775) 997-5828 Term Expires: 2018 Beccag_73@charter.net</p>	<p>Ken McHenry Retired 5484 Tappan Drive U.S. Air force Reno, NV 89523 (h) (775) 787-2801 Term Expires: 2019 kdmchenry@sbcglobal.net</p>
<p>Marsy Kupfersmith Recorder 2022 Forestgate Dr. Sparks, NV 89436 (775) 851-2954 Term Expires: 2019 renotigertiger@yahoo.com</p>	<p>Jennifer Lee Renown P.O. Box 10603 Reno, NV 89510-0603 Term Expires: 2018 (775) 384-1807 jleetahoe@gmail.com</p>
<p>Andrea Tavener Development Officer Washoe County Library System P.O. Box 2151 Reno NV 89505 Cell (775) 225-7332 atavener@washoecounty.us</p>	<p>Jeff Scott Library Director Washoe County Library System P.O. Box 2151 Reno NV 89505 (W) (775) 327-8340 jscott@washoecounty.us</p>

Effective November 8, 2017

Friends of Washoe County Library Investment Guidelines and Spending Policy

Annual Evaluation

This Policy shall be reviewed at least annually to be appropriately updated and amended as necessary to determine appropriate investments for the FWCL Endowment Fund and to determine what is acceptable risk for such investments. The Endowment Committee also recognizes that when the endowment has reached a certain benchmark size (\$1,000,000) through donations and capital gains, it will have a larger tolerance for capital losses than it now can have.

General

This policy statement is issued by the Friends of Washoe County Library (Friends) Endowment Committee (Endowment Committee) which is a committee of the Friends, a Nevada nonprofit Corporation (Corporation), to provide guidance in the investment of the Friends major and long-term assets in its Endowment Fund (Endowment).

The purpose of the Endowment Committee is to encourage testamentary, memorial and endowment gifts to the Endowment to fulfill the purpose and mission of the Friends and to ensure current and enduring financial support for the Washoe County Library System (Library) and as further set forth in the Friends' Bylaws.

Gifts are critical to the Endowment Committee's mission. The Endowment Committee recognizes the importance of establishing policies and procedures to meet the development needs of the Endowment and to direct efforts to attract individual and institutional gifts to and ongoing support for the Endowment. This policy statement is also intended to establish administrative processes to accept and administer gifts in a fiscally prudent and efficient manner.

Gifts from individuals and the private sector are now and are expected to continue to comprise most of the corpus or principal of the Endowment. The principal shall be invested, and income or capital gain may be paid over to the Gift Fund of the Washoe County Library System (Gift Fund) for use in accordance with the Gift Fund's policies and established practices, as limited by any restrictions encompassed in gifts that have been received by the Endowment. Memorial gifts made to the Friends of Washoe County Library shall become part of the Endowment and shall be invested in accordance with this Policy and subject to any restrictions set forth in the Memorial.

It is anticipated that the principal of gifts to the Endowment will not be spent, but will be held in perpetuity. It must, however, be recognized that the principal may decline during times of unfavorable market conditions and that, under certain conditions, the Endowment Committee may expend a portion of the corpus as directed and approved by the Friends' Board of Directors and in furtherance of the Friends' mission and in support of the Library.

The Endowment Committee will be mindful of fundraising by the Library and will attempt to coordinate the Endowment Committee's fundraising policies and activities with those of Library and to avoid conflicts with the Library's efforts to raising funds for similar purposes. The Endowment Committee will also coordinate its activities with the efforts of the Library's Development Officer to obtain grants to provide funding for the Library.

Gifts to the Endowment.

When a gift is made to by Will or Trust, a copy of the Will or Trust Instrument shall be requested and received by the Endowment Committee to determine the precise parameters of the gift and any investment restrictions prior to accepting any gift pursuant to such instrument. If the Endowment Committee is unable to obtain a copy of the Will or Trust, the Endowment Committee shall request and obtain a written statement from an authorized representative of the estate or trust of the terms of any restrictions applicable to the gift.

If such a gift is of a size that restriction or separate treatment is appropriate as set forth herein, the donor shall be required to sign a statement indicating all restrictions and acknowledging that a future change in circumstances may require the Endowment Committee to designate an alternative use of the funds to meet the needs of the Endowment Committee and the Library.

The Endowment Committee recognizes that gifts that are restricted as to income use and/or as to investment vehicle are difficult to administer, and should be limited to gifts which at the outset are at least in the amount of \$ 250,000. It is the specific and strong preference of the Endowment Committee that all endowment gifts shall in the future be eligible for commingling for investment purposes.

The Endowment Committee recognizes that equity investments require constant diligence and a high level of administrative skill. If the Endowment Committee receives gifts or bequests of equities or similar investments at a time when this policy does not allow for such an investment, the Endowment Committee will liquidate such equities as promptly as is prudent and reinvest the funds in accordance with the Endowment Committee's then current Policy.

Responsibility of the Endowment Committee.

The Endowment Committee recognizes that an endowment is different from a trust, inasmuch as a trust is generally created for the short term, but an endowment is permanent.

The Endowment Committee as a committee has no legal or equitable responsibility for investment or the distribution of funds, and is advisory only to the Friends Board of Directors, which has full responsibility for the investment and distribution of funds.

The Endowment Committee will act in conformance with Nevada Statutes, NRS 164.640 through 164.680 inclusive, regarding the holding and investment of institutional funds including endowment funds

Any investment of funds of the Endowment shall be in compliance with the Friends Bylaws as the same may be amended from time to time.

Investment Policy.

The financial goal of the Endowment Committee for the investment of Endowment funds is to preserve the real (i.e. inflation-adjusted) purchasing power of principal and income after accounting for endowment spending, inflation, and the costs, if any, of investment management. The investment goal of the total fund is to achieve a total return (income and appreciation) of 5% after inflation.

Performance of the Fund is to be measured against this objective.

The Endowment Committee will always use the services of an experienced investment advisor, and will strive to obtain those services without cost. The Endowment Committee will solicit the advice of such person at frequent intervals, but such person will be advisory only, and the Endowment Committee shall have no obligation to follow his/her advice.

In making investment decisions, the Endowment Committee will strive to reach consensus, knowing that there is no perfect investment plan, and that the collective wisdom of the committee will be the best guide to sound decision-making.

No gift shall be accepted wherein which the donor or donor's representative dictates a specific investment vehicle.

The Endowment Committee will not recommend investment in any real estate, equipment, vehicle, tangible personal property, collections, precious metals, water rights, or gems.

Any gifts received by the Endowment Committee, which fall into the foregoing categories, may be liquidated as is prudent at fair market value and the proceeds reinvested.

The Endowment Committee recommends:

Money Market Funds: Allowable range - Minimum 0%; Maximum 30% of total assets

A quality money market fund will be utilized for the liquidity needs of the portfolio whose objective is to seek as high a current income as is consistent with liquidity and stability of principal. The fund will invest in "money market" instruments with remaining maturities of one year or less, that have been rated by at least one nationally recognized rating agency in the highest category for short-term debt securities. If non-rated, the securities must be of comparable quality.

EQUITIES: Allowable range - Minimum 0%; Maximum 50% of total assets

In the absence of unusual market conditions, at least 10% of the fund shall be invested in equities.

The equity component of the portfolio will consist of high-quality, large capitalization, equity securities traded on either the New York, NASDAQ or American Stock exchanges. The securities must be screened for their above average financial characteristics such as price-to-earnings, return-on-equity, debt-to-capital ratios, etc. The fund may also invest in high quality equity mutual funds or exchange traded funds.

No more than 20% of the equity portion of the account will be invested in any one corporation. As well, not more than 20% of the equity portion of the account will be invested in stocks contained within the same industry.

Prohibited equity investments include: initial public offerings, restricted securities, private placements, derivatives, options, futures and margined transaction.

EXCEPTIONS TO THE PROHIBITED INVESTMENT POLICY MAY BE MADE ONLY WHEN ASSETS ARE INVESTED IN MUTUAL FUND(S) THAT PERIODICALLY UTILIZES PROHIBITED STRATEGIES TO MITIGATE RISK AND ENHANCE RETURN.

FIXED INCOME: Allowable range - Minimum 25%; Maximum 75% of total assets

Bond investments will consist solely of taxable, fixed income securities or mutual funds or exchange traded funds that have an investment-grade rating (Baa or higher) that possess a liquid secondary market.

No more than 20% of the fixed income portfolio will be invested in corporate bonds of the same issuer. As well, not more than 20% of the fixed income portfolio will be invested in bonds of issuers in the same industry.

The maximum *average maturity* of the fixed income portfolio will be 10 years, with not more than 25% of the bond portfolio maturing in more than 10 years.

Prohibited securities include: private placements, derivatives (other than floating-rate coupon bonds), margined transactions and foreign denominated bonds.

EXCEPTIONS TO THE PROHIBITED INVESTMENT POLICY MAY BE MADE ONLY WHEN ASSETS ARE INVESTED IN A MUTUAL FUND(S) THAT PERIODICALLY UTILIZES PROHIBITED STRATEGIES TO MITIGATE RISK AND ENHANCE RETURN.

PERFORMANCE MEASUREMENT STANDARDS:

The benchmarks to be used in evaluating the performance of the two main asset classes will be:

Equities: *S&P 500 Index* - Goal: equal or exceed the average annual return of the index over a full market cycle (3-5 years).

Fixed Income: *Barclay's Bond Index* — Goal: equal or exceed the average annual return of the index over a foil market cycle (3-5 years).

The Endowment Committee recognizes that equities and equity fund will fluctuate in value, and that selling such investments when they are low is often a poor policy. The Endowment Committee understands that before investing in an equity type of investment it must have a certain degree of tolerance for capital loss.

When the Endowment Committee is placing money in bank accounts including Certificates of Deposit, it will diligently search for folly insured highest rates of interest at appropriate time durations and will limit its investments to such accounts.

Spending Policy

The Endowment Committee will recommend that the Board approve distribution of funds from time to time to the Library Gift Fund and to the Gift Funds of the individual branches, including the income required to be distributed on a periodic basis. In no event, however, shall the combined annual amount of such gifts exceed five percent (5%) of the corpus of the Endowment or cause that corpus to fall below \$500,000 after such gifts.

With the exception of such gifts, the Endowment Committee will recommend to the Board that all other income and capital gains shall be accumulated until the Endowment reaches the benchmark amount of \$ 1,000,000 . This amount will be evaluated annually as part of the Endowment Committee's evaluation of this Policy.

Endowment Financial Reporting

The Endowment Committee will recommend that its financial reporting will be in a format suitable for public presentation

SCECInvstmtPly April 22, 2010

Revised by SCEC: 4/10/2012

Reviewed & approved by FWCL Board: 6/6/2012

Reviewed & revised by SCEC: 2/12/2013

Reviewed & approved by FWCL Board: 3/6/2013

Revised & approved by FWCL Board: 3/4/2015

Revised & approved by FWCL Board 6/14/2017

To: FWCL Board of Directors
From: Len Crocker
Date: December 2012
Subj: FWCL History (for additions, corrections, possible adoption)

Friends of Washoe County Library began in the 1980's with a small group of volunteers who returned books to the shelves and performed other non-professional tasks around the Washoe County Library in Reno.

Thirty years later, with a membership of more than 800 and regularly-working volunteers numbering more than one hundred, Friends is a well-established Nevada non-profit organization that has poured more than one million dollars back into the Library System.

Back in December 1980, urged by Librarian *Martha Gould*, three of those early volunteers incorporated the fledgling organization. Charter Secretary/Treasurer Susan Bergstrom filed the papers, with *Christina Everhart* as President and *Kathie Milone* as Vice President.

The incorporating trio has moved on to other things in their respective lives. *Gould* retired in 1994 after 20 years with the Library...the final 10 as Director of a 12-branch, county-wide Library System. But she continues her love of and service to her profession, as a Board member of *Friends* and as Chair from 2005-2012 of its forward-looking Second Century Endowment Council.

The Council was created as a *Friends* committee in 2004, as successor to the non-profit Washoe County Library Foundation, and began with money held previously by the non-profit Foundation. Shortly afterward, two major contributors gave the Council a noticeable boost in the fund designed to provide for the Library of the Future. Careful management of the money that now betters \$525,000 has enabled the Council to begin adding part of the main body to interest that has been returned to the Library since the fund's inception.

The organization that *Friends* has become got a behind-the-scenes boost in February of 1990 when *Gould* led creation of the position of Library Development Officer and brought aboard *Sharon Honig-Bear* to fill the post and serve as liaison to FWCL.

"Friends exists pretty much on paper," *Gould* told the new arrival. "Part of your job is to make it real."

And she did. In addition to her outside responsibility, *Honig-Bear* became the administrative anchor for *Friends*, providing a central locale for paperwork and lending business advice. She filled that need for 18 years. With her experience as a Certified Fundraising Professional and extensive nonprofit management, *Honig-Bear* worked with the Boards to ensure that the fledgling *Friends* organization met standards of excellence in its fiscal and administrative functions.

Over the years she worked with the Board to develop its fundraising plan and events. Because of its nonprofit status, Library Administration asked *Friends* to be the primary channel for most non-federal grants, and *Honig-Bear* obtained funding for new facilities,

Library collections and cultural enhancements. She encouraged the collaboration that put Friends in a significant position in the cultural community, with ties to United Way, Artown and Nevada Humanities.

With her retirement at the beginning of 2008, and accompanying loss of Library staff support, the group faced the challenge of functioning as a nonprofit supported only by volunteers.

Coincidentally, veteran Library staffer Beate Weinert doubled-up as FWCL liaison until arrival in September of that same year of incumbent Development Officer/Liaison Jennifer Oliver.

Friends had begun its financial support of the Library on a modest note, with profits from sale of no longer-needed and donated books, and it was earmarked for purchase of children's materials. The initial allocation, made in 1991, was \$4,000.

The following year, another major fund raiser came into being with creation of

A-Ticket, A-Tasket, a Literary Basket. Theme baskets were sold at auction, featuring books and allied materials such as University of Nevada sports tickets and memorabilia, and the public responded immediately and with enthusiasm.

In 1994 and 1995, Friends stayed in the public eye through participation in the city's Festival of the Trees, claiming a \$75 honorable mention award the latter year for its ingenuity in decorating one of the holiday conifers on display alongside the river.

Then followed the River City Storytelling Festival, a big hit in 1996. The same year, a Scholastic Book Fair held at the Sierra View Library netted Friends more attention, and a net profit of \$528.

Meanwhile volunteers who conducted the book sales became dedicated to the possibilities, and soon were contributing mounting hours of sorting, cleaning, and handling box after box of those printed resources. Better organization was needed, and in November 1996 a Book Sle Steering Committee was developed.

The effort grew into Booksale Bonanza, the twice-yearly extravaganza during which thousands of books and allied Library materials such as phonograph records, tapes, and DVDs are presented to a public that now devours the offerings. Bonanza is a 10-day event held in leased facilities, during the spring and again in the fall. During the "quiet" months, *Friends* conducts second-weekend sales at its book processing and warehousing facility, 125 Gentry Way in South Reno.

It all requires a heavy duty volunteer effort, witnessed by the latest available numbers, for the year 2010, when book sale personnel comprising sorters, cleaners, repairers, and sellers devoted 9,353 hours of their time. During the same period, volunteers who did back room work and staffed the Friends Secondhand Prose retail book store in the Northwest Reno Library logged 2,544 hours. Put those alongside another 711 hours in Administration working such things as finances and membership, and its registered an impressive 12,608 volunteer hours for the year.

Friends went fulltime into retail book sales in 1999 with opening of the Northwest Reno Library. The attractive Secondhand Prose boutique offers “gently-used” books and allied merchandise from its vantage point at the left-front corner of the glass-walled, hilltop facility.

And the allocations soared with success of Bonanza. They topped the \$100,000 mark for the first time in 2003, when \$100,001 was funneled back to the Library’s branches and departments on the basis of specific requests.

Two years later, very good times led to allocation of an astounding \$152,015 that included \$25,000 for Programming. The Board also recognized an outside need and sent \$1,000 to help the New Orleans Library destroyed during the hurricane and resulting flooding.

Times have changed drastically since then, with the national and local economy very much on the lower side. On-going budget reductions have led to major reductions in Library staff and operating hours, and led to threats of branch closures.

But Washoe County’s residents and booklovers from neighboring areas have continued their belief that the Library System is a vital component of a truly livable community. Many members have found a way to increase their dues contributions, and sales during Booksale Bonanza and smaller monthly events have eased but done well.

Four Renoites have “gone to the wall” in dues with purchase of Life memberships, while many others have reacted to the annual fall membership campaign by stepping up from the basic Individual or Family memberships to substantially higher dollar amounts.

Thinking back to the beginning, Gould recalls “We had five library branches then, plus a Bookmobile, and our volunteers were getting so busy that they really needed organization of some sort.”

The **Reno Free Public Library** had been established in 1904 at the corner of South Virginia and Mill streets, with funding by the Carnegie Foundation. Then followed a move across the street into leased space in the multiple-use State Building in Powning Park.

Growth of the system began in 1932 when the **Sparks Library** was opened on “B” Street (now Victorian Avenue) and the system went onto wheels in the 1950s with addition of a second Bookmobile that served Washoe County’s Gerlach-Empire community and spread into outlying Storey, Lyon, Douglas, Churchill, and Humboldt counties.

Another 40 years elapsed before the garden-like **Downtown Reno Library** occupied its current location, thanks to funding by the *Max C. Fleischmann Foundation* and the creative design of Architect *Hewitt C. Wells*.

Fast-forward to 1984 and promotion of *Gould* to the position of Library Director.

While volunteers continued their work as the Library grew, so did their potential and need for stronger organization.

(Following Gould's retirement in 1994, Nancy Cummings served for 13 years as Library Director, then was succeeded in 2008 by current Director Arnold "Arnie" Maurins, who continues the pattern of appreciative regard for and cooperation with Friends.)

Paperwork was scarce and memories faded during the early days of *Friends* activity. President *Warren Jackson* gave way in 1990 to *Sandy Akins* in the top spot, and the "modern era" of well-maintained documents arrived with installation in mid-1991 of *Shirie Wallace* into the presidency.

In an age of willing workers but few who wished to set the pace, it also began an era of "recycling" the leadership. *Wallace* served four consecutive terms in the presidency, after which *Mary Nemitz*, *Lois Crocker* and *Linda K. Weber* held the reins for three years each.

More of the same blended into the beginning of something brand new as *Susan Bruno* moved into the top position with *Friends*. The energetic *Bruno* served from September of 2004, when *Weber* stepped down, until May of 2009.

Major changes were becoming apparent for *Friends*, and *Bruno* enticed former Director *Len Crocker* back onto the Board in May of 2008. As agreed with that move, *Crocker* became President the following May, just in time to deal with conversion of the non-profit Library support group to a "free standing entity."

Library staff support of the group disappeared as a slowing economy brought lessening finances and staff reductions. When it became apparent that the situation would become more severe, former President *Lois Crocker* and one-time Director *Vivian "Chickie" Roberts* also returned to Board service and assumed key financial responsibilities. The move also reunited the husband-wife *Crockers*, who had served 10 years together previously as Directors.

Friends became self-sufficient, establishing a business office in a new non-profit center and creating a brand-new database of its membership. *Lois Crocker* accepted the key post of Treasurer and *Roberts* became Bookkeeper, to meet established rules of handling financial activities and records.

With that new database under construction in a properly-equipped office outfitted modestly with mostly-used furniture, the next major task became a search for a larger facility, where book sale cleaning, sorting, classifying and selling could be fitted into one space, to save an ever heavier burden of boxing, transporting, re-setting at the Booksale Bonanza site, then reversing the procedure after the sale. It would reduce rent and lessen minor communication problems if the administrative office could become part of the site.

That effort ended at mid-2012 when the Search Committee locked onto space being vacated in the **Sierra View Library** on Reno's south side. *Friends* became a sub-tenant of the Library, and with modification of walls and partitions, and creation of a new, double-doored glass entry for Friends right at the Library entrance, a new look was created.

Gone are the two vast rooms in a rented building, with thousands of books on view in boxes laid out on rows of tables. With space limitations now, books offered for sale will

be displayed on shelving, just as they are on all the System's libraries. The first major book sale at the new site was planned for early 2013.

But with all that, and after all these years, the Mission Statement remains the same:

“Friends of Washoe County Library works actively to strengthen public libraries in Washoe County. Backed by a belief that libraries are uniquely democratic, it promotes, advocates for, and seeks funding for libraries. Through its projects, Friends strives to give children an educational head start, encourage literacy, and foster lifelong learning and recreation for adults.”

TO: Library Board of Trustees
FROM: Andrea Tavener, Development and Public Information
RE: Acknowledgment of Donations Made During the Third Quarter of Fiscal Year 2017-2018
DATE: April 18, 2018

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 January 1, 2018 – March 31, 2018. The attached document identifies all cash donations and grants totaling \$ 7,762.46 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 2017-2018.

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 January 1, 2018 through March 31, 2018.

Cash Donations: \$ 1,907.74

- Anonymous
- Frank Bender Charitable Endowment Fund
- WC Commissioner Kitty Jung for SRP
- Maurine Williams IMO Thelma Whisman

GRANTS: \$ 1,532.65

- Great Basin Exploration Center Fund, Brad Stanley

GIVE THE GIFT OF READING: \$417.07

Barnes & Noble event
Michael and Nancy Telliano

ON-LINE GIVE THE GIFT OF READING: \$3905.00

<ul style="list-style-type: none"> • Rachel Ares • Diane Bartholomew • Starr Clifton • John Crockett • Becky Czarnik • Joan Dalusung • Colleen Dane • Lorene DeVito • Linda Doro • Darlene Douthit • Mary Drager • Steven Gibbons • Michael Greene • Wayne Holland • Amber Joiner • Nancy Keener • Allen Kozinski • Jennifer Lee 	<ul style="list-style-type: none"> • Sheau Ling-Barnes • Patricia Lynn • Donald Mackey • Carla Magenheimer • Laurie Matzek • Lisa Oakden • Nathan Payne • Anne Pelish • Jacqueline Pistorello • Pat Ragains • Diane Rhea • Virginia Rich • Carolyn Smith • Jamii Uboldi • Diana Welmerink • Ross Wenker • Julie Williams • Wendy Wilson • Phyllis B. Young
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Non-Cash Donations

- Sherry Griffin, Northern NV Math Club (Pi Day Math celebration program)
- Nadia Noel, UNR Cooperative Extension (Radon Awareness program)

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: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval of Revised Meeting Room Policy Removing
Reservation Fee of \$20 effective January 1, 2019
DATE: April 18, 2018

Background: The Policy Review and Leadership Teams recommend approval to the revisions completed to the Meeting Room Policy. Changes noted are:

- Removed statement regarding fees in paragraph two and bullet five
- Renumbering of bullets after removal of bullet five
- Clarification in bullet two that money should not be exchanged during any programs or meetings by meeting room users
- Verbiage update to remove redundancy or wordiness in bullets four and new number 10, and provide further clarification in new bullet number six.

Recommendation and Suggested Motion: Approve the Meeting Room Policy, effective January 1, 2019.



MEETING ROOM POLICY

The community meeting rooms provided by the Washoe County Library System are for Library-sponsored programs, for carrying out the mission and goals of the Library System and for use by other governmental agencies.

When a Library or other governmental agency is not using these meeting rooms, they are available for use by the public. Social events are prohibited. Use of Library facilities may be subject to special conditions imposed by the Library or by the branch in charge of a meeting room/auditorium facility. ~~Fees for each meeting room reservation will be charged according to the Fines, Fees and Charges Policy. Refunds cannot be made for reservations not kept.~~

The Washoe County Library System is an institution dedicated to free expression of and access to ideas representing all points of view. Accordingly, subject to all applicable laws and Library policies, the Library System's meeting rooms are available for the activities of individuals or groups. Permission to use Library facilities, in and of itself, does not constitute an endorsement or sponsorship by an individual library, the Library System, the Library Board of Trustees or Washoe County. By submitting a room reservation request, users agree to abide by all applicable laws and library policies, and release Washoe County and Washoe County Library System from all liability.

1. Meeting rooms may be used any time during the regular business hours of the Library. Some Library facilities have separate entrances to meeting rooms and can be reserved for meetings that may begin prior to or end after Library hours.
2. All programs and meetings must be free and open to the public. Meeting room users, groups and individuals may not charge or solicit fees, dues or donations as a condition of attending, ~~or during~~ any meeting or program.
3. All Library-sponsored and Friends of Washoe County Library-sponsored meetings/programs take first priority on all meeting room schedules. The Library reserves the right to reschedule an existing reservation.
4. Reservations will be on a first-come, first-served basis. ~~Non-Library-related g~~Groups may schedule up to 24 meetings per library in a calendar year (January through December). Meeting rooms may be reserved no more than six months in advance; exceptions may be made at the discretion of the Library Manager or designee.
- ~~5. Payment is required within seven (7) days of booking. The reservation is confirmed at the time payment is made and is tentative until that time.~~
- ~~6.~~5. More than two no shows or last-minute cancellations within a twelve-month period may result in the loss of privileges. Reservations will be held for 20 minutes, unless the group has notified the Library that it will be late.
- ~~7.~~6. Groups and individuals using the meeting room may not disrupt the use of the Library by others. Persons attending meetings or programs are subject to all applicable Library and County policies. Washoe County Library System reserves the right to revoke meeting room privileges when policies or procedures are not followed. Print copies of Library policies are available upon request or at our website.
- ~~8.~~7. Food and non-alcoholic beverages may be served upon the approval of the Library Manager or his/her designee. Alcoholic beverages may be served outside of the Library's public hours upon the approval of the Library Director or his/her designee.
- ~~9.~~8. Pursuant to Library policy, no child aged nine or under may be left unattended elsewhere in the Library while a parent or guardian attends a meeting or program in the meeting room. Library staff cannot assume liability for children who are left unattended.

- 40.9. _____ Groups must provide proof of adequate liability insurance coverage when any of its meetings or programs has more than 106 attendees.
- 41.10. _____ Set-up and clean-up are the responsibility of the group. ~~_If either of these is necessary, the program or meeting starting time should be scheduled at least one-half hour after the Library opens and meeting ending time should be scheduled at least one-half hour before the Library closes, unless the facility allows for after-hours meeting room use.~~ When scheduling, groups or individuals should include the full time they will need access to the room including set-up and clean-up.
- 42.11. _____ Activities that create substantial risk of damage to or destruction of Library property are prohibited in the Library meeting rooms. Meeting rooms must be left in a clean and orderly condition. Groups will pay the cost for repair of any damages to facilities or equipment for which the group is responsible. The Library will not be responsible for materials or equipment left in the building by groups.

Approved: October 16, 2014

Revised: ~~February 23, 2017~~ January 1, 2019



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9. Groups must provide proof of adequate liability insurance coverage when any of its meetings or programs has more than 106 attendees.
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Approved: October 16, 2014

Revised: January 1, 2019



WASHOE COUNTY
LIBRARY SYSTEM

Washoe County Library System Monthly Report

March 2018

Connect

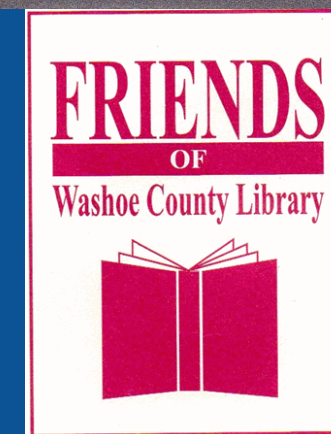
Gather

Explore



Friends of the Washoe County Library

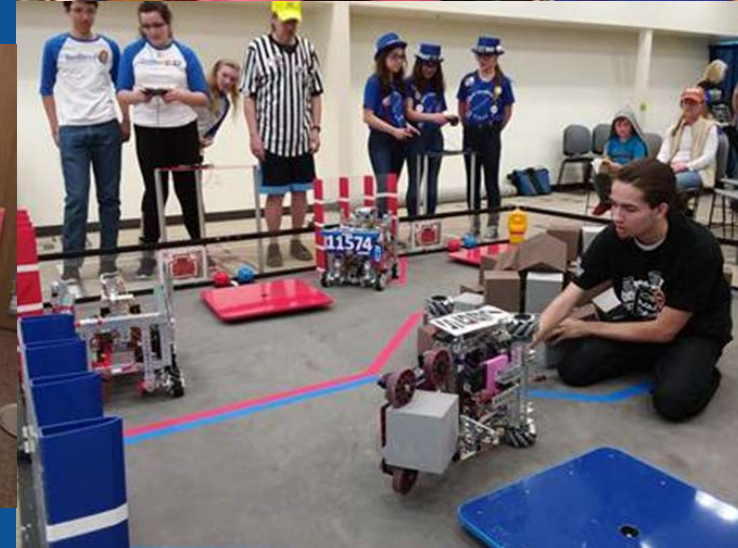
- \$120,000 check presented to Washoe County Library System at Joint BCC/LBOT Meeting February 27th
- April Wine Walk Fundraiser scheduled for April 21
- March Book Sale \$19,866.95
 - Most collected in a month since Feb. 2017
- Next Meeting April 11th at Gerlach Library
 - Grand Re-opening of Gerlach Library at 4pm



Library Events

Branches

- South Valleys
 - STEAM Thursday with UNR ME2: Pulleys, Solar System, Robotics
 - Coding Basics for Kids class
- Sierra View
 - HRPS
 - UNR ME2
 - Learn to DJ
 - English Conversation Circle



Library Events

Branches

- North Valleys
 - STEAM Programs: Hoop Gliders, Engineering Challenge, Pattern Blocks and More!
 - Cook the Book: Tea Party
- Northwest
 - Spring Break Boredom Busters
 - Games on the Table, Coding & Computer Fun, Movie Matinee featuring “Sing”, and Crafting Fun



Library Events

Branches

- Sparks
 - Computer Gaming
 - Easter Bunny Storytime
 - STEAM Programs (3D drawing)
- Incline Village
 - STEAM Tuesdays
 - Make and Take
 - Storytimes
 - Seniors to Seniors
 - Next Report, Edible Book Festival!



Library Events

Branches

- Spanish Springs IdeaBox Faire
 - Mini Gardens
 - Duct Tape Creations
 - Sound of Science
 - Bead On
 - Mad Mattr
 - Origami and Paper Art
 - Zip, Zap, Zing
 - Sew, Stitch, Wrap, Weave




















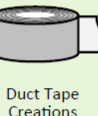

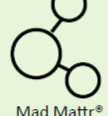






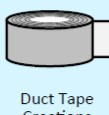





Idea Boxes

April / May

June / July

Aug / Sept

Oct / Nov

Downtown Reno	Sparks	Spanish Springs	North Valleys	Northwest Reno	Incline Village	South Valleys	Sierra View
 Mini Gardens	 Mad Mattr®	 Origami & Paper Art	 Zip, Zap, Zing	 Sew, Stitch, Wrap, Weave	 Bead On	 Sound of Science	 Duct Tape Creations
 Duct Tape Creations	 Mini Gardens	 Mad Mattr®	 Origami & Paper Art	 Zip, Zap, Zing	 Sew, Stitch, Wrap, Weave	 Bead On	 Sound of Science
 Sound of Science	 Duct Tape Creations	 Mini Gardens	 Mad Mattr®	 Origami & Paper Art	 Zip, Zap, Zing	 Sew, Stitch, Wrap, Weave	 Bead On
 Bead On	 Sound of Science	 Duct Tape Creations	 Mini Gardens	 Mad Mattr®	 Origami & Paper Art	 Zip, Zap, Zing	 Sew, Stitch, Wrap, Weave

Find out more at events.washoecounty.us



Miniature Gardens

Zen gardens are traditionally carefully composed landscapes with arrangements of rocks, water features, moss, pruned trees and bushes. Some also incorporate gravel or sand that is raked to represent ripples in water. Since we all don't have the time or patience to create a beautiful Zen garden in our backyards, try this tabletop version.



Mad Mattr®

Mad Mattr is a super soft modeling compound that can be shaped and molded, that also "flows" when slowly pulled apart. Create, build or simply squeeze some stress away. Fun for ages 3 to 103.



Origami & Paper Art

Origami, derived from the Japanese words *oru* (to fold) and *kami* (paper), has been a recreational and ceremonial art tradition in Japan since the early 1600s. The purist origami artist does not use tools to cut or glue the paper being worked with, but relies on oftentimes intricate geometrical folding to create delicate mathematical works of art.



Zip, Zap, Zing

What is a simple circuit? Explore electricity and create LED paper lanterns, circuit bugs and more in this family friendly kit that promise to light up your life!



Sew & Stitch, Wrap & Weave

Explore textiles by weaving, sewing, and quilting. Use burlap, feathers, yarn, fabric, and your imagination! Make a colorful craft to take home, or experiment with a simple table top loom.



Bead On

Beads can be found in every culture on Earth, and signify great importance in some cultures. Beading provides a sense of accomplishment which contributes to creativity and self-expression. Beading is not just a creative leisure activity for all ages, but it also contributes to children's development in the following areas: fine motor skills, visual perceptual skills, visual motor skills, cognitive skills and social skills.



Sound of Science

Science is in everything, especially in the sounds we hear. Learn how sound waves create different tones and noises. Make new sounds with a variety of singing bowls, wooden percussion instruments, and tuning forks. Experiment with a theremin, an electronic musical instrument that you play without actually touching the instrument, and make two musical instruments to take home.



Duct Tape Creations

Duct tape or duck tape has a unique history. It's use dates back to WWII to keep ammunition dry. Duct tape has also been used by NASA as a tool on space missions. Today duct tape is in every home repair kit and is also used for creative projects.

Library Events

Branches

- Spanish Springs IdeaBox Faire
 - Mini Gardens
 - Duct Tape Creations
 - Sound of Science
 - Bead On
 - Mad Mattr
 - Origami and Paper Art
 - Zip, Zap, Zing
 - Sew, Stitch, Wrap, Weave
 - 244 in attendance with survey responses as well



Washoe County Library in the News

- County News Email notifications sent out for the following programs and library related news:
- 3/1/18: Job Opening For Librarian I: Job Alert - Librarian I - Open Competitive/Countywide Promotional Recruitment
- 3/9/18: Food for Fines Is Back! April 1 - April 30, 2018 Help feed the hungry while you take care of your overdue fines.
- 3/21/18: New Idea Boxes Unveiled At The Spanish Springs Library, March 25, 2018: Fun, Interactive Idea Box Faire!



- 3/29/18 – 3/30/18: KTVN and KRNV ran several segments highlighting Spring 2018 Food For Fines.
- 3/31/18: KRNV ran a segment regarding the libraries involvement in Artown and DJ program offered at Duncan/Traner Community Library.
- Jamie Hemingway highlighted in the weekly Manager's Memo for Washoe County

Outreach

- **Incline Village**
 - Little Red Book Wagon at the Diamond Peak Ski Area as well as Little Free Libraries at the Incline Rec Center and the North Lake Tahoe Events Center
 - Tahoe Incline Apartments for weekly storytime
 - Monthly storytime at Tahoe's Connection for Families and the Incline Village Nursery School
 - Tahoe Environmental Science Center's Science Expo on 3/14
 - Lynsy visiting local businesses to recruit potential Fix-it Clinic coaches
 - John attends Truckee Roundhouse open house on 3/30 to recruit Fix-it Clinic coaches
 - Edible Book Festival preview featured in the Spring issue of Edible Reno Tahoe
- **South Valleys**
 - Pleasant Valley Elementary outreach
 - Dementia Friendly Washoe County
 - Marvin Picollo Outreach
 - Nevada Claims Association Charity Bowling Tournament
- **Sierra View Library**
 - Echo Loder Head Start Parent Meeting-5
 - A Plus Learning Pre-K Storytime-30
 - Smithridge Head Start Storytime – 3 sessions+ 41
 - Echo Loder Head Start Storytime-12



Outreach

- North Valleys
 - Nevada Hands and Voices & Deaf Centers of Nevada Celebrate Reading Week with “Reading is a Voyage”
 - Stead Elementary School – Literacy Week
 - Desert Heights Elementary School Outreach
- Northwest
 - Lisa Felix participated in the first “Idea Box Faire” on March 25, showing patrons contents of the new Sew & Stitch, Wrap & Weave box.
 - Jori Trimbell presented a “Community Helper” outreach storytime to Faithful Friends preschool on March 20.
- Spanish Springs
 - Hungry Valley Headstart: 3/8/18: 1 outreach, 20 participants. Maureen.
 - Reno Sparks Indian Colony (RSIC): 3/8/18: 1 outreach, 42 participants. Maureen.
 - Bud Beasley Elementary School: 3/14/18: 1 outreach, 95 participants. Spelling Bee. Theresa and Kris T.
 - Jerry Whitehead Elementary School: 3/15/18: 1 outreach, Nevada Reading Week Door Judges. Kris T., Theresa, Joan D.
 - Spanish Springs CAB: 3/7/18: Meets at Spanish Springs Library. Kris D. is present to host and give information as needed, which includes handing out COE’s and noting relevant programs such as Early Voting. This is an ongoing outreach. We do not count this for statistical purposes. But I did add this to show that we do go to this meeting as well as others’ meeting at this library. We stay for the SS CAB’s entire meeting, but not for the other meeting room users meetings.





WASHOE COUNTY
LIBRARY SYSTEM

Thank you!

Connect

Gather

Explore



TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: April 18, 2018

Background: The Tacchino Trust requests regular updates to ensure the Trust schedule is being complied with and the Library Board of Trustees agreed upon regular updates on the status of expenditures out of the Tacchino Trust bequeathment to the Washoe County Library System. The Library System decided to include the Tacchino Trust Updates as a monthly update provided with the Library Board of Trustee meetings.

For the month of March 2018, a total of \$6,576.99 was spent.

\$2,088.44 8.44 was spent on furniture/fixtures for the Downtown Reno Library (reported last Library Board meeting)

\$4,345.78 was Board approved and paid to Gustin & Associates for exterior artwork renderings

\$142.77 was spent on children's materials for the Downtown Reno Library

Total spent to date from Tacchino Trust funds remodel for a total of \$55,388.99 spent to date.

Recommendation and Suggested Motion: This is a non-action item. No motion is required.

UNDER STAFF UPDATE AGENDA ITEM FOR APRIL 18, 2018 MEETING

Update on Technology at WCLS April 2018

Bandwidth check

Branch	Charter Service Level	Actual Speed
Duncan Traner	100Mbps/7Mbps	115Mbps/10Mbps
Incline Village	100Mbps/7Mbps	110Mbps/8.5Mbps
North Valleys	300Mbps/7Mbps	226Mbps/6.5Mbps
Northwest	300Mbps/7Mbps	280Mbps/6.8Mbps
Downtown Reno	300Mbps/7Mbps	220Mbps/20Mbps
South Valleys	300Mbps/7Mbps	260Mbps/7Mbps
Sparks	300Mbps/7Mbps	270Mbps/21Mbps
Spanish Springs	300Mbps/7Mbps	289Mbps/19Mbps
Sierra View	300Mbps/7Mbps	301Mbps/19Mbps

Verdi on DSL 6Mbs/784Kbps

4/10/2018

80% Service average over 30 days

RFID gates

Most gates were found to be installed incorrectly and are the cause of frequently leaning panels. A support conference call has been scheduled with our Bibliotheca vendor after our AMH (Automated Materials Handling) bidding is over.

AMH bids

We received 4 bids and are reveiving them.

Server/Client test for public PCs

We discussed the feasibility of having a server hosted in the cloud that would manage our 230 public computers. Our ounty IT techs estimate that our \$30,000 will cover only the cloud server and 10 public PCs. The cost appears to be too high, but we are still looking at options.

Microsoft updates for Windows 10 and licensing are causing daily problems with our current setup.

Nancy Keener
Systems Librarian
April 2018