



LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, May 20, 2015
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.

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) *For Possible Action:* Approval of Minutes from the Library Board Meeting of April 15, 2015
- 4) Old Business
 - a. *For Possible Action:* Evaluation of Director's Job Performance
 - b. *For Possible Action:* Discussion and Direction to Staff Regarding the Process for Evaluating the Director's Performance
 - c. *For Possible Action:* Approval of Either (1) 15 New Positions in the Expansion Fund to Support Additional Open Days at Northwest Reno, Sparks and South Valleys Library, or (2) An Alternative Plan that Results in Fewer or No New Expansion Fund Positions, and a Different Combination of Additional Hours
- 5) New Business
 - a. *For Possible Action:* Approval of Application by Terri Van Hoozer for a Board Scholarship
 - b. *For Possible Action:* Recommendation to the Board of County Commissioners Regarding the Applicants for Two Upcoming Vacancies on the Library Board
 - c. *For Possible Action:* Discussion and Direction to Staff Regarding the Director's Retirement and the Process for Appointing a New Director, to Include the Possible Use of an Executive-Search Firm to Conduct a National Recruitment
- 6) Reports
 - a. Library Director's Report to Include Administration and Collaborations, Programs and Activities
 - b. Sparks Library Programs, Activities and Operation
 - c. Friends Activities
 - d. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
 - e. Monthly Library Usage Statistics
 - f. Online Resources Usage Report
- 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**April 15, 2015**

The Board met in regular session at the Northwest Reno Library, 2325 Robb Drive, Reno, Nevada. Chair Sara Sattler called the meeting to order at 4:02 p.m.

ROLL CALL (Northwest Reno Library Lobby)

Board Members Present: Fred Lokken, Sara Sattler, Al Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid, Senior Administrative Analyst Lori Cooke, Principal Fiscal Analyst Mark Mathers

Director Maurins formally recognized seven Presidential Volunteer Service Award Recipients.

The Trustees convened in the meeting room at 4:09 p.m.

Chair Sattler advised the Board the Trustee Lokken had taken his leave of the meeting at 4:09 p.m.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

On motion by Trustee Stoess, seconded by Trustee Wilson, which motion duly carried, the Board approved the minutes from March 18, 2015. All in favor, none opposed.

OLD BUSINESS**APPROVAL OF REVISED SCHOLARSHIP POLICY**

The Library Board reviewed the information submitted in the packet.

Director Maurins briefly reviewed the revisions discussed last meeting. The main revision was to keep the section regarding reimbursement for recipients terminated for cause.

On motion by Trustee Wilson, seconded by Trustee Stoess, which motion duly carried, the Board approved the revised Scholarship Policy effective April 16, 2015. All in favor, none opposed.

NEW BUSINESS**ACKNOWLEDGEMENT OF DONATIONS RECEIVED BETWEEN JANUARY 1 AND MARCH 31, 2015**

The Library Board reviewed the information submitted in the packet.

Jennifer Oliver, Marketing Coordinator, noted a total of \$272,410 received in grants and in-kind donations during third quarter of fiscal year 2014/15.

Trustee Sattler thanked donors for their support to help improve the lives of community members.

On motion by Trustee Stoess, seconded by Trustee Wilson, which motion duly carried, the Board accepted the report and acknowledged the names of Library supporters for the third quarter of Fiscal Year 2014/15. All in favor, none opposed.

APPROVAL OF REVISED LIBRARY DIRECTOR REVIEW PROCESS

The Library Board reviewed the information submitted in the packet.

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

- Item 6b – Approval of Revised Library Director Review Process is a non-action item and is only a presentation of the Annual Review Process. As a non-action item, it is not open for the Board to make changes.
- Item 6c – Discussion of Library Director Self-Evaluation Form and Direction to Trustees and Designated Staff to Complete the Performance Evaluation Form is a two-part action item: 1) includes discussion of the Self Evaluation Form submitted with the agenda by Director Maurins and 2) direction to staff to complete the Performance Evaluation Form. The discussion of the self-evaluation form item is limited to any requests for clarification regarding what was submitted by the director. Any comments regarding his performance will need to be agendaized and held until next meeting. The Board will need to proceed cautiously for deliberation.
- There is a difference between anonymity and confidentiality. The forms are only anonymous in the fact that they do not require a name for the individual submitting the form. The documents themselves will reside in Library Administration and are considered public record and are subject to disclosure.

Upon questioning in regards to Trustees reviewing the performance evaluation documents themselves, Legal Counsel Dania Reid advised:

- The Board opens themselves up to more potential violations of Open Meeting Laws the more they delve into specific documents to be included in a deliberation process that have not been produced at the public meeting.
- The role of Trustee falls under Open Meeting Laws, where the public does not. Should Board members decide to view performance evaluations outside of an open meeting, deviating from the process, it would be very possible there would be more potential to find a violation of the Open Meeting Law.

Trustee Wilson noted that during the summarization process last year he found there was really no way to summarize comments, only the numerical ratings. To maintain integrity of the records, all documents were retained in Library Administration.

Upon questioning by the Board regarding the performance appraisal timing, Director Maurins clarified that the performance evaluation forms would be sent out at the direction of the Chair tomorrow and due to Tami Gaston by April 30, 2015. Tami Gaston would forward the received documents to Chair Sattler for summary.

Director Maurins clarified that for Item 6b - Approval of Revised Library Director Review process, the changes involved the order of the text only and not in the content itself.

DISCUSSION OF LIBRARY DIRECTOR SELF-EVALUATION FORM AND DIRECTION TO TRUSTEES AND DESIGNATED STAFF TO COMPLETE THE PERFORMANCE EVALUATION FORM

The Library Board reviewed the information submitted in the packet.

Ms. Reid cautioned the Board that comments should be limited to clarification of the submitted document and not the actual review or substance of the director's performance.

Trustee Stoess thanked Director Maurins for turning in the Self-Evaluation Form.

None of the Trustees present had any questions or suggestions for next-period goals when asked by Director Maurins.

Regarding the Performance Evaluation form completed by Trustees and staff, Trustee Wilson discussed how he found it more difficult to rate every section of the form in past evaluations and feels that he can really only comment on areas he is able to evaluate. He stated this was the approach he would be taking in this evaluation process.

Trustee Stoess made a motion, seconded by Trustee Wilson, which motion duly carried, the Board accepted the Library Director's Self-Evaluation Form for consideration in conjunction with the Performance review. All in favor, none opposed.

Trustee Stoess made a motion, seconded by Trustee Wilson, which motion duly carried, to direct designated individuals and Trustees to complete the performance evaluation form and submit them to Tami Gaston by April 30, 2015. All in favor, none opposed.

CONSIDERATION AND POSSIBLE APPROVAL OF (1) USING THE LIBRARY EXPANSION FUND TO PAY FOR 15 NEW POSITIONS TO SUPPORT ADDITIONAL OPEN DAYS AT NORTHWEST RENO, SPARKS AND SOUTH VALLEYS LIBRARY, OR (2) AN ALTERNATIVE PLAN THAT RESULTS IN FEWER NEW EXPANSION FUND POSITIONS, AND IN A DIFFERENT COMBINATION OF ADDITIONAL HOURS

The Library Board reviewed the information submitted in the packet.

Director Maurins briefly reviewed the staff report, suggesting that the Board may want to postpone discussion until the May Board meeting when the full Board is present. He also informed the Board that two County employees from the Finance Department were present to answer any questions.

Trustee Wilson agreed with Director Maurins and Chair Sattler, stating he felt this topic should be addressed by the full Board. He also voiced that he personally feels that the Expansion Fund should be used for facility expansion and infrastructure, not staff, but recognizes the need to increase hours.

Trustee Sattler asked County Finance staff for clarification of the original intent of the Expansion Fund. She stated she would like copies of the tax override ballot measure to review verbiage to help clarify the original purpose.

Director Maurins advised that the requested document would be provided at the next meeting by Library Administration. He informed the Board that Expansion Fund dollars have been used in the past to staff increased hours at the Downtown Reno Library.

Upon questioning by the Board, Mark Mathers, Principal Fiscal Analyst, and Lori Cooke, Senior Administrative Analyst, clarified the following:

- The Finance Department believes the Library has set the precedent in the past to use Expansion Funds for salaries as confirmed earlier by Director Maurins.
- They do not see an issue with hiring staff through the Expansion Fund and re-visiting moving those staff salaries to General Fund at a later date if we build new facilities as desired.
- Applicable salary, PERS and merit increases for existing staff are adjusted within the general fund budget during the budget process on an annual basis.
- They referred to the financial model passed out prior to the meeting, advising that the numbers were only projections, but they would give an idea towards potential outcomes.
- Both employees present stated their willingness to return to a future Board meeting to answer any questions.

Director Maurins advised that the Library's official budget for FY2015/16 has not yet been finalized.

Director Maurins advised the Board that the financial model projections document passed out prior to the meeting included a scenario in which he is trying to lower expenditures within the Expansion Fund. The numbers provided in all three projections are estimates.

Upon further questioning by the Board, Mark Mathers confirmed there were no procedural requirements should the Board choose to hire 15 more Expansion Fund staff positions with the intent to re-visit funding in the following budget cycle.

Director Maurins confirmed that the Board would be provided a copy of the tax override language at the next meeting. He also stated he would be prepared to discuss the three scenarios in depth at that time.

Trustee Stoess made a motion, seconded by Trustee Wilson, which motion duly carried, to forward this discussion to the May meeting. All in favor, none opposed.

REPORTS

LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION AND COLLABORATIONS, PROGRAMS AND ACTIVITIES

Director Maurins noted the following items:

- Monday, April 13, 2015 was Library Legislative Day where over 40 Library Directors, Friends representatives, and library employees made the trip to Carson City. Although the Senate and Assembly did not meet as anticipated, this gave those present the opportunity to meet and talk to legislators and their staff. The libraries are asking for \$450,000 to be restored to the State budget, which was not included in the Governor's budget. \$200,000 of those funds go towards collection development and Washoe County Library System receives a small portion of those dollars. Libraries across the state urge you to contact your legislator to restore this funding.
- The Library will be running an ad in late April or early May to fill two pending Board vacancies. Trustee Lokken's term is up in June and Trustee Kupersmith be moving off of the Board due to an eye condition. Applications from interested candidates will be brought to the May Board meeting for recommendations to the Board of County Commissioners for appointments.

- In conjunction with Washoe County Bike to Work and School Week, library branches with drive-up windows are offering “Bike Up to the Drive Up” May 9 -15, 2015.
- The Summer Reading Program runs May 1 – July 31. On-line sign ups start today.
- The Spring Food for Fines Drive runs May 4 – May 31.

Beate Weinert, Programs and Collaborations, informed the Board of four more “Kiss the Pig” events. Diedrichson Elementary has three more events this Friday and Elmcrest Elementary has one next Thursday at 1:30 pm.

NORTHWEST RENO LIBRARY PROGRAMS, ACTIVITIES, AND OPERATION

The Library Board reviewed the information submitted in the packet.

Leslie Burke, Librarian I, provided information about programming for older Americans at the Northwest Reno Library. During the month of May, they have 9 senior-related programs to include guest speakers and an art instructor.

FRIENDS ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Trustee Wilson, Friends’ Liaison, updated the Board with the following information:

- Friends rent situation at Reno Town Mall is stabilizing.
- \$18,000 was raised in the March book sale.
- Friends are getting involved in a new fundraising event this year called the Big Give. They are getting involved a little bit late this year and will need more marketing next year.
- Friends will be selling tickets to a Reno Aces game in August. Friends will receive a portion the ticket revenue.

Director Maurins noted that Dan Erwin, Mary Jones and Sheryl Stopper were part of the group that journeyed to Carson City for Library Legislative Day.

Beate Weinert, Programs and Collaborations, clarified that Aces ticket sales will not be through Washoe County Libraries, but will have to be purchased through the Friends.

Jennifer Oliver, Development Officer, clarified that the Library cannot fundraise on behalf of another organization.

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

The Library Board reviewed the information submitted in the packet.

MONTHLY LIBRARY USAGE STATISTICS

The Library Board reviewed the information submitted in the packet.

Director Maurins noted that he was unable to shed any more light than before on the percentage in declines when questioned by Trustee Stoess.

Debi Stears, Resources Librarian, advised the Board that she is in the process of breaking down circulation stats. She noted that there were 15,000 circulations through Overdrive last month, which shows a 1000% increase. At this time, every area she is looking at is showing increases and hopes to find where the decrease is coming from as she continues to research.

Trustee Wilson stated he was glad to see staff taking a deeper look into this issue.

INTERNET USAGE STATISTICS

The Library Board reviewed the information submitted in the packet.

Director Maurins advised the Board that Internet Usage Statistics have been added as a separate report to the agenda.

John Andrews, Internet Services Librarian, noted that the internet statistics are a new agenda item, but the Board will not always see all the same information reported. John Andrews highlighted the following:

- Trending: the charts on the third page break out the three website activities. In viewing these trends, you can see they are following the same path.
- Website: The Library can start to look at trends as opposed to only website statistics as has been done in the past. He anticipates that less than 50% of web traffic will be to the website itself. Some of the resources are accessed more heavily through the website than others, though. The Overdrive statistics are where the Board will be seeing the divergence because once the application is installed on mobile devices, visitors will not necessarily access the Library website. Current statistics shows that only 53.4% of visits accessed the catalog or Overdrive through the library website in March 2015. By installing the applications, this provides another door to access desired library resources. The Library will also be seeing how much traffic is generated via Facebook.

PUBLIC COMMENT

Julie Machado, Spanish Springs Managing Librarian, invited the Board and public to Spanish Springs and Incline Village Libraries' 10-year birthday parties, and passed out a printed invitation.

- Spanish Springs Library celebrates its 10th birthday on Sunday, May 31, 2015. There will be music, theatre, cake, prizes and games.
- Incline Village Library celebrates its 10th birthday on Saturday, June 20, 2015. They will be hosting a Tech Faire, including music.

BOARD COMMENT

None

ADJOURNMENT

Chair Sattler adjourned the meeting at 5:23 p.m.

TO: Washoe County Library Board
FROM: Arnie Maurins, Library Director
RE: Evaluation of Director's Job Performance
DATE: May 20, 2015

Background: Pursuant to the Library Director Annual Review Process, Chair Sattler directed Trustees and selected staff to complete the Performance Evaluation Form during the April Board meeting so that she would be able to prepare a synopsis of the ratings and comments provided. This synopsis has been completed and is ready for the Board to review and deliberate on the Director's performance in order for a summary letter to be constructed and approved for the Director at the June Board meeting.

Recommendation: That the Board review the synopsis, deliberate on the Director's performance, discuss appropriate issues and future goals with the Director, and identify desired modifications to the synopsis and points to be included in the summary letter.

SUMMARY FOR EVALUATION OF PERFORMANCE: LIBRARY DIRECTOR

YEAR OF EVALUATION: 2014-2015

DIRECTOR'S NAME: Arnold Maurins*(Was completed by the Library Board of Trustees and designated Staff)****Purpose of Evaluation***

This is an implementation tool to identify an employee's strengths and area(s) of improvement directly relating to job performance, development and progress.

AREAS OF IMPROVEMENT/GROWTH OVER THE PAST YEAR

Great job attending and supporting the library card campaign with the Washoe County Elementary Schools.

Keep attending and supporting monthly Friends Board meetings, you are a valuable asset.

Thank you for organizing and working effectively with the consultants to produce the Master Facility Plan.

Having a greater sense of stewardship for the Expansion Fund is an achievement.

Congratulations, all Staff day was a success.

Well done starting a dialogue with the Nevada Legislature on Library Day.

Rating Definitions

The following rating should be applied as objectively as possible within each area:

E-Excellent = Individual performs all tasks in an exceptional manner. Requires little or no supervision. Exceeds all standards all the time.

G-Good = Individual performs many tasks well and all other tasks adequately. Requires little or no supervision. Meets all standards and frequently exceeds standards – goes above and beyond the call of duty at times.

S-Satisfactory = Performs all task satisfactorily. Requires normal supervision. Meets the standards of the position – does what is expected the way it is expected to be done. Occasionally may fall below the standard, but lapses are offset by occasionally exceeding the standards.

F-Fair = Performs most tasks satisfactorily, although not all. Requires more than normal supervision. Meets the standards much of the time, but there are occasional lapses where performance falls below standard. Lacks consistency in meeting standards.

U-Unsatisfactory = Fails to perform many tasks well. Requires close and constant supervision. Fails

to meet the standards much of the time. Frequent coaching and supervision required.

NR-No Rating = Rater has no knowledge.

Form Instructions

1. Each Board member should individually respond to this form.
2. In responding to the form, Board members could refer to the Strategic Plan, Board minutes, usage statistics, program results or other information sources from the year.
3. 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.

Area of Organizational Health

Overall Rating

Customer Service & Community Relations

- | | |
|--------------------------------------------------------------------------------------------------------------------|--------------|
| ● Level of patron satisfaction | Good |
| ● Customer service received by patrons | Excellent |
| ● Consistent application of policies that affect the public | Excellent |
| ● Services are communicated to the public effectively | Good |
| ● Working relationships and cooperative arrangements with government officials, community groups and organizations | Good |
| ● Awareness of community needs | Good |
| ● Mechanisms are in place to hear from patrons and the community-at-large | Good |
| ● Library is being marketed to the community | Satisfactory |

Comments Included: The overall rated category for customer service and community relations was a Good. Understand the need for more resources for comprehensive marketing.

OVERALL RATING: Good

Organizational Growth

Overall Rating

- | | |
|----------------------------------------------------------------------------------------------------------------------|------|
| ● The Library is making progress on its Strategic Plan | Good |
| ● Services to meet the goals and objectives of the Strategic Plan are carried out with staff and Trustee involvement | Good |
| ● Goals and objectives are evaluated regularly | Good |
| ● Creativity and initiative are demonstrated in creating new services/programs | Good |
| ● Collection is responsive to community needs | Good |
| ● The Library is responsive to changes in the community | Good |
| ● Staff are aware of Library's Strategic Plan, policies and activities | Good |
| ● There is a working knowledge of significant developments and trends in the field | Good |
| ● Building and grounds are kept up and needed repairs and maintenance are done on a timely basis | Good |

Comments Included: Customer service and community is rated an overall category of good.

Based on Snapshot day April 14th, patrons at all branches are overall satisfied with their local branches and service. Staff and trustees are aware of restrictions of the current budget.

Overall Rating: Good

Administration & Human Resource Management

Overall Rating

- Work is effectively assigned, appropriate levels of freedom and authority are delegated Good
- Job descriptions are developed, regular performance evaluations are held and documented Good
- Personnel policies and state and federal regulations on workplaces and employment are effectively implemented Good
- Policies and procedures are in place to maximize volunteer involvement Good
- Staff development and education is encouraged Good
- Staff understands how its role at the Library relates to the mission Good
- Library climate attracts, keeps and motivates a diverse staff of top-quality people Good
- Attends professional development opportunities to broaden knowledge and skills Excellent

Comments Included: Administration and human resource management overall rating is good. Morale and motivation seem resilient and high.

Overall Rating: Good

Financial Management, Legal Compliance & Fundraising

Overall Rating

- Adequate control and accounting of all funds takes place, Library uses sound financial practices Excellent
- Budget is prepared with input from staff and Trustees, the Library operates within budget guidelines Excellent
- Official documents and records are maintained, Library is in compliance with federal, state and local regulations and reporting requirements Excellent
- Positive relationships with government, foundation and corporate funders are in place Good/Satisfactory
- Positive relationships with individual donors is established Good
- Funds are disbursed in accordance with budget, contract/grant Requirements and donor designations Excellent

Comments Included: Financial Management and legal compliance received an overall rating of excellent. Organization and integrity is your strong suit.

Overall Rating: Excellent

Board of Trustee Relationship

Overall Rating

- Appropriate, adequate and timely information is provided to the Board
Excellent
- Support is provided to Board committees
Excellent
- The Board is informed on the condition of the organization and all important factors influencing it
Excellent
- The Director works effectively with the Board
Excellent

Comments Included: Relationship between the board of trustees received an overall rating of excellent. Director takes responsibility for ensuring effective communication with Board of Trustees and executing board policy.

Overall Rating: Excellent

Major Organizational and Professional Goals for the director:

- ~Need a more proactive approach to marketing services.
- ~Expand outreach activities across the system, including Duncan/Traner and Senior Service libraries.
- ~Complete space plans for libraries that were recommended by the Master Facilities Plan.
- ~Select a new, creative medium to engage better communication with staff.
- ~Deploy more surveys asking patrons about their preferences and uses.
- ~Create relationships with outside groups to advocate funding and support for the library.
- ~Find creative ways to advertise library services to the public.
- ~ Keep working with staff and Trustees to develop a clearer vision of the Washoe County Library System.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Discussion and Direction to Staff Regarding the Process for Evaluating the
Director's Performance
DATE: May 20, 2015

Background: Appended to this staff report is a description of the current process for evaluating the Director's job performance. Trustee Stoess requested that the process be added to this month's agenda, as there were certain revisions he wished to propose.

Given that I will be retiring as Director in January 2016, I would recommend that this agenda item be tabled until after the Board has appointed a new Director and has had an opportunity to discuss the evaluation process with him or her.

Recommendation: Postpone any changes to the process for evaluating the Director's job performance until sometime in 2016.

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

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Consideration and Possible Approval of Either (1) 15 New Positions in the Expansion Fund to Support One Additional Open Day Each at Northwest Reno, Sparks and South Valleys Libraries; or (2) An Alternative Plan that Results in Fewer or No New Expansion Fund Positions and a Different Combination of Additional Hours
DATE: May 20, 2015

Background: After submitting the Board-approved FY 2015/16 budget requests to the County's budget team, I was advised by the team that none of the Library's requests would be funded from the County's General Fund revenues. Those requests included 15 new staff positions to support a sixth day of operation at Northwest Reno, Sparks and South Valleys libraries. The team proposed instead that the 15 positions be added to the Library's Expansion Fund.

For the reasons listed below, I strongly believe this proposal would not be an advisable course of action for the Library.

- First and foremost, it would leave future Library management staff, Library Boards and County Commissions with extremely difficult decisions in the event that payroll obligations remain when the Expansion Fund revenue stream ends in 2025 and if no alternative funding mechanism has been put in place. In that case, any positions remaining in the Fund would have to be eliminated, and library hours or services would likely have to be cut.
- Adding 15 positions to the Expansion Fund is neither fiscally prudent nor sustainable.
 - The counter-proposal would create new long-term obligations in a Fund that has a relatively short remaining revenue stream. To illustrate, over the last 12 years the Library has been able to either transfer into the General Fund, or eliminate, 17 positions from the Expansion Fund, decreasing the number of Expansion positions from 29 to 12. If the counter-proposal were fully implemented, the Library would be faced with having to transfer or eliminate 27 positions (12 existing plus 15 new)—potentially \$2 million in payroll costs—along with \$1 million in service-and-supply expenditures, from the Expansion Fund over the next 10 years.
 - It would make it that much more difficult to move non-personnel expenditures (materials, technology, professional services) out of the Expansion Fund into the General Fund. Many of those expenditures were transferred from the General Fund to the Expansion Fund as part of the Library's budget-reduction efforts.
 - The proposal relies on future County Commissions adding large, new amounts of budget authority to the Library's General Fund, and/or on passage of a new Library funding mechanism, neither of which can be guaranteed.
- Projections of future revenues carry an appreciable degree of uncertainty. Revenues that come in lower than projections will reduce the Library's future budget authority in the Expansion Fund as well as in its General Fund budget.

- The counter-proposal would severely reduce the ability to use Expansion Fund dollars to pay for one-time facility- or technology-related projects that could provide new, improved or expanded services without incurring significant long-term liabilities. Examples of such projects could include:
 - Remodeling the room adjacent to the Senior Center Library as a computer lab
 - Adding a drive-up window at the Sparks Library
 - Re-purposing sections of certain libraries as co-working/maker-services spaces
 - Converting from a barcode-based material-identification structure to a Radio Frequency Identification system
 - Subscribing to a service that generates usage statistics for different types of library materials, thereby helping staff to allocate the materials budget more effectively
- While it is true that the Expansion Fund has paid for new positions that enabled the Downtown Reno Library to expand to seven-day service, and that initially staffed the Northwest Reno Library, both of those staffing augmentations took place early in the life of the Fund, when more than 25 years remained during which to transfer those positions into the General Fund. We are now only 10 years away from the date when the Expansion Fund revenue stream will end, with nearly \$2,000,000 in authorized expenditures currently coming out of the Fund.
- Challenges in rebuilding the County's Capital Improvement Program require that the Library look at alternative funding sources for capital projects. The Expansion Fund is the most secure of these sources, as it does not require additional voter approval, nor does it depend on the generosity of foundations, corporations or individuals.
- It could become more difficult to fill vacant Expansion Fund positions, especially as 2025 draws closer. In the interest of full disclosure, applicants would need to be told that the positions for which they are applying could be eliminated soon after June 2025.

While I believe that the counter-proposal is neither viable nor in the best interests of the Library System or the County, I would definitely consider alternative ways of providing more public hours that require fewer or no new positions being added to the Expansion Fund. As one example, I am open to the idea of: (1) asking the County Commissioners to eliminate the overhead charge currently being assessed to the Expansion Fund—approximately \$84,000 in FY 2015/16; and (2) reallocating those dollars to new staff positions that, in combination with a withdrawal of staff from the Verdi and Duncan-Traner libraries, would enable at least one of the three libraries (Northwest Reno, Sparks, South Valleys) to be open a sixth day. I will also be discussing with our management staff how access to libraries could be meaningfully and sustainably expanded without additional staff.

The Library Board's Finance Committee (Trustees Lokken and Wilson) met with Senior Public Services Librarian Tammy Cirrincione and me before the April Board meeting to review the proposal and consider alternative approaches and ideas. The Finance Committee may bring a recommendation to the Board meeting for your consideration.

As requested at the April Board meeting, appended to this report are the following documents:

- Text of Question WC-1 on the 1994 ballot (enabling the creation of the Expansion Fund)
- A flyer distributed by a citizens' group that advocated for the passage of WC-1, containing information provided by then-Library Director Martha Gould
- Spreadsheets with projections of future Expansion Fund balances based on three different scenarios: (1) status quo (no change); (2) 15 new positions added to the Fund; and (3) annually transferring \$200,000 in spending authority to the General Fund.

Recommendation: Approve an alternative plan that results in fewer or no new positions being added to the Expansion Fund.

WASHOE COUNTY LIBRARY QUESTION

Shall the Board of County Commissioners of Washoe County be allowed to levy an ad valorem tax in the amount of up to \$0.02 per \$100 assessed valuation for a period of 30 years to raise approximately \$1,120,000 in fiscal year 1995-96 and thereafter the amount generated by a levy of up to \$0.02 per \$100 assessed valuation against the then applicable assessed value of property in the County for the purpose of acquiring, constructing, improving, equipping, operating and maintaining library facilities for the County?

Yes.....

No.

Explanation: A "Yes" vote would permit Washoe County to levy up to \$0.02 per \$100.00 assessed valuation for 30 years for the purpose of acquiring, constructing, improving, equipping, operating and maintaining facilities for the county

A "No" vote would prevent the levy of such a tax for this purpose at this time.

Argument for the Tax: The proceeds of this tax will be used to pay for expanded County-wide library services, including construction and improving needed library facilities, expanded hours of operation, acquisition of additional books and other library materials and other costs associated with expanded County-wide library services.

Argument Against the Tax. Passage of the proposal will increase property taxes by up to \$0.02 per \$100 assessed valuation.

| | | |
|------------------------------------------|-------------------|----------------|
| Post-It™ brand fax transmittal memo 7671 | | # of pages > 1 |
| To <i>Martha</i> | From <i>Milly</i> | |
| Co. | Co. | |
| Dept. | Phone # | |
| Fax # | Fax # | |

Vote **YES** On WC-1 To Improve County Libraries

WC-1, a measure to fund public library growth and development in Washoe County, will appear on the ballot on November 8, 1994.

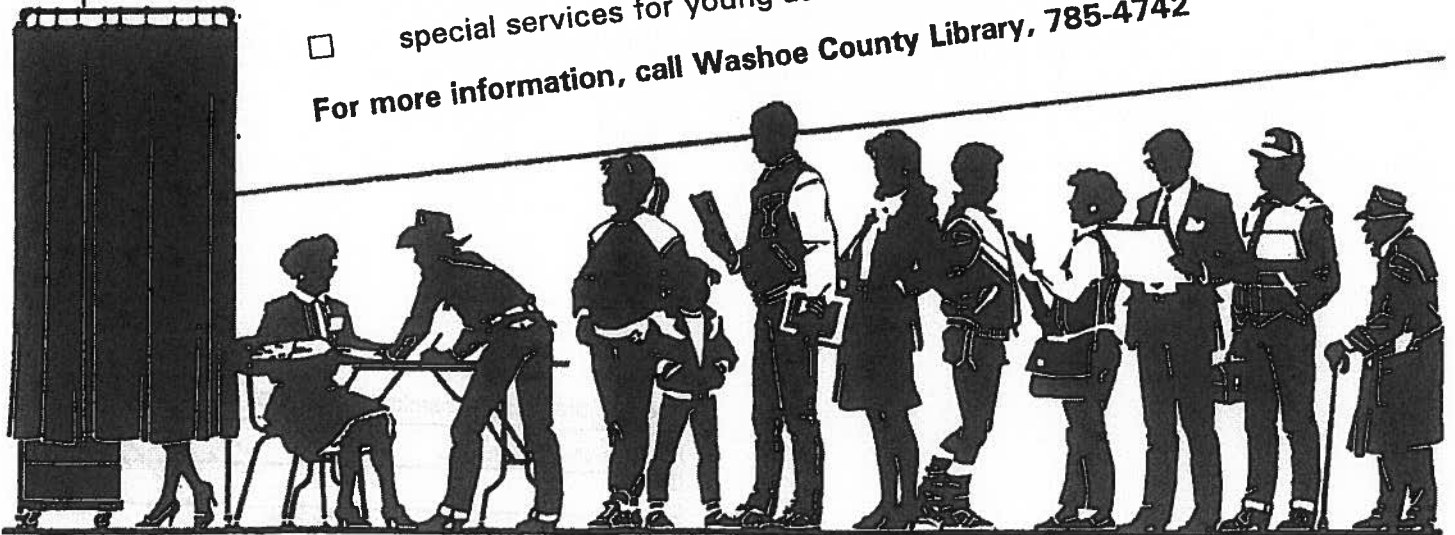
Population growth in Washoe County has stretched the current library budget. Funding for local libraries is already almost 17% below the national median. **Additional sources of funding are required for the Washoe County Library to expand to meet current and projected needs.** This is the first time that you, the taxpayer, have been asked to commit tax dollars to improve the Library system.

The ballot question authorizes the Commissioners of Washoe County to levy an ad valorem tax in the amount up to \$0.02 per \$100 assessed valuation for a period of 30 years. **This will generate approximately \$1,120,000 to improve Washoe County Libraries in fiscal year 1995-96--** and similar amounts for years to come. For the average homeowner, it means about \$7 a year... the price of a paperback book.. or only two cents a day!

What Passage of WC-1 Will Mean For Washoe County:

- weekend hours for Reno Central branch
- updated book collections in all library branches
- new branch for west Reno (serving McQueen, Mayberry and Caughlin Ranch areas)
- expansion and remodeling of the Sparks branch
- access to the Internet "Information Highway"
- expansion of the Incline Village branch
- faster and improved delivery of materials between branches
- special services for young adults and seniors

For more information, call Washoe County Library, 785-4742



| A | Washoe County Library - Expansion Fund Operations - Status Quo | | | | | | | | | | | | U | V |
|----|----------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | Actual | | | | | | Projected | | | | | | | |
| | I | J | K | L | M | N | O | P | Q | R | S | T | | |
| 1 | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 |
| 2 | 25 | 20 | 15 | 13 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 |
| 3 | 677,005 | 424,392 | 547,153 | 868,870 | 1,354,917 | 1,874,571 | 2,424,170 | 2,997,203 | 3,613,524 | 4,463,859 | 5,345,459 | 6,245,144 | 7,177,152 | 8,127,703 |
| 4 | 2,515,456 | 2,425,224 | 2,436,506 | 2,512,011 | 2,606,834 | 2,672,005 | 2,738,805 | 2,807,275 | 2,877,457 | 2,949,393 | 3,023,128 | 3,098,706 | 3,176,174 | 3,255,578 |
| 5 | 21,442 | 4,187 | 14,914 | 15,000 | 15,000 | 20,752.98 | 26,837 | 33,181 | 40,005 | 49,418 | 59,178 | 69,139 | 79,457 | 89,980 |
| 6 | 2,536,899 | 2,429,411 | 2,451,421 | 2,527,011 | 2,621,834 | 2,692,758 | 2,765,642 | 2,840,457 | 2,917,462 | 2,998,812 | 3,082,307 | 3,167,845 | 3,255,631 | 3,345,559 |
| 7 | 932,184 | 755,036 | 613,940 | 604,294 | 603,692 | 609,681 | 621,874 | 634,312 | 646,998 | 659,938 | 673,137 | 686,599 | 700,331 | 714,338 |
| 8 | 31,311 | 22,493 | 39,294 | 11,982 | 15,233 | 15,287 | 15,695 | 16,008 | 16,329 | 16,655 | 16,988 | 17,328 | 17,675 | 18,028 |
| 9 | 22,298 | 19,240 | 16,992 | 15,277 | 16,250 | 17,450 | 18,650 | 19,850 | 21,050 | 22,250 | 23,450 | 24,650 | 25,850 | 27,050 |
| 10 | 2,200 | 1,205 | 1,064 | 2,400 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 |
| 11 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 12 | 48,994 | 4,806 | 22,079 | 80 | - | - | - | - | - | - | - | - | - | - |
| 13 | 1,036,987 | 802,780 | 693,569 | 634,033 | 639,675 | 647,017 | 660,719 | 674,670 | 688,877 | 703,343 | 718,075 | 733,077 | 748,356 | 763,916 |
| 14 | 176,138 | 142,018 | 115,109 | 107,589 | 109,681 | 116,262 | 123,237 | 130,632 | 138,469 | 146,778 | 155,584 | 164,919 | 174,814 | 185,303 |
| 15 | 230,358 | 188,653 | 167,019 | 156,632 | 172,565 | 175,597 | 185,752 | 189,707 | 207,095 | 211,478 | 229,874 | 234,712 | 254,163 | 259,486 |
| 16 | 14,458 | 11,150 | 9,652 | 8,818 | 8,862 | 9,317 | 9,515 | 9,717 | 9,923 | 10,133 | 10,347 | 10,564 | 10,786 | 11,012 |
| 17 | 8,041 | 8,521 | 7,961 | 6,100 | 6,222 | 6,284 | 6,347 | 6,411 | 6,475 | 6,540 | 6,605 | 6,671 | 6,738 | 6,805 |
| 18 | 1,972 | 1,891 | 1,853 | 1,853 | 1,890 | 1,909 | 1,928 | 1,948 | 1,967 | 1,987 | 2,007 | 2,027 | 2,047 | 2,067 |
| 19 | 86,509 | 352,234 | 301,594 | 280,992 | 299,220 | 309,368 | 326,780 | 338,414 | 363,929 | 376,915 | 404,416 | 418,893 | 448,548 | 464,673 |
| 20 | 517,476 | 28,498 | 27,189 | 91,500 | 131,500 | 134,130 | 136,813 | 139,549 | 142,340 | 145,187 | 148,090 | 151,052 | 154,073 | 157,155 |
| 21 | 9,987 | 10,174 | 10,476 | 10,000 | 10,000 | 10,637 | 10,903 | 11,175 | 11,455 | 11,741 | 12,035 | 12,336 | 12,644 | 12,960 |
| 22 | 654 | 627 | 792 | 700 | 700 | 719 | 738 | 758 | 779 | 801 | 823 | 846 | 869 | 893 |
| 23 | 19,509 | 19,799 | 17,236 | 30,000 | 35,000 | 35,350 | 36,057 | 36,778 | 37,881 | 39,018 | 40,188 | 41,394 | 42,636 | 43,915 |
| 24 | - | 22 | 836 | - | - | - | - | - | - | - | - | - | - | - |
| 25 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 26 | 365 | 894 | 599 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 |
| 27 | 570,558 | 612,243 | 615,514 | 615,000 | 610,000 | 622,200 | 634,644 | 647,337 | 660,284 | 673,489 | 686,959 | 700,698 | 714,712 | 729,006 |
| 28 | - | 22,727 | 16,633 | 17,493 | 17,493 | 17,493 | 17,493 | - | - | - | - | - | - | - |
| 29 | 150 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 30 | 4,046 | 3,519 | 3,499 | 3,550 | - | - | - | - | - | - | - | - | - | - |
| 31 | 131 | 141 | 17 | 400 | 600 | 612 | 624 | 637 | 649 | 662 | 676 | 689 | 703 | 717 |
| 32 | 52,160 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 33 | 217,265 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 34 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 35 | 15,885 | 13,380 | 13,729 | 13,729 | 14,003 | 14,283 | 14,569 | 14,860 | 15,158 | 15,461 | 15,770 | 16,085 | 16,407 | 16,735 |
| 36 | - | 128,033 | 139,519 | 82,703 | 84,357 | 87,731 | 91,241 | 94,890 | 98,686 | 102,633 | 106,739 | 111,008 | 115,448 | 120,066 |
| 37 | 33,794 | 31,148 | 69,127 | 40,270 | 40,270 | 41,075 | 41,897 | 42,735 | 43,590 | 44,461 | 45,351 | 46,258 | 47,183 | 48,126 |
| 38 | 951,619 | 871,206 | 915,165 | 908,845 | 947,423 | 967,731 | 988,478 | 992,220 | 1,014,321 | 1,036,953 | 1,060,130 | 1,083,866 | 1,108,176 | 1,133,074 |
| 39 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 40 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 41 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 42 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 43 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 44 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 45 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 46 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 47 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 48 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 49 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 50 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 51 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 52 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 53 | 283,430 | 280,430 | 219,575 | 217,095 | 215,862 | 219,042 | 216,632 | 218,832 | - | - | - | - | - | - |
| 54 | 283,430 | 280,430 | 219,575 | 217,095 | 215,862 | 219,042 | 216,632 | 218,832 | - | - | - | - | - | - |
| 55 | 2,789,511 | 2,306,650 | 2,129,704 | 2,040,964 | 2,102,180 | 2,143,158 | 2,192,609 | 2,224,136 | 2,067,127 | 2,117,212 | 2,182,621 | 2,235,837 | 2,305,080 | 2,361,663 |
| 56 | (252,613) | 122,761 | 321,717 | 486,047 | 519,654 | 549,599 | 573,033 | 616,321 | 850,335 | 881,600 | 899,685 | 932,008 | 950,551 | 983,895 |
| 57 | 424,392 | 547,154 | 868,870 | 1,354,917 | 1,874,571 | 2,424,170 | 2,997,203 | 3,613,524 | 4,463,859 | 5,345,459 | 6,245,144 | 7,177,152 | 8,127,703 | 9,113,599 |
| 58 | 15.2% | 23.7% | 40.8% | 66.4% | 89.2% | 113.1% | 136.7% | 162.5% | 215.9% | 252.5% | 286.1% | 321.0% | 352.6% | 385.8% |
| 59 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 60 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 61 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

| A | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | |
|----------------------------------------------------------------------------------------------|----|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | | | | | | | | | | 2011/12 |
| Washoe County Library - Expansion Fund Operations - With Expansion of Hours (Personnel Only) | | | | | | | | | | | | | | | |
| 1 | | Actual | Estimated | Projected | | | | | | | | | | | |
| 2 | | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 |
| 3 | 4 | 677,005 | 424,392 | 547,153 | 868,870 | 1,354,917 | 1,365,153 | 1,552,373 | 1,300,683 | 1,248,815 | 1,393,278 | 1,541,671 | 1,669,512 | 1,800,438 | 1,908,755 |
| 5 | 6 | 2,515,456 | 2,425,224 | 2,436,506 | 2,512,011 | 2,606,834 | 2,672,005 | 2,738,805 | 2,807,275 | 2,877,457 | 2,949,393 | 3,023,128 | 3,098,706 | 3,176,174 | 3,255,578 |
| 7 | 8 | 21,442 | 4,187 | 14,914 | 15,000 | 15,000 | 15,113.32 | 14,972 | 14,400 | 13,825 | 15,425 | 17,068 | 18,483 | 19,932 | 21,131 |
| 9 | 10 | 2,536,899 | 2,429,411 | 2,451,421 | 2,527,011 | 2,621,834 | 2,687,118 | 2,753,777 | 2,821,675 | 2,891,282 | 2,964,818 | 3,040,196 | 3,117,189 | 3,196,106 | 3,276,710 |
| Expenditures: | | | | | | | | | | | | | | | |
| 12 | 13 | 932,184 | 755,036 | 613,940 | 604,294 | 603,692 | 609,681 | 621,874 | 634,312 | 646,998 | 659,938 | 673,137 | 686,599 | 700,331 | 714,338 |
| 14 | 15 | 31,311 | 22,493 | 39,294 | 11,982 | 15,233 | 15,387 | 15,695 | 16,008 | 16,329 | 16,655 | 16,988 | 17,328 | 17,675 | 18,028 |
| 16 | 17 | 22,298 | 19,240 | 16,992 | 15,277 | 16,250 | 17,450 | 18,650 | 19,850 | 21,050 | 22,250 | 23,450 | 24,650 | 25,850 | 27,050 |
| 18 | 19 | 2,200 | 1,205 | 1,064 | 2,400 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 |
| 20 | 21 | 48,994 | 4,806 | 22,079 | 80 | 512,608 | 549,003 | 587,983 | 614,736 | 627,031 | 639,571 | 652,363 | 665,410 | 678,718 | 692,292 |
| 22 | 23 | 1,036,987 | 802,780 | 693,369 | 634,033 | 1,152,283 | 1,196,021 | 1,248,701 | 1,289,406 | 1,315,907 | 1,342,914 | 1,370,438 | 1,398,487 | 1,427,074 | 1,456,269 |
| 24 | 25 | 176,138 | 142,018 | 115,109 | 107,589 | 109,681 | 116,262 | 123,237 | 130,632 | 138,469 | 146,778 | 155,584 | 164,919 | 174,814 | 185,303 |
| 26 | 27 | 230,358 | 188,653 | 167,019 | 156,632 | 172,565 | 175,597 | 185,752 | 189,707 | 207,095 | 211,478 | 229,874 | 234,712 | 254,163 | 259,486 |
| 28 | 29 | 14,458 | 11,150 | 9,652 | 8,818 | 9,595 | 9,317 | 9,515 | 9,711 | 9,923 | 10,133 | 10,347 | 10,564 | 10,786 | 11,012 |
| 30 | 31 | 8,041 | 8,521 | 7,961 | 6,100 | 6,222 | 6,284 | 6,347 | 6,411 | 6,475 | 6,540 | 6,605 | 6,671 | 6,738 | 6,805 |
| 32 | 33 | 1,972 | 1,891 | 1,853 | 1,853 | 1,890 | 1,909 | 1,928 | 1,948 | 1,967 | 1,987 | 2,007 | 2,027 | 2,047 | 2,067 |
| 34 | 35 | 86,509 | - | - | - | 196,076 | 207,738 | 224,878 | 234,676 | 252,669 | 259,651 | 277,382 | 285,030 | 304,007 | 312,026 |
| 36 | 37 | 517,476 | 352,234 | 301,594 | 280,992 | 496,030 | 517,106 | 551,658 | 573,090 | 616,598 | 636,566 | 681,798 | 703,924 | 752,555 | 776,699 |
| 38 | 39 | 27,114 | 28,498 | 27,189 | 91,500 | 131,500 | 134,130 | 136,813 | 139,549 | 142,340 | 145,187 | 148,090 | 151,052 | 154,073 | 157,155 |
| 40 | 41 | 9,987 | 10,174 | 10,476 | 10,000 | 10,000 | 10,637 | 10,903 | 11,175 | 11,455 | 11,741 | 12,035 | 12,336 | 12,644 | 12,960 |
| 42 | 43 | 654 | 627 | 792 | 700 | 700 | 717 | 735 | 753 | 772 | 792 | 812 | 832 | 853 | 875 |
| 44 | 45 | 19,509 | 19,799 | 17,236 | 30,000 | 35,000 | 35,350 | 36,057 | 36,778 | 37,881 | 39,018 | 40,188 | 41,394 | 42,636 | 43,915 |
| 46 | 47 | - | - | 836 | - | - | - | - | - | - | - | - | - | - | - |
| 48 | 49 | 365 | 894 | 599 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 |
| 50 | 51 | 570,558 | 612,243 | 615,514 | 615,000 | 610,000 | 622,200 | 634,644 | 647,337 | 660,284 | 673,489 | 686,959 | 700,698 | 714,712 | 729,006 |
| 52 | 53 | - | 22,727 | 16,633 | 17,493 | 17,493 | 17,493 | 17,493 | - | - | - | - | - | - | - |
| 54 | 55 | 150 | 4,046 | 3,499 | 3,550 | 600 | 612 | 624 | 637 | 649 | 662 | 676 | 689 | 703 | 717 |
| 56 | 57 | 131 | 141 | 17 | 400 | 600 | 612 | 624 | 637 | 649 | 662 | 676 | 689 | 703 | 717 |
| 58 | 59 | 52,160 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 60 | 61 | 217,265 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 62 | 63 | 15,885 | 13,380 | 13,729 | 13,729 | 14,003 | 14,283 | 14,569 | 14,860 | 15,158 | 15,461 | 15,770 | 16,085 | 16,407 | 16,735 |
| 64 | 65 | - | 128,033 | 139,519 | 82,703 | 84,357 | 87,731 | 91,241 | 94,890 | 98,686 | 102,633 | 106,739 | 111,008 | 115,448 | 120,066 |
| 66 | 67 | 33,794 | 31,148 | 69,127 | 40,270 | 40,270 | 41,075 | 41,897 | 42,735 | 43,590 | 44,461 | 45,351 | 46,258 | 47,183 | 48,126 |
| 68 | 69 | 951,619 | 871,206 | 915,165 | 908,845 | 947,423 | 967,729 | 988,475 | 992,215 | 1,014,314 | 1,036,944 | 1,060,119 | 1,083,853 | 1,108,160 | 1,133,056 |
| 70 | 71 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 72 | 73 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 74 | 75 | 283,430 | 280,430 | 219,575 | 217,095 | 215,862 | 219,042 | 216,632 | 218,832 | - | - | - | - | - | - |
| 76 | 77 | 283,430 | 280,430 | 219,575 | 217,095 | 215,862 | 219,042 | 216,632 | 218,832 | - | - | - | - | - | - |
| 78 | 79 | 2,789,511 | 2,306,650 | 2,129,704 | 2,040,964 | 2,611,598 | 2,699,898 | 2,805,467 | 2,873,543 | 2,746,819 | 2,816,425 | 2,912,355 | 2,986,263 | 3,087,789 | 3,165,963 |
| 80 | 81 | (252,613) | 122,761 | 321,717 | 486,047 | 10,236 | (12,780) | (51,690) | (51,868) | 144,463 | 148,393 | 127,841 | 130,926 | 108,317 | 110,746 |
| 82 | 83 | 424,392 | 547,154 | 868,870 | 1,354,917 | 1,365,153 | 1,352,373 | 1,300,683 | 1,248,815 | 1,393,278 | 1,541,671 | 1,669,512 | 1,800,438 | 1,908,755 | 2,019,502 |
| 84 | 85 | 15.2% | 23.7% | 40.8% | 66.4% | 52.3% | 50.1% | 46.4% | 43.5% | 50.7% | 54.7% | 57.3% | 60.3% | 61.8% | 63.8% |

C:\Users\mains\Desktop\Fund Forecasting_20160430

| A | I | J | K | L | Washoe County Library - Expansion Fund Operations - Move \$200k/year to GF | | | | | | | | | | | | U | V |
|----|---------------------------------------|-----------|-----------|-----------|----------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|---------|---|---|
| | | | | | Actual | | | | | Projected | | | | | | | | |
| | | | | | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | | |
| 3 | Authorized Positions | 25 | 20 | 15 | 13 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | | | |
| 4 | Beginning Fund Balance | 677,005 | 424,392 | 547,153 | 868,870 | 1,354,917 | 2,074,570 | 2,826,383 | 3,603,868 | 4,426,903 | 5,486,240 | 6,579,156 | 7,692,496 | 8,840,523 | 10,009,484 | | | |
| 5 | Revenues: | | | | | | | | | | | | | | | | | |
| 6 | Property Taxes | 2,515,456 | 2,425,224 | 2,436,506 | 2,512,011 | 2,606,834 | 2,672,005 | 2,738,805 | 2,807,275 | 2,877,457 | 2,949,393 | 3,023,128 | 3,098,706 | 3,176,174 | 3,255,578 | | | |
| 7 | Other Revenue | 21,442 | 4,187 | 14,914 | 15,000 | 15,000 | 22,967.13 | 31,290 | 39,898 | 49,009 | 60,737 | 72,836 | 85,162 | 97,872 | 110,813 | | | |
| 8 | Transfer from General Fund | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 9 | Revenue and other sources | 2,536,899 | 2,429,411 | 2,451,421 | 2,527,011 | 2,621,834 | 2,694,972 | 2,770,095 | 2,847,173 | 2,926,466 | 3,016,130 | 3,095,965 | 3,183,868 | 3,274,046 | 3,366,391 | | | |
| 10 | Expenditures: | | | | | | | | | | | | | | | | | |
| 11 | 701110 Base Salaries | 932,184 | 755,036 | 613,940 | 604,294 | 603,692 | 609,681 | 621,874 | 634,312 | 646,998 | 659,938 | 673,137 | 686,599 | 700,331 | 714,338 | | | |
| 12 | 701120 Part Time | 31,311 | 22,493 | 39,294 | 11,982 | 15,233 | 15,387 | 15,695 | 16,008 | 16,329 | 16,655 | 16,988 | 17,328 | 17,675 | 18,028 | | | |
| 13 | 701200 Incentive Longevity | 22,298 | 19,240 | 16,992 | 15,277 | 16,250 | 17,450 | 18,650 | 19,850 | 21,050 | 22,250 | 23,450 | 24,650 | 25,850 | 27,050 | | | |
| 14 | 701403 Shift Differential | 2,200 | 1,205 | 1,064 | 2,400 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 | | | |
| 15 | 701409 Assmt Diff IV & Gerlach | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 16 | 701412 Salary Adjustment | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 17 | 701413/7 Vac Payoff_sick comp | 48,994 | 4,806 | 22,079 | 80 | - | - | - | - | - | - | - | - | - | - | | | |
| 18 | Salaries and Wages | 1,036,987 | 802,780 | 693,369 | 634,033 | 639,675 | 647,017 | 660,719 | 674,670 | 688,877 | 703,343 | 718,075 | 733,077 | 748,356 | 763,916 | | | |
| 19 | 705110 Group Insurance | 176,138 | 142,018 | 115,109 | 107,589 | 109,681 | 116,262 | 123,237 | 130,632 | 138,469 | 146,778 | 155,584 | 164,919 | 174,814 | 185,303 | | | |
| 20 | 705210 Retirement | 230,358 | 188,653 | 167,019 | 156,632 | 172,565 | 175,597 | 185,752 | 189,707 | 207,095 | 211,478 | 229,874 | 234,712 | 254,163 | 259,486 | | | |
| 21 | 705230 Medicare April 1986 | 14,458 | 11,150 | 9,652 | 8,818 | 8,862 | 9,317 | 9,515 | 9,717 | 9,923 | 10,133 | 10,347 | 10,564 | 10,786 | 11,012 | | | |
| 22 | 705320 Workmens Comp Insurance | 8,041 | 8,521 | 7,961 | 6,100 | 6,222 | 6,284 | 6,347 | 6,411 | 6,475 | 6,540 | 6,605 | 6,671 | 6,738 | 6,805 | | | |
| 23 | 705330 Unemployment Comp Insur. | 1,972 | 1,891 | 1,853 | 1,853 | 1,890 | 1,909 | 1,928 | 1,948 | 1,967 | 1,987 | 2,007 | 2,027 | 2,047 | 2,067 | | | |
| 24 | 705520 PERS Time Purchase | 86,509 | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 25 | Employee Benefits | 517,476 | 352,234 | 301,594 | 280,992 | 299,220 | 309,368 | 326,780 | 338,414 | 363,929 | 376,915 | 404,416 | 418,893 | 448,548 | 464,673 | | | |
| 26 | 710100 Professional Services | 27,114 | 28,498 | 27,189 | 91,500 | 131,500 | 134,130 | 136,813 | 139,549 | 142,340 | 145,187 | 148,090 | 151,052 | 154,073 | 157,155 | | | |
| 27 | 710142 Prop Tax Process Fee | 9,987 | 10,174 | 10,476 | 10,000 | 10,000 | 10,637 | 10,903 | 11,175 | 11,455 | 11,741 | 12,035 | 12,336 | 12,644 | 12,960 | | | |
| 28 | 710149 Invest Pool Alloc Exp | 654 | 627 | 792 | 700 | 700 | 720 | 740 | 760 | 781 | 804 | 827 | 850 | 874 | 899 | | | |
| 29 | 710200 Service Contracts | 19,509 | 19,799 | 17,236 | 30,000 | 35,000 | 35,350 | 36,057 | 36,778 | 37,881 | 39,018 | 40,188 | 41,394 | 42,636 | 43,915 | | | |
| 30 | 710300 Operating Supplies | - | 22 | 836 | - | - | - | - | - | - | - | - | - | - | - | | | |
| 31 | 710310&11 Supplies, Invent Use | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 32 | 710312 Special Dept Exp | 365 | 894 | 599 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | | | |
| 33 | 710314-17 Library Current Titles | 570,558 | 612,243 | 615,514 | 615,000 | 610,000 | 622,200 | 634,644 | 647,337 | 660,284 | 673,489 | 686,959 | 700,698 | 714,712 | 729,006 | | | |
| 34 | 710402 Settlement Payments | - | 22,727 | 16,633 | 17,493 | 17,493 | 17,493 | 17,493 | - | - | - | - | - | - | - | | | |
| 35 | 710506 Dept InstDeductible | 150 | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 36 | 710508 Telephone Land Lines | 4,046 | 3,519 | 3,499 | 3,550 | 600 | 612 | 624 | 637 | 649 | 662 | 676 | 689 | 703 | 717 | | | |
| 37 | 710512 Auto Expense | 131 | 141 | 17 | 400 | 600 | 612 | 624 | 637 | 649 | 662 | 676 | 689 | 703 | 717 | | | |
| 38 | 710536 Interest Expense on refund | 52,160 | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 39 | 710591 Incline Property Tax refund | 217,265 | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 40 | 710872 Food purchases | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 41 | 711119 Property & Liability | 15,885 | 13,380 | 13,729 | 13,729 | 14,003 | 14,283 | 14,569 | 14,860 | 15,158 | 15,461 | 15,770 | 16,085 | 16,407 | 16,735 | | | |
| 42 | 711400 Overhead - General | - | 128,033 | 139,519 | 82,703 | 84,357 | 87,731 | 91,241 | 94,890 | 98,686 | 102,633 | 106,739 | 111,008 | 115,448 | 120,066 | | | |
| 43 | 711504 Equipment nonCapital | 33,794 | 31,148 | 69,127 | 40,270 | 40,270 | 41,075 | 41,897 | 42,735 | 43,590 | 44,461 | 45,351 | 46,258 | 47,183 | 48,126 | | | |
| 44 | Services and Supplies | 951,619 | 871,206 | 915,165 | 908,845 | 947,423 | 967,731 | 988,480 | 992,222 | 1,014,323 | 1,036,956 | 1,060,134 | 1,083,870 | 1,108,181 | 1,133,080 | | | |
| 45 | 781004 Equipment Capital | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 46 | Capital | - | - | - | - | - | - | - | - | - | - | - | - | - | - | | | |
| 47 | 813001 transfer to Debt Srv | 283,430 | 280,430 | 219,575 | 217,095 | 215,862 | 219,042 | 216,632 | 218,832 | - | - | - | - | - | - | | | |
| 48 | Debt Service | 283,430 | 280,430 | 219,575 | 217,095 | 215,862 | 219,042 | 216,632 | 218,832 | - | - | - | - | - | - | | | |
| 49 | Total Expenditures | 2,789,511 | 2,306,650 | 2,129,704 | 2,040,964 | 1,902,181 | 1,943,159 | 1,992,610 | 2,024,138 | 1,867,129 | 1,917,215 | 1,982,625 | 2,035,841 | 2,105,085 | 2,161,669 | | | |
| 50 | Revenue less Expenditures | (252,613) | 122,761 | 321,717 | 486,047 | 719,653 | 751,813 | 777,485 | 823,035 | 1,059,337 | 1,092,916 | 1,113,340 | 1,148,027 | 1,168,961 | 1,204,722 | | | |
| 51 | Ending fund balance | 424,392 | 547,154 | 868,870 | 1,354,917 | 2,074,570 | 2,826,383 | 3,603,868 | 4,426,903 | 5,486,240 | 6,579,156 | 7,692,496 | 8,840,523 | 10,009,484 | 11,214,206 | | | |
| 52 | Ending fund balance % of expenditures | 15.2% | 23.7% | 40.8% | 66.4% | 109.1% | 145.5% | 180.9% | 218.7% | 293.8% | 343.2% | 388.0% | 434.2% | 475.5% | 518.8% | | | |

TO: Washoe County Library Board

FROM: Arnie Maurins, Library Director

RE: Approval of Application by Terri Van Hoozer for a Board Scholarship

DATE: May 20, 2015

Background: The Washoe County Library Board of Trustees has established a scholarship program awarding up to \$2,000 per year to any qualified staff member who is working towards certification or a Master's degree in library science.

Library Assistant II Terri Van Hoozer from the Sierra View Library meets the eligibility requirements listed in the Scholarship Policy and is requesting \$781.50 to reimburse her for completion of her third course in the Public Librarian Certification Program offered by University of Nevada, Reno Extended Studies. Ms. Van Hoozer was approved for \$654.50 at the January Board meeting for a previously completed course. Approval of this request will bring her reimbursement to a total of \$1,436.00.

Recommendation and Suggested Motion: Approve Terri Van Hoozer's request for reimbursement of \$781.50 as noted on her Application for Board Scholarship.

APPLICATION FOR BOARD SCHOLARSHIP

NAME: Terri Van Hoozer

BRANCH: Sierra View

CURRENT JOB ASSIGNMENT: Library Assistant II

LIBRARY SCHOOL CERTIFICATION AMT REQUESTED: 781.50

NAME OF CLASS OR LIBRARY SCHOOL: UNR Book Selection for Children

CONTACT INFORMATION: tvanhoozer@washoecounty.us Home Tel: 853-7971
200 Stonewall Ct. Reno NV 89511

WRITE A PARAGRAPH TO TELL THE BOARD WHY YOU SHOULD RECEIVE A SCHOLARSHIP:

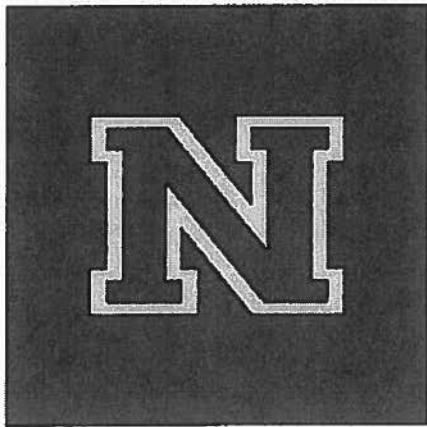
Having just completed my third course in the Public Librarian Certification Program through the Nevada State Library and Archives, I am requesting a scholarship from the Library Board of Trustees. The course, "Book Selection for Children," was an extensive review of children's literature. It was the perfect academic complement to the "real world" experience I have had over the past twelve years working with the Youth Services staff in the Washoe County Library. On March 7, we re-instituted story times at the Sierra View branch. I now have the academic background in this area to serve as a resource to our staff or to take on some of that responsibility directly in the future.

UNR tuition and fees continue to increase, and this scholarship helps keep these courses a viable option for me as I work toward my certification. I have three daughters who are just completing their first year of college, so assistance paying my tuition is very much appreciated!

Van Hoozer, Terri

From: R and T Van H <terrivh@sbcglobal.net>
Sent: Wednesday, January 21, 2015 8:20 AM
To: Van Hoozer, Terri
Subject: Fw: Receipt for your recent payment

On Wednesday, January 21, 2015 1:05 AM, "CASHIERSOFFICE@UNR.EDU" <CASHIERSOFFICE@UNR.EDU> wrote:



University of Nevada, Reno

1/21/2015

Student ID: 1001798277

Dear Terri Van Hoozer,

Our records show that you made the following payment(s) today on MyNEVADA.

| Payment Date | Reference Number | Payment Type | Payment Amount |
|--------------|------------------|--------------|----------------|
| 1/20/2015 | 000000393511 | Credit Card | \$ 465.00 |

To obtain more detailed information regarding your account balance or to view and print your account statement, access your MyNEVADA account at MyNEVADA.unr.edu.

If you have any questions about your student account, please contact the Cashier's Office.

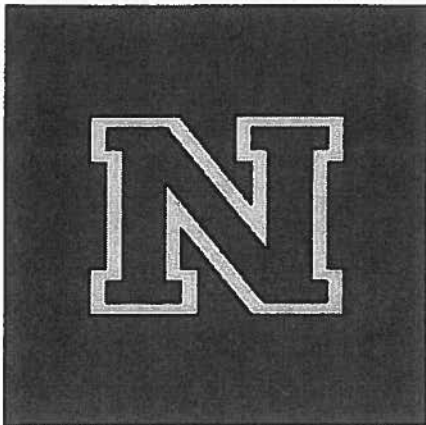
Sincerely,

Shirley Chambers
Manager of Student Accounts

Van Hoozer, Terri

From: R and T Van H <terrivh@sbcglobal.net>
Sent: Wednesday, January 21, 2015 8:21 AM
To: Van Hoozer, Terri
Subject: Fw: Receipt for your recent payment

On Tuesday, January 20, 2015 1:02 AM, "CASHIERSOFFICE@UNR.EDU" <CASHIERSOFFICE@UNR.EDU> wrote:



University of Nevada, Reno

1/20/2015

Student ID: 1001798277

Dear Terri Van Hoozer,

Our records show that you made the following payment(s) today on MyNEVADA.

| Payment Date | Reference Number | Payment Type | Payment Amount |
|--------------|------------------|--------------|----------------|
| 1/19/2015 | 000000390943 | Credit Card | \$ 316.50 |

To obtain more detailed information regarding your account balance or to view and print your account statement, access your MyNEVADA account at MyNEVADA.unr.edu.

If you have any questions about your student account, please contact the Cashier's Office.

Sincerely,

Shirley Chambers
 Manager of Student Accounts

Van Hoozer, Terri T
200 Stonewall Ct
Reno, NV 89511-4770

University of Nevada, Reno
Office of Admissions & Records
Mail Stop 0120
Reno, NV 89557-0120

ITEM 5a

Student ID: 1001798277
Birth Date: 04/07

Unofficial Transcript

Page 1 of 1
Print Date: 05/10/2015

Beginning of Graduate Record

2014 Spring

| | | | | | | |
|----------|------------------|--------|-----|-----|--------|-------|
| EDUC 478 | Biblio - Gen Ref | | | | 3.0 | A |
| | Attempt | Earned | GPA | Crd | GPA Pt | GPA |
| Term | 3.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.000 |
| Career | 3.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.000 |

2014 Fall

| | | | | | | |
|----------|--------------------|--------|-----|-----|--------|-------|
| EDUC 472 | Hist - Org of Libr | | | | 3.0 | A |
| | Attempt | Earned | GPA | Crd | GPA Pt | GPA |
| Term | 3.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.000 |
| Career | 6.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.000 |

2015 Spring

| | | | | | | |
|----------|-------------------------------------|--------|-----|-----|--------|-------|
| EDUC 495 | Edu Topics | | | | 3.0 | A |
| | Topic: Bk Sel for Children: Lib Sci | | | | | |
| | Attempt | Earned | GPA | Crd | GPA Pt | GPA |
| Term | 3.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.000 |
| Career | 9.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.000 |

End of Graduate Record

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Recommendation to the Board of County Commissioners Regarding the Applicants for Two Upcoming Vacancies on the Library Board
DATE: May 20, 2015

Background: With the impending departures of Fred Lokken and John Kupersmith, there will be two vacancies on the Library Board as of July 1st. A recent recruitment generated applications from seven individuals interested in serving as a Trustee. The applications are appended to this report.

In June 2013, the Board approved the following criteria for selecting which applicant(s) to recommend to the Board of County Commissioners to fill a vacancy.

- Demonstrated use and appreciation of libraries
- Experience working with (not necessarily in) libraries, especially public libraries
- Other work experience
- Volunteer experience
- Community involvement
- Commission district where the applicant resides

As additional information for your deliberation on this item, the Commission district representation of the remaining Trustees is as follows:

| | |
|---------|---|
| Sattler | 4 |
| Stoess | 1 |
| Wilson | 2 |

Recommendation: Review the applications and determine which applicants you wish to recommend to the Board of County Commissioners for appointment to the Library Board.

Application for Library Board of Trustees

Personal Information

Note: Applicant resides in District 1

Salutation: Ms **First Name:** Wendy **Last Name:** Alderman
Address: 975 Marsh Ave. **City:** Reno **State:** NV **Zipcode:** 89509
Phone: 7758431599 **Email Address:** w.alderman29@gmail.com
Contact Preference: email

Education Background

School Name: Northwestern University **Graduated:** yes **Graduation Year:** 1983
Course of Study: ORGANIZATION DEVELOPMENT AND MARKETING
Degree Earned: MBA
Notes

School Name: Cornell University **Graduated:** yes **Graduation Year:** 1979
Course of Study: Mechanical Engineering **Degree Earned:** BSME
Notes

Professional Background

Employer: Self **From Date:** 02/01/08 **To Date:** 05/12/15
Status: contract

Job Title: Mentor, Entrepreneur, Consultant

Duties: Consult on product and business development projects for companies in the area of energy efficiency, manufacturing and channels of distribution.

Employer: Independent Power Company **From Date:** 11/01/06 **To Date:** 02/01/08
Status: contract

Job Title: Solar System Sales and Design

Duties: Initiate customer contact, provide customer education, conduct site evaluation, evaluate production/ROI analysis, design system specifications.

Employer: Wesko Industries **From Date:** 09/01/88 **To Date:** 09/01/00
Status: contract

Job Title: Vice President

Duties: Business and product development for international manufacturer of stainless steel food service equipment.

Awards and Honors

Volunteer History

Agency: Future Cities Competition **From Date:** 09/01/05 **To Date:** 06/01/08

Volunteer Title: Engineering Mentor

Duties: Work with middle school students who participate in teams participating in the national Future Cities program. Goal is to encourage students to explore the STEM fields.

Agency: Temple Sinai **From Date:** 04/01/06 **To Date:** 04/01/07

Volunteer Title: Chair Building Design Committee

Duties: Work with Architect, congregation and committee members to generate a building design to meet growing congregational need. Project came in on time and on budget.

Agency: Friends of Washoe County Library **From Date:** 01/01/89 **To Date:** 01/01/93
Volunteer Title: Board Member
Duties: Allocation of funds to libraries, fund raising support.

Agency: Tech Is Good **From Date:** 04/01/13 **To Date:** present
Volunteer Title: Board Member
Duties: Connecting with community members, planning, fund raising. Tech is Good provides a technology package, scholarship and support to students from Wooster, Hug, Sparks and North Valley high Schools attending TMCC or UNR.

Additional Information:

When we moved to Northern Nevada in 1988 one of my first actions was to join the WCL. My family and I are active supporters and users of the library. Over the years we have participated in reading times, lectures, fund raisers, tutoring, and of course checking out library materials. The library system is one of our few truly accessible community resources. There is such a wide range of service and opportunities available through WCL, community outreach, reading programs, life long learning opportunities to just mention a few. Looking toward the future I believe it is imperative that the library system continues in this role. As a board member it would be my pleasure to use my experience in business development, coalition building and problem

Application for Library Board of Trustees

Personal Information

Note: Applicant resides in District 1

Salutation Mrs **First Name** Karen **Last Name** Hudson
Address 2055 Severn Dr. **City** Reno **Zipcode** 89503
Main Phone 7757475851 **Secondary Phone** 7753382094
Email Address karena.hudson@gmail.com **Contact Preference** any

Education Background

School Name University of Michigan **Graduated** yes
Graduation Year 1968 **Course Of Study** political science **Degree Earned** B.A.
Notes Also attended the University of Michigan graduate school of Social Work before moving to Nevada where my husband took a position at Desert Research Institute.

Professional Background

Employer self **From Date** 08/01/91 **To Date** present

Status part-time

Job Title Owner of Piano and Brass Studio

Duties Teaching music to pupils ranging in age from 6 to 80. Board Member and Newsletter Editor, Northern Nevada Music Teachers' Association (the local branch); Board Member and Newsletter Editor, Nevada Music Teacher's Association (state branch)

Awards and Honors

I have been listed in Who's Who in America, Who's Who in the World, Who's Who Among American Women, and Who's Who in American Education.

Volunteer History

For the past forty years I have volunteered in many different areas of community activities: Coaching youth sports, the Girl Scouts, music ministries at church, political involvement, League of Women Voters, volunteering at schools. I have worked with others to build an enriching cultural community.

Additional Information

When we came to Reno in September of 1970, one of the first things I did was to apply for a Washoe County Library card. Our four children grew up using the library frequently. I am enthusiastic about many programs the library offers; most recently, online downloads of audio and e-books, and tax help. I enjoy the art exhibits, community meetings, and using the library as a convenient polling place. It's always pleasant dealing with the friendly, helpful staff I find at the various locations.

Over the course of many years, I used the downstairs auditorium at the downtown branch for piano recitals. As a passionate lifelong reader, I'd like to be involved in making decisions that involve the library, and helping it to continue as a vibrant community resource.

Application for Library Board of Trustees

Personal Information

Note: Applicant resides in District 1

Salutation: Ms **First Name:** Debbie **Last Name:** Jacobs
Address: 10580 N. McCarran Blvd. #115-111 **City:** Reno **State:** NV **Zipcode:** 89503
Main Phone: 775-746-6380 **Email Address:** dajacobs@live.com **Contact Preference:** any

Education Background

School Name: University of North Texas **Graduated:** yes **Graduation Year:** 2009
Course of Study: Library Science **Degree Earned:** MLS
Notes: Master's in Library Science

School Name: Washoe County School District **Graduated:** yes **Graduation Year:** 1996
Course of Study: Specializing in Reading and Library
Degree Earned: Master's Equivalency
Notes:

School Name: University of Nevada, Reno **Graduated:** no **Graduation Year:** 1996
Course of Study: Certification in Elementary Education K-8
Degree Earned: Teaching Certificate
Notes: To be a librarian at the secondary level you must hold a current teaching licensure. I also received my Media Specialist Endorsement K-12 and Computer, use of.

Professional Background

Employer: TMCC **From Date:** 05/01/06 **To Date:** 07/31/06
Status: per diem
Job Title: Reference Librarian

Duties: Summer temp position as the reference librarian and instructor at TMCC. The Reference Librarian will provide reference services to students, faculty, and staff. He/she will teach library instruction classes, and foster the development of library and information literacy.

Employer: Washoe County Public Library **From Date:** 01/01/02 **To Date:** 01/01/06
Status: per diem
Job Title: Library Temp

Duties: Works the circulation desk, re-shelve and shift materials, operation of automated library system, assists patrons in checking out, returning, locating materials & information, using computers, registering patrons, answering the telephone. Explains library policy and procedures.

Employer: Washoe County School District **From Date:** 08/01/86 **To Date:** present
Status: per diem
Job Title: Librarian/Media Specialist/Reading Teacher

Duties: Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth; enable students to develop

competencies and skills to function successfully in society. Use technology to strengthen the teaching/learning process. Assist in selection of books, equipment, and other instructional materials.

Awards and Honors

Honor: NSEA Good Ideas Grant

Honor Date: 04/01/14

Details: (NSEA - Nevada State Education Association) I wrote a grant because I wanted to see my students become successful with reading by getting CD players so they could listen to books on tape.

Honor: Beta Phi Mu

Honor Date: 08/01/09

Details: International Library and Information Studies Honor Society

Honor: WEA Dedicated Service

Honor Date: 05/01/09

Details: This award is for being a dedicated educator for 20 or more years.

Honor: Wal-Mart Outstanding Teacher/Librarian of the Year

Honor Date: 05/01/06

Details: The award is given to an outstanding educator using the written nominations received by students. This award included a plaque and \$1,000 for the library.

Honor: WEA Distinguished Performance

Honor Date: 05/01/06

Details: This award is given to teacher/librarian who have done an outstanding and exemplary job in their field.

Honor: Award for Excellence

Honor Date: 10/01/02

Details: For outstanding contribution to librarianship for youth throughout your career in Nevada. This award is given by NSCLS of the Nevada Library Association and is presented at the annual library conference.

Volunteer History

Agency: Nevada Library Association

From Date: 01/01/90

To Date: 12/31/10

Volunteer Title: NYRA Chairperson 2005 and committee member 1990-2010

Duties: (NYRA - Nevada Young Readers' Award) As chairperson you facilitate all communications within the interest group; submits information regarding group activities to the editor of Nevada Libraries and to the Webmaster; coordinator for business meetings of the interest group; planned programs for the NLA annual conference; contact winning authors and picture book illustrators and their publishers; submit a budget request and program justification to the NLA Finance Committee.

Agency: Nevada Library Association

From Date: 01/01/06

To Date: 12/31/08

Volunteer Title: Nevada Library Association President

Duties: The President selects a theme for the conference and for the year; represents the association before the other groups and organizations in the State; directs the operation of the association, it's projects, meetings and professional responsibilities; registers as a lobbyist and testifies before legislative committees; plans and attends the Nevada Legislature Library Day in Carson City; goes to Washington D.C. to represent Nevada on National Legislature Library Day;

hosts the NLA annual meeting; maintains continuous input to official association publications and works with the finance committee to create a budget for the association.

Agency: Nevada Library Association **From Date:** 01/01/01 **To Date:** 12/31/01

Volunteer Title: NSCLS Chairperson

Duties: (NSCLS - Nevada School and Children Librarians' Section) The purpose shall be the promotion and fostering of the development of school libraries and children's services in the libraries in Nevada; plan and conduct the annual meeting; shall prepare a budget request and submit it to the Finance Chairperson and plan a few workshops for the annual conference.

Agency: Washoe County School District **From Date:** 09/01/12 **To Date:** present

Volunteer Title: Committee Member

Duties: I volunteered to be a committee member for the Balanced Calendar Committee, Bus/Bell Schedule and Cultural of Respect Committee.

Additional Information:

I am seeking a new opportunity to use my experience and skills while making a difference in my community. I have such a strong bond to libraries that I want to contribute my time to make them a place that is the focus of a community. My experience is unique because I have worked at public libraries, academic libraries and school libraries which can bring many different views about the role and importance of the library. When the economy is struggling citizens depend more on the public library for access to information both within the building and outside the walls. I hope that you will give me an opportunity to become part of the library community because libraries are my passion. Thank you for considering my application.

Application for Library Board of Trustees

Personal Information

Note: Applicant resides in District 2

Salutation: Mr First Name: Robert Last Name: Kirk
Address: 10128 Via Verona City: Reno State: NV Zipcode: 89511
Main Phone: 951-315-8145 Secondary Phone: 775-689-4205
Email Address: robk911@yahoo.com Contact Preference: any

Education Background

School Name: California State University San Bernardino Graduated: yes
Graduation Year: 1992 Course of Study: Business Economics
Degree Earned: BA- Business Administration
Notes

School Name: Jack Welch Management Institute Graduated: no
Graduation Year: 0
Course of Study: MBA Degree Earned:
Notes: Enrolled in April 2014 with a projected graduation date of June 2017.

Professional Background

Employer: Charles Schwab & Co. From Date: 01/20/92 To Date: present
Status: full-time Job Title: Branch Manager
Duties: I have managed Charles Schwab & Co branches in Reno, NV and Southern California the last 22 years.

Awards and Honors

Volunteer History

Agency: Junior Achievement of Northern Nevada
From Date: 2010 To Date: present
Volunteer Title
Duties: I have taught JA in a day for Lincoln Park Elementary School, sponsored by Charles Schwab Bank.

Additional Information:

As a lifelong learner, I have a passion for the public library system and the wonderful opportunities it brings to a community. I have run many successful businesses over the last 22 years and with my leadership skills and perspective, I feel I can add to a team of people in promoting a successful and highly utilized library system.

Application for Library Board of Trustees

Personal Information

Note: Applicant resides in District 4

Salutation Ms **First Name** Zanny **Last Name** Marsh
Address 1064 Table Mountain Way **Address 2** PO Box 51926
City Sparks **Zipcode** 89435-1926
Main Phone (775) 843-7297 **Secondary Phone** (775) 354-1265
Email Address z.zannymarsh@gmail.com **Contact Preference** any

Education Background

School Name University of Nevada, Reno **Graduated** yes
Graduation Year 2009 **Course Of Study** Justice Management
Degree Earned Master's
Notes

School Name
California State University, Sacramento **Graduated** yes **Graduation Year** 1987
Course Of Study Journalism **Degree Earned** Bachelor's
Notes

Professional Background

Employer Renown Health **From Date** 06/04/12 **To Date** 06/03/14
Status full-time

Job Title Development Officer, Public Funding

Duties: Establish the first centralized federal and state fund initiative for community's only integrated health network. Develop collaborative partnerships and create programs and projects for the Department of Homeland Security, HRSA, and CDC; City of Reno and Washoe County (Nev.); State of Nevada Departments of Energy and Office of the Attorney General; the Governor's Office of Economic Development; University of Nevada, Reno and Desert Research Institute; and community not-for-profits (Nevada Urban Indians), and for-profit stakeholders (biomedical companies). Develop and execute cultivation, solicitation, and stewardship strategies for individuals, corporations, and foundations with the capacity to make a major gift or investment. Brief, work with, and strategically involve health system administrators, senior executives, health care professionals, and volunteers to develop and promote projects that advance patient care and safety, organizational efficiency, and infrastructure. Use accepted fundraising principles to maintain timely and consistent contact with current and prospective donors and develop action plans to secure investment and support. Direct and coordinate staff in the production of research, creative design, and outcomes reporting to funding sources. Meet deadlines and benchmarks; demonstrate flexibility with plan changes; and, problem-solve issues. Represent the health system in the community by participating in appropriate civic organizations and maintain active membership in professional associations. Outcomes: Write and submit federal grant applications requesting \$3.7M in federal support, with the second application earning priority score from agency. Develop and deliver strategic initiative presentations to senior administrators, staff from the U.S. Senators and Representative, city council, county commissioners, the Governor's office staff, board members and community volunteers. Collaborate with university administrators, deans, and directors on key projects for energy efficiency, public safety, simulation research, data development centers, and hospice and palliative care. Receive an employee recognition award for performance and commitment to quality and service.

Employer University of Nevada, Reno Graduate School
From Date 11/18/12 **To Date** 01/18/14 **Status** full-time

Job Title Adjunct Faculty

Duties: Develop and teach graduate course "Elders in Correctional Environments" to introduce students to the dynamics of aging offenders in correctional environments by examining gerontological, sociological, administrative, sociological, administrative, judicial and medical ethics. Outcomes: Delivered instruction for two semesters. Facilitated key relationships with content experts from health care, mental health, higher education, the judiciary, and corrections.

Employer University of Nevada, Reno Donald W. Reynolds School of Journalism
From Date 08/18/08 **To Date** 06/30/12 **Status** full-time

Job Title Special Projects Director

Duties: Collaborate with University administrators, faculty, and external stakeholders to create new initiatives, identify priorities, and coordinate resources among existing programs and events to fulfill organization's mission. Identify funding sources and other resources for programs and curricular development. Administer operations for Reynolds National Center for Courts & Media during 5-month leadership transition. Organize and administer regional quarterly education conferences from Washington, DC to Santa Clara, California. Develop project budgets and generate status and outcome reports to philanthropic donors. Design and administer public and community relations campaigns. Coordinate employment searches for two staff positions. Develop innovative projects, programs and special events that support key academic emphases: ethics, entrepreneurial and innovative journalism, and strategic communication. Serve as content manager for website and manage implementation of electronic and social media campaigns. Outcomes: Introduce program to promote academic achievement and cultural diversity. Leverage outreach programs to achieve strategic milestones with multiple stakeholders. Establish new partnerships Washoe County High School District, Journalism Educators Association of Northern California, the Scholastic Journalism Institute, the California Scholastic Journalism Program, the Northern Nevada International Center, U.S. State Department, Nevada Humanities. High school student and teacher participation doubles at on-site events.

Employer University of Nevada, Reno Office of Communications
From Date 06/01/06 **To Date** 08/18/08 **Status** full-time

Job Title Director of Communications

Duties: Develop and administer community and media relations programs (traditional, new and social media) for 49 departments and programs and more than 250 full-time faculty members. Research and develop recommendations for, and brief University administrators, deans, and faculty about issues management. Develop, write, and disseminate reports, presentation scripts, media releases and features, annual reports, and public service announcements. Outcomes: Work quality and effectiveness led to recruitment to serve as Reynolds School's Special Projects Director full-time.

Employer University of Nevada, Reno Sanford Center for Aging
From Date 05/01/98 **To Date** present **Status** full-time

Job Title

Duties: Administer and co-author an average of \$400,000 in federal and state grants annually. Administer the RSVP of Washoe County program, including supervisory responsibilities for RSVP director and RSVP Community Advisory Board. Establish unit's first development and stewardship programs, raising more than \$100,000 in the first year. Recruit, deliver orientation to, and secure leadership gifts from community advisory board. Administer unit operations for up to 21 faculty and staff. Supervise six additional positions. Co-produce and serve as on-air host of bi-weekly "AARP Presents..." television broadcast. Assessment documents 100,000+ annual community contacts (i.e., networking, service delivery, direct mail, media, etc.). Collaborative volunteer projects increase 50 percent in six years. Delivery of community education programs increase 70 percent in three years. Center name recognition increases 30 percent. Initiated extensive outreach to develop innovative projects including but not limited to: Improving the Criminal Justice Response to Elderly and Vulnerable Adults-Interpret data collected at

stakeholder focus groups and contribute to curriculum as member of the statewide advisory team to the Office of the Nevada Attorney General. Consult on Office on Violence Against Women Act grants in collaboration with Nevada Office of the Attorney General grants administrators. Senior Power–Provide free weatherization service to very-low income seniors, education component reduces stigma of enrollment in federal energy assistance programs. Partners include Sierra Pacific Power (now NV Energy) and Retired and Seniors Volunteer Program (RSVP). Project implemented from concept to launch in two months and is proposed as national model by the Corporation for National and Community Services. Reaching for the Stars Luggage Drive– Replace garbage bags used by case managers for the belongings of children taken into foster custody following incarceration of parent or primary caregiver. Partners include Big Brothers Big Sisters of Northern Nevada, WrapAround in Nevada, and RSVP. Collection exceeded goal in less than four months. Project featured at National College of District Attorneys’ 15th Annual National Conference on Domestic Violence, 2005. Birthday Buddies–Recruit volunteers to bake and deliver cupcakes for school district’s homeless students, ages 6-9. Partners include RSVP and Washoe County School District. Within two years, more than 24 volunteers participate, and local grocery stores contribute supplies and/or baked goods to underwrite the program.

Awards and Honors

Volunteer History

Agency Truckee Meadows Tomorrow **From Date** present **To Date** present
Volunteer Title Board Member

Duties: Among the duties I have performed, Youth Risk Behavior Task Force Chairman (2009); President (2007); Quality of Life Task Force Chairman (2004-2006); Board member (2003-present). Community Indicators Consortium selects my Truckee Meadows Tomorrow ‘Real Story’ as one of four (out of 35 state entries) for publication in 2010, raising national awareness of governmental partnership in community quality of life initiatives. Present at international and national conferences. Sponsor performance indicator, “Community Responsiveness to its Most Vulnerable Populations,” to support data collection about the under-represented. Deliver presentations advocating for quality of life before fraternal, not-for-profit organizations, and professional associations. Solicit participation in and lead focus groups during indicator review and update from non-traditional community stakeholders: youth ages 5-17, Spanish language speakers/readers, LGBT community, seniors, persons and families economically at-risk, faith groups; CEOs, government employees, and elected officials. Results include creation of four new quality of life indicator categories and indicators. Implement first public relations campaign. Present before 800+ attendees.

Agency KNPB Community Advisory Board **From Date** present **To Date** present
Volunteer Title Board Chairman

Duties: I have served on the board as a participating member until April of this year when I began my first term as Chair. Board duties include cultivating and soliciting programming suggestions, outreach to potential partners, developing new member survey tools, and assisting the CEO in outreach to communities in the broadcast area.

Agency Seniors in Service **From Date** present **To Date** present
Volunteer Title Board Chairman

Duties: I assumed my role as Chairman in January 2014. Senior Companions and Foster Grandparents operate in Washoe County under the auspices of Seniors in Service, which engages in volunteer service seniors (55 years and older) with very low incomes. The board provides administrative oversight and perform the performance evaluation of the Executive Director, reviews the operating budget, participates on Fund Development and Communications subcommittees, and offers strategic direction to enhance programmatic growth.

Agency City of Reno Police Department **From Date** present **To Date** present

Volunteer Title Domestic Violence Victim Advocate

Duties: I completed 40-hour volunteer training to serve as an on-call (overnight and weekend) advocate to respond to officer requests for assistance with domestic violence survivors. I am the only elder abuse volunteer advocate.

Agency City of Reno Arts and Culture Commission **From Date** present **To Date** present

Volunteer Title Co-Chairman of Leadership, Collaboration and Coordination ad hoc study group

Duties: Our work involved engaging the community and stakeholders in updating the City of Reno's plan for arts and culture programming, facilities, resources, and future direction.

Agency City of Reno Senior Citizens Advisory Committee

From Date present **To Date** present

Volunteer Title Committee Member

Duties: Work with Recreation and Community Services staff to communicate senior needs to City of Reno Council members.

Agency American Red Cross

From Date present

To Date present

Volunteer Title Chairman of Volunteers

Duties: I served in a several roles before becoming Chairman of Volunteers. In each of my roles, I represented the organization within the community, administered training programs from the corporate curriculum to ensure volunteer worked cooperatively with staff on preparedness and emergency assistance. I was active on the board when this community experienced the 1987 flood that displaced Red Cross headquarters operations and triggered response from national disaster volunteers.

Additional Information:

I am applying for this position because my earliest memories of the library were, well, magical. I grew up my local libraries and some of my earliest memories include going to the library for story time. My father died two weeks before I was born. I was raised by a single mother who worked so very hard to give me every advantage, beginning with my education. Reading was revered in our home and I learned to read at an early age. Nearly every weekend, my mother took me to our local library for story time. As a very young girl, I was intrigued with the card catalog. I once asked the story time librarian about "that big piece of furniture." She told me that each card inside was a key that could unlock the whole world for anyone with imagination and curiosity. That exchange happened more than 40 years ago, yet I remember it distinctly. I will be forever grateful for the wonder that she instilled in me as a child. I'm interested in becoming a Trustee because I want to ensure that local libraries remain a community hub for generations. Libraries complement learning that takes place at home and in our schools. When I chaired the Truckee Meadows Tomorrow task force that performed an 18-month review and update of community quality of life indicators, we asked respondents to identify and prioritize indicators they considered important. Libraries serve a unifying role in the four indicators in the category of Education and Lifelong Learning: • Educational infrastructure to meet community needs, • Educational success, • Community-wide involvement in education, and a • Literate community Trustees offer essential administrative oversight to ensure efficient and effective operation of our network of libraries. Further, I believe we can support the director and staff with visioning, marketing, outreach, impact and outcomes reports, and best practices. I would appreciate this opportunity to serve Washoe County and members of this community as Library Board Trustee. Thank you.

Application for Library Board of Trustees

Personal Information

Note: Applicant resides in District 1

Salutation: Mr **First Name:** Theodore **Last Name:** May, III
Address: 1302 Tacoma Way **City:** Reno **State:** NV **Zipcode:** 89509
Phone: 860-682-2054 **Email Address:** tjmay3@gmail.com
Contact Preference: any

Education Background

School Name: University of Hartford **Graduated:** yes
Graduation Year: 1997
Course of Study: English Creative Writing, Journalism, Sports Information
Degree Earned: BA Creative Writing

Professional Background

Employer: MA Public/ Private Schools
From Date: 01/25/95 **To Date:** 06/21/13 **Status:** full-time
Job Title: Special Education Teacher

Duties: Developed and adapted curriculum for students/clients pre-school-adulthood in all academic and life skills areas. I worked extensively in helping typical peers interact and learn how to include peers with disabilities. Provided in-home training to parents and siblings of students with various physical and developmental disabilities. Advocated for students rights, after school inclusion and best interest while developing IEPs.

Employer: Self
From Date: 11/01/98 **To Date:** present **Status:** full-time
Job Title: Writer

Duties: I wrote for various magazines from 1998-2001. From 2000-2002, I co-created and wrote two webcomics that were among the first of all time. In 2000 I founded SUMM Publications with illustrator Jason May. We developed two critically acclaimed webcomics, two one-shot comic books and one Graphic Novella. I have had over a dozen short stories published. Served on the board of the New England Horror Writers and was a judge for the best screenplay of the 2011 Bram Stoker Awards.

Awards and Honors

Honor: Best Poem **Honor Date:** present
Details: Honorable mention best poem, University of Hartford literary awards

Honor: Bram Stoker Award **Honor Date:** present
Details: My short story, CHASING EMPTINESS, made the preliminary (top 10) ballot of the Bram Stoker Awards.

Volunteer History

Agency: Boy Scouts of America **From Date:** 09/21/11 **To Date:** present

Volunteer Title: Cub Master

Duties: I have served as a Den Leader, Committee Member and Cub Master in Boston and Reno during the last five years.

Agency: New England Horror Writer **From Date:** present **To Date:** present

Volunteer Title: Director of Events

Duties: I sat on the committee of the NEHW and was chiefly responsible for organizing convention and public appearances for our authors.

Agency: Little League Baseball **From Date:** present **To Date:** present

Volunteer Title: Coach

Duties: I have served at various levels of coaching in Boston and Reno since 2012.

Additional Information:

I am an avid supporter and user of the American library system. I believe it is an essential hub of literacy, cultural, education and democracy. It is one of the finest rights awarded to our citizens. I would consider it a great honor to serve as a trustee.

Application for Library Board of Trustees

Personal Information

Note: Applicant resides in District 2

Salutation: Dr First Name: Jennifer Last Name: Swiergiel
Address: 3760 Wagoneer Dr City: Reno State: NV Zipcode: 89502
Phone: 775-825-0921 Email Address: mcgrap@msn.com
Contact Preference: any

Education Background

School Name: University of Arizona Graduated: yes Graduation Year: 1995
Course of Study: Molecular and Cellular Biology Degree Earned: PhD
Notes

Professional Background

Awards and Honors

Volunteer History

Additional Information:

My family and I enjoy the library and the many programs and services it offers. We are all avid readers and have been a part of libraries since we were children. I have a varied background in academia, private sector biochemistry research, and government service, and I hope to put my skills to work for the library.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Direction to Staff Regarding the Director's Pending Retirement and the Process for Appointing a New Director, to Include Possible Use of an Executive-Search Firm to Conduct a National Recruitment
DATE: May 20, 2015

Background: As indicated on the letter appended to this staff report, I will be retiring from the Washoe County Library System effective January 9, 2016. In addition, Senior Public Services Librarian (SPSL) Tammy Cirrincione will also be retiring from the Library System as of the same date.

Pursuant to NRS 379.025, the Library Board has the responsibility of appointing the Library Director. In order to facilitate an orderly transition to new leadership for the Library System, I will be working with the Board and the County's Human Resources Department over the next several months on the recruitment for a new Director. Assuming that the new Director and I can work together for some period of time before I retire, I will also ensure that he or she has the opportunity to hire the new SPSL. That position may soon be upgraded to an Assistant Library Director to more accurately reflect the actual level of responsibility being exercised.

Below is a suggested process and timeline for recruiting and appointing a new Director. I propose this course of action as a starting point for discussion, with the idea that you would approve the actual process you wish to utilize at your June meeting. A Human Resources staff member is planning to attend the Board meeting and to answer any questions you may have.

1. At the July Library Board meeting, the Trustees appoint a sub-committee (which could include up to two Trustees plus other individuals) charged with reviewing applicants and developing interview questions.
2. Recruitment runs July 1-September 18. By September 23, the list of viable candidates is sent to Human Resources and then forwarded to the sub-committee. In August and September, the sub-committee is also developing a list of interview questions.
3. From late September until mid-October, the subcommittee (possibly working with Human Resources) reviews the applicants and determines which ones should be recommended to the full Board for interviews, and also finalizes the list of interview questions. Legal counsel is currently researching whether it is permissible for the Board to keep the questions secret until the interviews are conducted, and if so, how that could be accomplished.

4. At the October Library Board meeting, the sub-committee recommends the finalists to be interviewed, and the Board acts on the recommendations.
5. In mid-November, using two or more interview panels, Trustees join with selected senior County staff, a Friends representative, and other community leaders to interview the finalists.
6. Through the end of November, each Trustee individually evaluates the finalists and considers whom he or she wants to appoint as Director.
7. December 1 or 2: Trustees hold a special meeting to appoint the new Director, with a start date of January 4, 2016 or sooner. The start date would, of course, depend on the successful candidate's availability; the sooner that person could begin in the position, the better.

While it is preferable that you not approve a complete process today, I am requesting that you decide whether you want Human Resources to engage an executive-search firm to conduct a national recruitment for the Director position, or instead rely solely on alternative methods to solicit candidates. If a firm were engaged for the recruitment, the costs would be covered by the Human Resources budget.

It is my opinion that a national recruitment using the services of a search firm would greatly improve the chances of getting several well-qualified candidates, and of the Board being able to appoint someone who is an excellent fit for the position. Therefore, I recommend that the Board approves this arrangement.

Recommendation: Approve a national recruitment for a new Library Director, to be conducted by an executive-search firm selected by the Human Resources Department, in accordance with the approximate schedule outlined in this staff report. In addition, be ready to determine, at your June meeting, the overall process you want the Board to use to appoint a new Director.

LIBRARY DIRECTOR'S REPORT April-May 2015

ADMINISTRATION

- The Sierra Nevada Council of the International Literacy Association recognizes individuals and organizations who demonstrate strong support of literacy. Our own Beate Weinert was one of five awardees honored at a dinner on May 7th at Pinocchio's in Sparks. Beate was recognized for her work on behalf of the Washoe County School District's Striving Readers grant, her long-time support of Nevada Reading Week, and her career-long commitment to instilling a love of reading in children.

COLLABORATIONS, PROGRAMS AND ACTIVITIES

- Snapshot Day (April 14) statistical highlights: Physical visits: 4,231; virtual visits: 5,852 (website, catalog, Overdrive); new library cards issued: 121; Volunteer Hours: 64.25; Number of People using Meeting Rooms: 97; Circulation: 6,749; downloadable audiobooks and ebooks checked out: 483. A great time was had by all—see attached photos.
- The second annual Reno Mini-Maker Faire will be held Saturday May 30, from 10 a.m. until 6 p.m., at the Innovation Center, the Nevada Discovery Museum, and the South Side School building. The Maker Faire is a celebration of innovation, creativity, and the Maker movement, bringing together tech enthusiasts, crafters, educators, tinkerers, hobbyists, engineers, science clubs, artists, students, and commercial exhibitors. WCLS will have a booth featuring STEM learning games and activities recently acquired with LSTA grant funds.
- The Library System will conduct another Adopt-a-Periodical Drive from June 7th through August 9th. Patrons and library supporters will help ensure that popular magazines are available by paying for one-year subscriptions. Adopt-a-Periodical donations can also be designated for the new Flipster service which offers online access to popular magazines, in which case they will be used to help fund in-demand titles that will be accessible to all Washoe County Library residents.
- The 2015 Summer Reading Program, "Every Hero Has a Story," has gone virtual, with participants signing up and tracking their reading online from May 1st through July 31st. Programs and prizes will be available for all ages. This year, 24 local sponsors are supporting our summer reading endeavors. Free programs include: Tsurunokai Japanese Taiko Drummers, Bruka Theatre for Children's "The Wishing Well," Marionette Puppeteer Bernie Beauchamp, Baseball Story Time with Reno Aces' Archie, Reno Little Theater's "The Great Alphabet Adventure," Wild Kingdom Heroes with Wildthings, Inc. and "Spending Time with Our Community Heroes: Sheriffs, Canines and Motors."
- South Valleys Library staff will have a table at the Summit Farmer's Market on the second Saturday of each month between June and September, raising awareness of library services. South Valleys also provided an information table at the "Celebrate Washoe Valley" event on May 16th.
- One of the sessions for the Next City Vanguard Conference was held at the Downtown Reno Library on May 6. The Conference is an "annual experiential urban leadership gathering of the best and brightest young urban leaders working to improve cities across sectors, including urban planning, community development, entrepreneurship, government, transportation, sustainability, design, art and media."
- The Downtown Reno Library asbestos project is scheduled to begin June 3rd, with Levels 2 and 3 probably being abated simultaneously.

My thanks to John Andrews, Jennifer Oliver, Debi Stears, Scottie Wallace and Beate Weinert for their contributions to this report. - Arnie Maurins, Library Director





**Snapshot Day at Washoe County Library
April 14, 2015!**



TO: Washoe County Library Board
FROM: Corinne Dickman, Sparks Managing Librarian
RE: Sparks Library Programs, Activities and Operation
DATE: May 20, 2015

Welcome to the Sparks Library!

You regularly receive statistics that give an overview of the Sparks Library people and programs, so I won't rehash those.

Over the past year, the collection has been assessed and a decision made to consolidate the existing non-fiction collection into existing shelving, and spread out the fiction collection to balance the shelving. Responding to user patterns of predominately fiction reading, this allows us to devote additional shelving to the fiction collection, making for a more aesthetically pleasing, accessible collection.

In addition, some shelving has been relocated to open lines of sight and increase seating areas for the public. The teen zone is more visible to the staff, and we are looking at a new color scheme for that area.

The children's biography section has also been relocated to existing shelving, allowing us to open the area for line of sight and increase seating. We have many families and students with tutors using the area.

After much consideration, the story circle in the Young People's Library is going to be removed. Our story time and toddler time attendance is increasing and the story circle is not a practical place to hold storytime anymore; it's held in the meeting room. By removing the story circle, we will be able to create a STEM/STEAM spot and homework area for our younger patrons. We have made use of LSTA STEM grant money to get this off the ground, as well as the Friends Endowment allocation.

Another accessibility issue we look forward to resolving is the area at the back of the Young People's Library where the two steps currently are. By removing those, we hope to increase accessibility in that area, and it will also make it easier to shelve.

Sparks is fully staffed, we have learned to work differently to insure the user has a great experience, while also taking advantage of self-service options in the branch.

We've also realigned our Librarian I (Jonnica McClure) to oversee civic engagement and community involvement with the Sparks Library. Our goal is to utilize the Community Connect demographic data to develop and implement opportunities both in the library and in the community. Initial offerings include Research U: Skills for the adult learner, and our participation in the 39 North Marketplace that will replace the traditional Farmer's market in downtown Sparks this summer. We will be able to report on a meeting we attended for 39 North Downtown, a group of "business owners who care about improving our community and breathing new life and energy into Downtown Sparks. We see Downtown Sparks as an intersection of businesses and families where great experiences are created". The Library is uniquely poised to become a partner in the family friendly activities in the community.

[\(http://www.39northdowntown.com/39-north-marketplace/\)](http://www.39northdowntown.com/39-north-marketplace/)

TO: Washoe County Library Board
FROM: Beate Weinert, Programs and Community Collaboration
RE: Friends Report
DATE: May 20, 2015

The Friends of Washoe County Library Board of Directors met Wednesday, May 6, at the South Valleys Library. Following are a number of upcoming events and activities:

Save the dates!

- ***FWCL May Booksale @ the Reno Town Mall***
<http://www.washoelibraryfriends.org> (flyer attached)
 4001 S. Virginia Street next to the Sierra View Library
Saturday, May 9 - Sunday, May 17, 2015, 10 am to 5 pm
 Featured this Sale: "Healthful Hints and Curious Remedies". May 17 is \$5 bag day.
Members Early Shopping: Friday, May 8 from 3pm to 6pm. Members Only
- ***Please Note:** Book donations are accepted during book sales or at the back of Reno Town Mall Tuesday through Saturday 10 AM to Noon. Look for the two RED doors.
- Friday, June 12 and Saturday, June 13, 2015, 10am-5pm. **Childrens Book Sale.**
 Book Prices 25¢ or 50¢.
 Reno Town Mall Common Area.
- Saturday, July 11, 2015, 9am-4pm. **Art in the Garden.**
 Artown Event with beautiful crafts and location.
 1280 Monroe St. *A portion of the proceeds will benefit Friends of Washoe County Library.*
- Saturday, July 18, 2015, 10am-5pm. **Artists and Authors.**
 Local Crafters and Local Authors. Three Children's Story Times.
 Reno Town Mall Common Area.
- Tuesday, August 25, 2015, 7:05pm. **Reno Aces vs. Nashville Sounds.**
 \$12 Right field Vouchers.
 Where to purchase: May or July FWCL book sales, Secondhand Prose or
<http://www.washoelibraryfriends.org/aces-tickets-august-25>.
A portion of the proceeds will benefit Friends of Washoe County Library.
- **Next meeting: Wednesday, June 3, 4:30pm @ the Incline Village Library**

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

F/Y 2014 / 2015

8-May-15

| TITLE | CURRENT YEAR | | | PRIOR YEAR | | |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| | BUDGET | EXPENDITURE | BALANCE | BUDGET | EXPENDITURE | BALANCE |
| | | | | | | % |
| SALARIES/WAGES | \$ 5,324,211 | \$ 4,340,483 | \$ 983,728 | \$ 5,154,326 | \$ 4,215,050 | \$ 939,276 82% |
| EMPLOYEE BENEFITS | \$ 2,176,225 | \$ 1,729,302 | \$ 446,923 | \$ 2,117,911 | \$ 1,721,361 | \$ 396,550 81% |
| SERVICES & SUPPLIES | \$ 705,568 | \$ 529,654 | \$ 175,914 | \$ 705,825 | \$ 508,014 | \$ 197,811 72% |
| CAPITAL OUTLAY | | | | | | |
| TOTAL: | \$ 8,206,004 | \$ 6,599,439 | \$ 1,606,565 | \$ 7,978,062 | \$ 6,444,425 | \$ 1,533,637 81% |

ITEM 6d

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

F/Y 2014 / 2015

8-May-15

| | <u>CURRENT YEAR</u> | | | <u>PRIOR YEAR</u> | | | | |
|---------------------|---------------------|---------------------|-------------------|-------------------|---------------------|---------------------|-------------------|------------|
| <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 | \$ 679,995 | \$ 522,898 | \$ 157,097 | 77% | \$ 718,326 | \$ 575,827 | \$ 142,499 | 80% |
| EMPLOYEE BENEFITS | \$ 301,577 | \$ 232,692 | \$ 68,885 | 77% | \$ 312,303 | \$ 250,270 | \$ 62,033 | 80% |
| SERVICES & SUPPLIES | \$ 915,661 | \$ 773,378 | \$ 142,283 | 84% | \$ 1,095,374 | \$ 790,932 | \$ 304,442 | 72% |
| CAPITAL OUTLAY | | | \$ - | | | | | |
| TOTAL: | \$ 1,897,233 | \$ 1,528,968 | \$ 368,265 | 81% | \$ 2,126,003 | \$ 1,617,029 | \$ 508,974 | 76% |

ITEM 6d

Washoe County Library System

Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2013-2014/2014-2015

| Accumulative | Checkouts | | | Library Visits | | | Patron Computer Use | | | Program Attendance | | | Internet Library | | |
|--------------|------------------|------------------|---------------|------------------|----------------|---------------|---------------------|----------------|---------------|--------------------|---------------|---------------|------------------|----------------|----------------|
| | 2013 - 2014 | 2014 - 2015 | % Change | 2013 - 2014 | 2014 - 2015 | % Change | 2013 - 2014 | 2014 - 2015 | % Change | 2013 - 2014 | 2014 - 2015 | % Change | 2013 - 2014 | 2014 - 2015 | % Change |
| | 178,295 | 166,953 | -6.36% | 103,078 | 98,714 | -4.23% | 23,937 | 25,347 | 5.89% | 4,679 | 6,956 | 48.66% | 84,141 | 62,611 | -25.59% |
| July | 181,910 | 157,069 | -13.66% | 107,015 | 94,781 | -11.43% | 24,468 | 22,807 | -6.79% | 4,741 | 6,113 | 28.94% | 83,571 | 60,398 | -27.73% |
| August | 166,011 | 155,234 | -6.49% | 97,489 | 91,907 | -5.73% | 22,083 | 23,022 | 4.25% | 4,533 | 5,339 | 17.78% | 80,565 | 60,831 | -24.49% |
| September | 169,560 | 163,330 | -3.67% | 102,301 | 111,021 | 8.52% | 23,632 | 23,360 | -1.15% | 7,656 | 21,216 | 177.12% | 79,775 | 60,523 | -24.13% |
| October | 160,387 | 142,699 | -11.03% | 91,071 | 79,964 | -12.20% | 20,665 | 20,666 | 0.00% | 5,339 | 6,469 | 21.17% | 73,202 | 55,779 | -23.80% |
| November | 149,581 | 140,348 | -6.17% | 83,180 | 81,286 | -2.28% | 20,741 | 21,187 | 2.15% | 4,295 | 5,407 | 25.89% | 71,369 | 55,189 | -22.67% |
| December | 172,531 | 161,353 | -6.48% | 98,883 | 92,700 | -6.25% | 23,837 | 22,790 | -4.39% | 5,546 | 5,486 | -1.08% | 83,077 | 62,482 | -24.79% |
| January | 158,261 | 142,907 | -9.70% | 95,937 | 87,713 | -8.57% | 21,267 | 20,447 | -3.86% | 7,025 | 7,445 | 5.98% | 72,501 | 57,413 | -20.81% |
| February | 169,443 | 151,184 | -10.78% | 102,032 | 95,841 | -6.07% | 23,090 | 22,988 | -0.44% | 8,798 | 9,900 | 12.53% | 75,445 | 74,544 | -1.19% |
| March | 165,242 | 146,691 | -11.23% | 103,162 | 91,129 | -11.66% | 20,957 | 22,785 | 8.72% | 6,099 | 8,382 | 37.43% | 67,390 | 71,607 | 6.26% |
| April | 157,794 | 0 | 0 | 92,531 | 0 | 0 | 23,049 | 5,991 | -74.01% | 8,963 | 0 | 0 | 65,409 | 0 | 0 |
| May | 157,949 | 0 | 0 | 96,040 | 0 | 0 | 23,198 | 0 | 0 | 10,670 | 0 | 0 | 59,813 | 0 | 0 |
| June | 1,986,964 | 1,527,768 | -8.58% | 1,172,719 | 925,056 | -6.00% | 270,924 | 231,390 | -6.59% | 78,344 | 82,713 | 40.88% | 896,258 | 621,377 | -19.41% |
| Totals | 1,671,221 | 984,148 | | 247,726 | 58,711 | | | | | | | | 771,036 | | |

Note 1: FY 14/15 Checkouts totals including all partnership/Collection Development: 1,529,920

Note 2: FY 14/15 GRAND TOTAL (includes Library, Partnership, Coll. Dev., Downloadable Books and Ebooks, and Read & Share Checkouts): 1,722,204

**PLEASE NOTE:
CHECKOUT TOTALS
a. Reflect only public hours
for Partnership Libraries
b. Do not reflect Gerlach or
Collection Development

Washoe County Library System

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

System Total Comparison For Fiscal Years 2013-2014 / 2014-2015

| | Meeting Room Use | | | | | | | |
|-------------------------|------------------|----------|---------------|----------|------------|----------|------------|----------|
| | 2013-2014 | | 2014-2015 | | 2013-2014 | | 2014-2015 | |
| | # of Meetings | % Change | # of Meetings | % Change | Attendance | % Change | Attendance | % Change |
| Administration Outreach | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Duncan/Traner | 75 | -17.33% | 62 | -17.33% | 1,221 | -36.45% | 776 | -36.45% |
| Incline | 11 | 0.00% | 11 | 0.00% | 39 | 541.03% | 250 | 541.03% |
| North Valleys | 91 | -42.86% | 52 | -42.86% | 1,123 | -34.64% | 734 | -34.64% |
| Northwest | 171 | -38.60% | 105 | -38.60% | 2,262 | -24.98% | 1,697 | -24.98% |
| Reno | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Senior Center | 25 | -60.00% | 10 | -60.00% | 479 | -96.03% | 19 | -96.03% |
| Sierra View | 209 | 5.74% | 221 | 5.74% | 4,047 | 4.89% | 4,245 | 4.89% |
| South Valleys | 118 | 15.25% | 136 | 15.25% | 2,389 | 23.48% | 2,950 | 23.48% |
| Spanish Springs | 17 | -5.88% | 16 | -5.88% | 342 | -15.79% | 288 | -15.79% |
| Sparks | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Verdi | 718 | -14.62% | 613 | -14.62% | 11,902 | -7.92% | 10,959 | -7.92% |
| Totals | | | | | | | | |

**PLEASE NOTE:

CHECKOUT TOTALS

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

TO: Washoe County Library Board
FROM: John Andrews, Internet Services Librarian
RE: On-line Resources Usage Report
DATE: May 20, 2015

INTERNET BRANCH SUPPLEMENTAL STATISTICS REPORT

APRIL 2015

The following numbers represent total visits to these online library services. "Unique" visits are those that did not begin at the library website. The total number of visits in April 2015 is 87.97% greater than the number of visits to the library website as reported in monthly statistics reports. As our online presence expands, it is becoming necessary to reevaluate how these statistics are reported. In the short term, we will be providing the board with additional statistics to provide a fuller picture of the library's online reach each month.

| | WEBSITE | CATALOG | OVERDRIVE | SOCIAL | TOTAL |
|--------|---------|---------|-----------|--------|---------|
| TOTAL | 71,607 | 57,616 | 43,352 | --- | 134,601 |
| UNIQUE | | 21,692 | 41,302 | | |

MARCH 2015 (REPORTED AT APRIL MEETING)

The total number of visits in March 2015 is 87.25% greater than the number of visits to the library website as reported in monthly statistics reports.

| | WEBSITE | CATALOG | OVERDRIVE | SOCIAL | TOTAL |
|--------|---------|---------|-----------|--------|---------|
| TOTAL | 74,544 | 60,001 | 45,052 | --- | 139,583 |
| UNIQUE | | 22,175 | 42,864 | | |

LIBRARY BOARD OF TRUSTEES

2015/16 Meeting Calendar

Unless another date or time is indicated, regular Board meetings are held on the third Wednesday of each month at 4:00 p.m.

| <u>DATE</u> | <u>LOCATION</u> |
|--------------------|-------------------------|
| July 15, 2015 | Sierra View Library |
| August 19, 2015 | Northwest Library |
| September 16, 2015 | Incline Village Library |
| October 21, 2015 | Spanish Springs Library |
| November 18, 2015 | North Valleys Library |
| December 16, 2015 | Downtown Reno Library |
| January 20, 2016 | Downtown Reno Library |
| February 17, 2016 | Downtown Reno Library |
| March 16, 2016 | Downtown Reno Library |
| April 20, 2016 | Northwest Reno Library |
| May 18, 2016 | Sparks Library |
| June 15, 2016 | South Valleys Library |

Slow recovery: What's in store for Washoe libraries?

Susan Skorupa, RGJ 1:48 p.m. PDT May 5, 2015



(Photo: Jason Bean/RGJ)

In 2002, the Washoe County Library System was riding high.

It had experienced a 17 percent surge in usage over just a few months and was facing the largest construction campaign in its history.

Thanks to a bond issue, it had plans for new library buildings in Spanish Springs and the south valleys. The Sparks library was up for a major facelift, and a Verdi nature center and library was in the works.

Over the next few years, most of those additions became realities.

Then came 2009.

When the economy tanked that year, the Washoe County Commission approved lopping off 500 of about 3,000 county jobs to give its \$683 million 2009-10 budget some breathing room.

"Based on city surveys, libraries and parks came out at the bottom (when it came to budgets)," said Library System director Arnold Maurins.

People want to feel safe and secure, he said, so libraries and parks are more likely to take budget hits than departments such as law enforcement.

"We had to take our medicine," Maurins said.



RENO GAZETTE JOURNAL

9 newsy library things: geocaching and fallout shelter

(<http://www.rgj.com/story/life/2015/04/27/washoe-county-library-fallout-shelter-geocaching-national-register-historic-places/26475559/?from=global&sessionKey=&autologin=>)

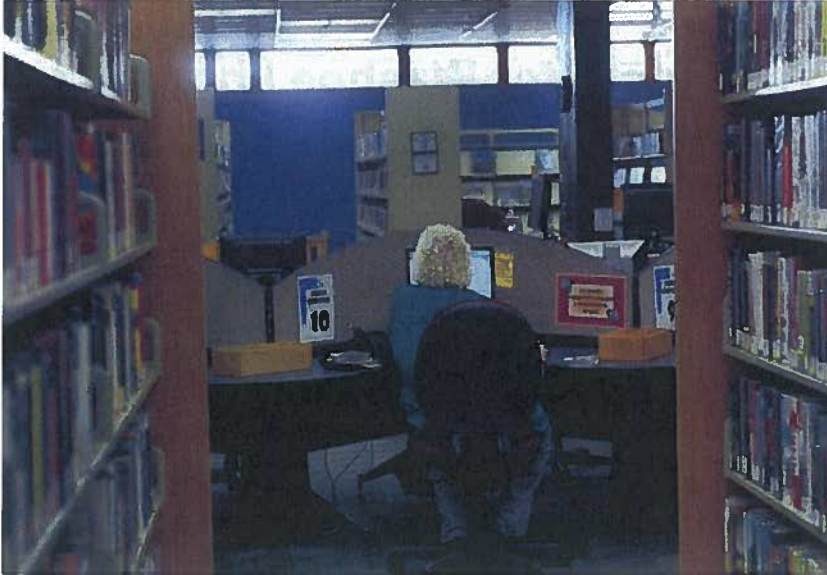
More than a half decade later, budgets remain slim even as demands on libraries and information technology change almost daily. There's cautious optimism that things could soon ease a little.

Today's Library System budget and staffing are down about 40 percent from 2009. The library's 12 branches hustle to meet the demands of a high-tech, media-savvy, on-line world that has less to do with paper and ink books and more to do with instantaneous information and ebooks.

"As we go forward, an increasing percentage of our book budget will be e-books and downloadable books," Maurins predicted. "We will spend more on that, but print is not going away. A certain number of people like it or can't afford a (electronic reading) device."

The near future for the library could be "half print, half digital," Maurins said.

Meanwhile, the library budget "has stabilized," Maurins said. "There were no cuts this year."



A woman works at a computer while at the Sparks branch of the Washoe County Library System on April 25, 2015. (Photo: Jason Bean/RGJ)

A cautious look ahead

But county revenues continue to lag so Maurins expects little new money in the library budget for the next couple of years.

"We hope we've bottomed out and can slowly rebuild hours," Maurins said. "That's the number one request from the public — more hours."

Several library branches used to be open seven days a week. Now they're open no more than five days a week.

"We closed the Mendive branch, and we had to sell the Bookmobile," Maurins said. "And we did cut hours."

However, this week the library board added a total of six more hours a week to the schedule, divvied up among Northwest Reno, South Valleys, Spanish Springs and Sparks branches, to begin May 4. The small addition came through efforts to streamline library processes and maximize staffing, system officials said.

Washoe County is in the process of budget talks now, and current revenue projections are flat, said Washoe County commissioner Marsha Berkgigler. Over the last two budget cycles, commissioners have focused on bolstering public safety departments such as the Sheriff's Office, but the library is a top priority.

"One thing that is clear is we want to see more hours in the libraries, more days. That's what citizens are asking for — parks and libraries," Berkgigler said.

"We're at very early stages of the budget structure and are not sure what it will look like, but we've met with the library board, and we're serious about more hours and days," she said.

"Obviously, safety and security have to come first; no one will argue with that," Berkgigler said. "But now that we're three years into a bit of a (economic) recovery, or three budget cycles in, now what else is important?.. It's too early in the game; we're not sure what (the budget) will look like, but we try to be receptive of people."

Washoe County is financially stable because the commission is very fiscally conservative, she said. Finances are stable, but when property taxes fall, they fall steeply. When they rise, they go up slowly.

[Click here to view the Washoe County Library web site \(http://www2.washoecounty.us/library/\)](http://www2.washoecounty.us/library/)

Library users want more

Washoe County library branches are "well used and highly valued," said John Kupersmith, a library board member and a former Internet Services librarian for the Washoe County Library System.

"However, it's clear that the library budget hasn't kept pace with demand over the past several years," Kupersmith said. "We have more people in Washoe County, and it's an increasingly sophisticated community with a lot going on educationally and culturally, and significant 'high tech' development on the way."

For the library system to remain effective, Kupersmith said, it needs enough funding to restore lost operating hours, to build up print and electronic materials collections and to add staff.

For the current fiscal year — July 2014-June 2015 — the library system budget totals \$9.83 million. In fiscal year 2007-08, it was \$14.86 million.

Staffing has dropped 40 percent to 130 employees at 11 branches — the Gerlach library is staffed by a school employee.

The library also has 504 volunteers who put in a combined 11,998 hours in 2014. The nonprofit Friends of Washoe County Library raises funds for the system.

But over the past six years, visitor counts have fallen. From July 2014 through March 2015, 833,927 people used a library, not including the Gerlach branch.

For the same period a year earlier, 880,986 people visited a library. Three years ago, there were 956,140 visitors. Five years ago: 1,011,691.

But five years ago, the libraries were open a total of 368 hours a week, Maurins said. This year, they're open only 335 hours a week.

Maurins blamed the drop in in-the-door usage on fewer open hours, the Mendive branch closing, and library patrons increasing use of a growing list of online services such as e-books and databases rather than going into a branch.

Library of the future?

For years, the library has invited people in for programs, art shows and classes, computer classes, movies, book clubs, children's reading programs, study areas and meeting spaces, and living history presentations. Those offerings continue to grow.

"I think libraries will become more community gathering places," Maurins said. "The more people use on line, for instance, they're missing the face-to-face contact. Libraries can fill that void."

Despite slim resources, the library works to add to its repertoire. A recent addition, Flipster, is accessible on line at the library web site as a program that lets library patrons access digital magazines using a next-generation digital magazine service.

"Around the country, new libraries have less shelf space and more meeting rooms," Maurins said. "One library in Texas opened recently with no books, only Mac computers and other technology."

It's a changing world for librarians, too. Maurins said. Library staff have to keep up with the technology.

"People are not asking the same questions as they were 10 or 15 years ago, but they still have questions," Maurins said. "So librarians need to keep their research skills sharp. They need a general awareness of what is going on in their area and how we can step in with resources."

Read or Share this story: <http://on.rgj.com/1zkUVas>

Seeking shelter: library holds part of Cold War history

Susan Skorupa, RGJ 3:32 p.m. PDT May 12, 2015



(Photo: Susan Skorupa/RGJ)

To people of a certain age, the underground level of the Downtown Reno Branch of Washoe County Library System would come as no surprise.

It might raise a smile or a shudder to those who grew up in the 1960s or who already were adults by then.

For Marc Tiar, technical services librarian at the library, the fallout shelter is a curiosity, but it's also part of the library's history and personality.

"It was built in 1966," he said of the shelter during a recent walk-through of the space.

Many public and other buildings built during that time had shelters of some sort, Tiar said.

"Most were long ago cleared out, but this is not a functional space for us," Tiar said. "All the stuff has been left because it's too much trouble to take it out."

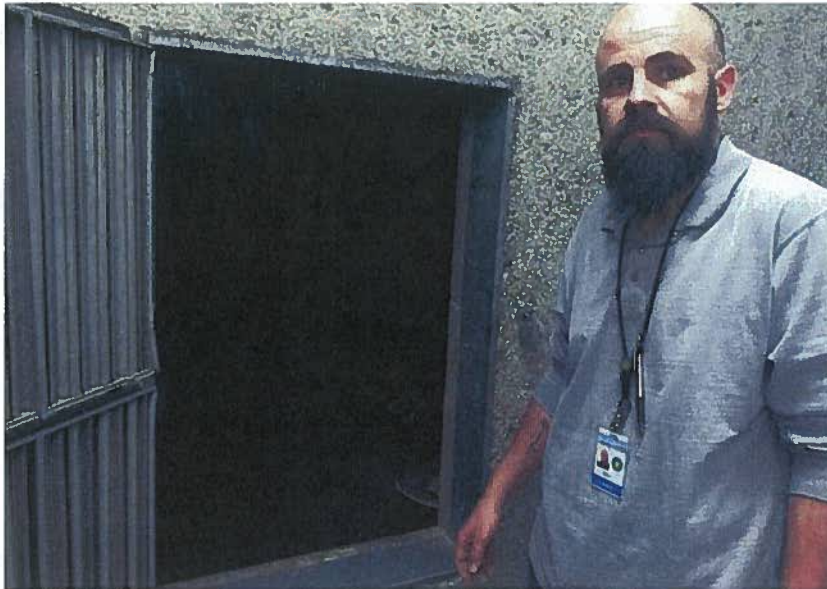
Fallout shelters today seem a thing from a quaint if scary past when nuclear destruction seemed imminent and radioactive fallout from the bombs a certainty during the Cold War era of the 1950s and 1960s.

Some people built private shelters; others hoped for protection in public shelters, such as the one in the library. The spaces were stocked with water, foods that would last for weeks or months, candles, and other necessities.

A look around

Stepping through an opening in the wall on the lower level of the library is like stepping through a window from bright light into a black hole.

Buy Photo



Marc Tiar, technology services librarian, at the entrance to a Cold War-era fallout shelter at the Downtown Reno Branch of the Washoe County Library. (Photo: Susan Skorupa/RGJ)

First Tiar unlocked and opened the grating that covers the hole, then stepped through the opening, which begins about two feet above the floor.

Inside, a long narrow corridor stretched into darkness, like an unfinished concrete basement. Odds and ends from the both the library and the fallout shelter stood nearby, including metal cans that once held drinking water, now rusted and partly filled with items bearing the distinctive CD — for Civil Defense — logo.

Emergency candles, radiation exposure cards, shelter kits, and disposable blankets, 60 years old or more, shared the space.

"The water barrels were full, now they're rusty," Tiar said. "There was a log book, now it's in our Special Collections, to log people in and out of the shelter. Now what we know makes it laughable that people could escape down here. This was wide open. There's no way you could save anyone from radiation down here."

Once inside the shelter, the walkway disappeared into dimness but there's a concrete tunnel about 5 feet high, then another that's a little higher. These spaces are where people would have waited out the emergency.

[Buy Photo](#)



A concrete tunnel in the Cold War-era fallout shelter of the Downtown Reno Branch of the Washoe County Library. (Photo: Susan Skorupa/RGJ)

But the draft whooshing through the whole shelter and its storage areas raised the question of how well the plan might have worked.

Stacked in storage areas are other supplies. There are barrels of "carbohydrate supplements," just cellophane wrapped hard candies. Tiar pulled a red one from a barrel. He said he's tasted one, but it had no taste anymore, and who knows what now-banned dye was used to color them?

Other barrels hold sleeping bags, now as hard and coarse as Styrofoam.

There's no oversight of the space as a fallout shelter, Tiar said. Many of the shelters were done as partnerships between local and federal authorities, he said.

"It's not such distant history that it's been forgotten," he said.

A look back

The county kept files of those spaces, both public and private, said Aaron Kenneston, Washoe County emergency manager.

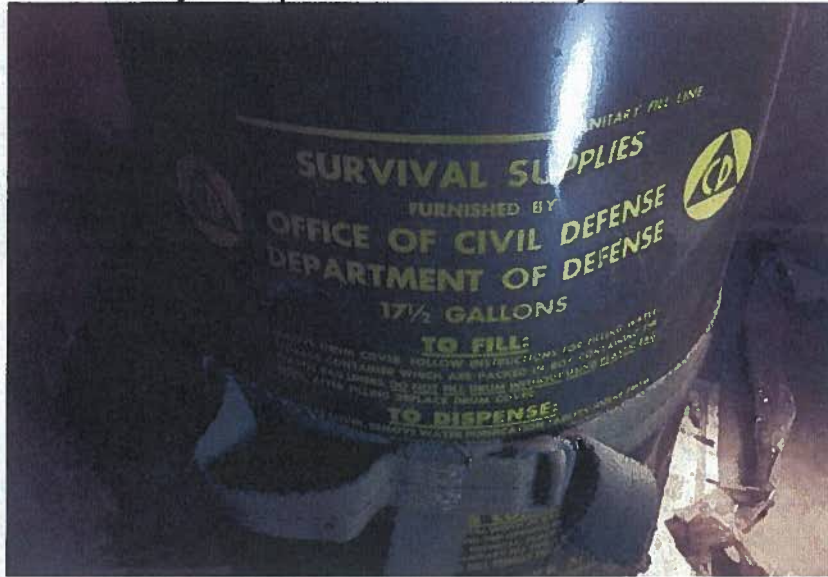
The federal government stocked the public shelters and in Nevada that included shelters in mines, he said.

"I'm periodically contacted by landowners who find the green CD (Civil Defense) barrels," Kenneston said. "They held potable water, what we called 'mystery meats,' and things like scissors sealed in plastic. You have to peel it off and they're still as good as new."

Kenneston's office has recovered some of the supplies from local shelters and keeps it for its historical significance.

"That was the middle of the Cold War," said Nevada historian Phillip Earl. "There was a real concern among people. Part of our culture of the time was that we were going to be attacked."

Shelters "were stocked with food and water, and are still all over the place," he said.



A Civil Defense barrel in the Cold War-era fallout shelter of the Downtown Reno branch of Washoe County Library. (Photo: Susan Skorupa/RGJ)

The now-razed Park Lane Mall contained a shelter, along with the downtown library, Earl said.

"I ran onto a mine shaft in Olinghouse, a ghost town (near Wadsworth)," he said. "At the entrance to a tunnel, a mine, there was one of those signs."

The signs were a distinctive bright yellow with a black circle in the middle that was filled with three yellow triangles. They were found at the entrances to the shelters.

"People knew where a shelter was," Earl said. "It was just part of living Everybody expected there might be an atomic attack.

"There were studies about foods that would keep," he said. "There was a whole protocol — if there was going to be an attack, people would be notified and could go to a shelter."

The end of the shelter era

By the 1970s, federal agencies decided money would be better spent on protecting people from natural hazards, such as floods, Kenneston said. The Federal Emergency Management Agency was established and "the government slowly stepped away from hunkering down in fallout shelters."

The emphasis moved to making a personal emergency plans, stocking a kit with three days worth of emergency supplies and staying informed during an emergency situation, he said.

Would fallout shelters have worked in the event of nuclear attack and fallout? The answer might have depended on how long the shelter supplies remained consumable, where and how the attack came and things like the speed and direction of winds carrying fallout.

"It's a great question," Kenneston said, "and probably one that will remain unanswered. We never got to that point."

Read or Share this story: <http://on.rgj.com/1bNyDTn>