

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, April 19, 2017
4:00 P.M.**

**Spanish Springs Library
7100A Pyramid Lake Highway
Sparks, NV 89436**

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

SUPPORT DOCUMENTATION FOR ITEMS ON THE AGENDA PROVIDED TO THE LIBRARY BOARD OF TRUSTEES IS AVAILABLE TO MEMBERS OF THE PUBLIC AT THE DOWNTOWN RENO LIBRARY ADMINISTRATION OFFICE, 301 SOUTH CENTER STREET, RENO, NEVADA AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR tgaston@washoecounty.us. WE ARE PLEASED TO MAKE REASONABLE ACCOMMODATIONS FOR MEMBERS OF THE PUBLIC WHO ARE DISABLED AND WISH TO ATTEND MEETINGS. IF YOU SHOULD REQUIRE SPECIAL ARRANGEMENTS FOR ANY TRUSTEE MEETING, PLEASE CONTACT OUR OFFICE AT 327-8341 24 HOURS PRIOR TO THE DATE OF THE MEETING.

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

THE BOARD OF LIBRARY TRUSTEES CONDUCTS THE BUSINESS OF THE WASHOE COUNTY LIBRARY SYSTEM DURING ITS MEETINGS. THE PRESIDING OFFICER MAY ORDER THE REMOVAL OF ANY PERSON WHOSE STATEMENT OR OTHER CONDUCT DISRUPTS THE ORDERLY, EFFICIENT OR SAFE CONDUCT OF THE MEETING. WARNINGS AGAINST DISRUPTIVE COMMENTS OR BEHAVIOR MAY OR MAY NOT BE GIVEN PRIOR TO REMOVAL. THE VIEWPOINT OF A SPEAKER WILL NOT BE RESTRICTED, BUT REASONABLE RESTRICTIONS MAY BE IMPOSED UPON THE TIME, PLACE AND MANNER OF SPEECH. IRRELEVANT AND UNDULY REPETITIOUS STATEMENTS AND PERSONAL ATTACKS WHICH ANTAGONIZE OR INCITE OTHERS ARE EXAMPLES OF SPEECH THAT MAY BE REASONABLY LIMITED.

THE LIBRARY BOARD OF TRUSTEES MAY TAKE AGENDA ITEMS OUT OF ORDER, CONSIDER TWO OR MORE ITEMS IN COMBINATION, REMOVE ONE OR MORE ITEMS FROM THE AGENDA OR DELAY DISCUSSION ON AN ITEM.

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

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) Staff Announcements – 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.
- 4) Approval of Meeting Minutes
 - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of March 15, 2017
- 5) Old Business
 - a. *For Possible Action:* Approval of Summary Letter of Director's Job Performance
 - b. *Informational:* Library Director Annual Review Process Update
- 6) New Business
 - a. *For Possible Action:* Acknowledgment of Donations Received Third Quarter of Fiscal Year 2016-2017
 - b. *For Possible Action:* Approval of Application by Pam Larsen for a Board Scholarship
 - c. *For Possible Action:* Approval to Move Location of the October 18, 2017, Library Board of Trustee Meeting to Hard Rock Hotel and Casino in Stateline, Nevada, to Gain Exposure of the Nevada Library Association at the NLA-MPLA Joint Conference
 - d. *For Possible Action:* Approval to Close All Washoe County Libraries at 5 pm on November 22, December 24 and December 31, 2017
 - e. *For Possible Action:* Approval of Delayed Opening of Public Hours on In-Service Days of May 18 and December 14, 2017
- 7) Reports
 - a. Library Director's Presentation to Include System Programs and Activities, and Friends Report for March 2017
 - b. Tacchino Trust Expenditure Update
 - c. TedX Update
 - d. Spanish Video Webcast/Staff Update
 - e. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances for March 2017
 - f. Monthly Library Usage for March 2017
- 8) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 9) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 10) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, MARCH 15, 2017**

The Board met in regular session at the Sparks Library, 1125 12th Street, Sparks, Nevada.

Chair Wilson call the meeting to order at 4:01 pm

1) ROLL CALL

Board Member Present: Wendy Alderman, Sarah Sattler, Jean Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Mary Jones (FWCL)

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF FEBRUARY 22, 2017

Upon questioning by Trustee Alderman regarding the Technology Plan agenda item tabled at the last meeting but not included in this meeting's agenda, Director Scott stated that the Technology Plan will be done in process with the Strategic Plan and that he will touch on that more under agenda item 4b.

On motion by Trustee Alderman, seconded by Trustee Stoess, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of February 22, 2016. All in favor, none opposed.

4) OLD BUSINESS

a. EVALUATION OF LIBRARY DIRECTOR'S JOB PERFORMANCE

Tami Gaston noted that the packet included all the submitted responses. Upon request by Trustee March, the evaluation response rate was a return of 80% from Trustees and 55% from Staff. All responses were submitted to Trustee Wilson to summarize responses.

Chair Wilson reminded the Board that the summary is a compilation of responses and did not include any analysis or edit.

Once the Board began discussion on the process, Legal Counsel Dania Reid, advised that this agenda item is not about the process but the review of the Director.

Board comment on the review of the Library Director included:

- Chair Wilson stated he felt the results were well thought out and complete
- Trustee Alderman noted she liked the overall detail in the responses, stating this was a good starting point.
- Trustee Sattler asked if the Director had seen the evaluation form prior to self-evaluation.

- o Director Scott stated that he did not and was not aware of the specifics of what he was being rated on.

On motion by Trustee Alderman, seconded by Trustee Stoess, which motion duly carried, the Board moved to accept the results and move to create a final summary of performance letter to be approved by the Board and delivered to the Director. All in favor, none opposed.

b. PRESENTATION OF DRAFT TECHNOLOGY PLAN 2018-2021 AND WCLS EDGE ASSESSMENTS FOR 2016 AND 2017, FOR DISCUSSION AND FEEDBACK AND POSSIBLE APPROVAL OF GOALS LISTED IN THE DRAFT TECHNOLOGY 2018-2021

Director Scott noted there are two parts to this agenda item; the draft of the Technology Plan and assessment results that give the Board an idea of where WCLS sits nationally in a variety of categories.

The Edge assessment was completed in 2014 and recently in 2017. The results show improvement in comparison with peer libraries and overall WCLS is rated above average as far as the Technology Plan over three years ago.

The information provided by the assessment is put into the new Technology Plan and WCLS is moving forward in the process to ensure we do the things we must do in order to remain competitive with other libraries. This draft plan will be presented for feedback to the Leadership Team and Administration team to make sure that staff has the training and opportunities to take training to make sure we can move forward with it. WCLS has already begun the training process with staff training such as the all staff computer troubleshooting training in 2016.

One of the weaknesses working with assessment is determining the needs of the communities. WCLS is looking to do a survey to better determine where we should be going with public computers and technology. In looking at current reports, WCLS can see that Downtown Reno, Sierra View and Sparks Libraries have high computer usage, where South Valleys has higher wireless internet access.

Responding to the question from Trustee Sattler, Director Scott informed the Board that the assessment responses were provided by Joan Dalusung, Nancy Keener and he.

Upon questioning by Trustee Alderman, Director Scott responded to a several specific Assessment examples. There were a few in which he stated he did not have the context of assessment responses provided in 2014, but was able to respond in 2017 with what WCLS is currently doing. For a couple of the technology questions, he noted changes in technology or available resources as the difference in response.

In response to the Board regarding patron survey, Director Scott stated WCLS will do research to determine the best mechanisms to create a variety of surveys and will bring the information back to board.

Upon questioning by Trustee Stoess regarding Assessment responses, Director Scott clarified the following:

ITEM 4a

- WCLS does not provide medical database access and is not able to determine what the response in 2014 was referring to.
- WCLS does not provide presentation equipment for business services such as microphones as was done in 2014. Access to this type of item requires a high amount of staff time to keep up and with changing technology, WCLS has found that provided equipment tends to not be exactly what the patron desires or may not be compatible with devices and the Library System is not necessarily able to meet the expectation of providing extended technological support for the meeting room user.
- WCLS does not provide computer terminals set up for extended sessions. Computer users may be extended on a case by case basis by Library staff, but no computers are designated for this function.

Upon questioning by Trustee Sattler, Director Scott confirmed that this information was a base when creating the current draft of the new Technology Plan

Trustee Marsh arrived at 4:14 pm

Trustee Wilson stated that he was pleased that WCLS scored above average. He noted that, strategically, we need to highlight how WCLS is doing “more with less” and should highlight areas that improvement and support is needed, such as where we are not being funded.

Director Scott agreed, noting that WCLS is unable to sustain some of the things needed in order to be competitive and compliant.

Upon questioning by the Board to determine if a motion is required, Legal Counsel Dania Reid, queried the Library about the intent of this agenda item. Director Scott stated that the intent was to receive input from the Board for further direction as the plan is not ready for approval as written. He further clarified that, while WCLS is collecting input, he welcomes insight to anything that may be missing.

Upon request by Trustee Alderman, Director Scott highlighted the key points as training for the public and training of staff. Staff need to know what the expected competencies are to meet them.

5) NEW BUSINESS

a. REVISION OF LIBRARY DIRECTOR ANNUAL REVIEW PROCESS

Upon request by legal counsel, Tami Gaston opened this agenda item requesting that it be tabled due to the following reasons:

- Legal Counsel wants to ensure any revised process meets all Open Meeting Law requirements prior to Board approval.
- Tami Gaston will ensure common Human Resources practices are included.
- If the Board elects to structure the process similar to other County Director Evaluation processes for consistency as discussed in the past, those processes need to be reviewed before proposing changes to the current process.

Upon request by Chair Wilson, Legal Counsel Dania Reid, agreed that the agenda item, as written, allows for discussion of what the Board would like to see included in any revision.

Board discussion included:

- Chair Wilson stated that he believed the results were comprehensive and had room for feedback. He noted that Al Stoess contacted him for Public Comment, stating that he liked the form, but was not pleased with the response rate. Chair Wilson also compared the response rate to a sampling error, where only the highly motivated evaluators responded.
- Trustee Alderman noted that there were a number of questions that she was unable to rate personally and would like access to information in which she would be able to respond to them.
- Trustee Sattler stated she believes that the Director should be rating himself in all the categories the evaluators will be rating him in. This approach ensures that he knows what he is being rated on and can rate himself accordingly as well as give evaluators something to work from.
- Trustee Marsh with the percentage of responses because she felt it was more difficult to interpret whether staff is engaged in the process or if something else is suppressing responses. She was encouraged that responses were received from a spectrum of raters, but wants to explore how to reach those who did not participate or who would have been more moderate in their assessments.

Tami Gaston informed the Board that all future Library Director Evaluations will be distributed to selected raters through a survey type mechanism such as Survey Monkey. This may help in receiving a higher response rate while being consistent with how Washoe County completes other Director Evaluations through Human Resources.

Legal Counsel, Dania Reid, further noted the following:

- In current and past evaluations, Human Resources has not been a part of this process as they have in other Washoe County Director evaluations who are governed by boards.
- Human Resources staff ensure a wide range of obligations and requirements are met to include: Open Meeting Law application, proper handling and storage of materials, and ensuring the appropriate constituency for a better response rate.
- Once the process is approved, the Board will always have a voice in the substance, while the process is set and conforms to County standards and meets requirements as noted above.

After review of options provided by Ms. Reid, the Board unanimously agreed to have the Board Secretary work with Human Resources personnel to create the evaluation and return the updated process to them for approval.

6) REPORTS

a. **LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT FOR FEBRUARY 2017**

Director Scott provided a PowerPoint presentation updating the Board on Library System programs and activities, outreach and operations for the month of February 2017.

Upon questioning by the Board, South Valleys Managing Librarian, Julie Ullman, provided information on the All Girl Tech Challenge Team at South Valleys. The team won at the

Robotics Regionals and one of the girls is now volunteering at Coding Camp at South Valleys. She confirmed she would invite them to a future Board meeting.

Director Scott corrected the date for the North Valleys Library upcoming event "Cook the Book" from March 18th to the April 29, 2017.

b. TACCHINO TRUST EXPENDITURE UPDATE

Director Scott informed the Board that no expenditures have come out of Trust funds for the month of February and that Washoe County CSD is in the process of doing a cost assessment. They have been to the Spark and North Valleys Libraries with Downtown Reno still to go.

c. FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES FOR FEBRUARY 2017

The Library Board reviewed the information submitted in the packet. Corrected Statements were provided at the beginning of the meeting for review.

d. MONTHLY LIBRARY USAGE FOR FEBRUARY 2017

The Library Board reviewed the information submitted in the packet. Corrected Statistics were provided at the beginning of the meeting for review.

7) PUBLIC COMMENT

None

8) BOARD COMMENT

Trustee Sattler informed the Board that she attended the Helene Berr exhibit, noting that a great job was done by all.

Trustee Sattler also noted that she checked out 3D printer and loved it.

Trustee Sattler asked if the Board had been receiving the electronic newsletters. Most confirmed that they had.

Upon request from Trustee Marsh to look into TedX licensing and livestream, Director Scott stated he would provide an update at the next meeting.

9) ADJOURNMENT

Chair Wilson adjourned the meeting at 5:12 pm.

Date: April 12, 2017

To: Library Board of Trustees

From: Derek Wilson

Re: Final Summary of Library Director Performance Evaluation

Based on the process defined by the Library Board of Trustees, a final summary letter of the Director's Performance Evaluation is to be provided. Below is an overall summary of the quantitative elements of the evaluation. For the narrative comments provided as part of the evaluation, please refer to the original material presented to the Board at the March, 2017 meeting.

RATING RESULTS - TRUSTEES

Category	Rating					
	excellent	good	satisfactory	fair	unsatis.	no rating
Customer Service & Community Relations	17	11	1	0	0	3
Organizational Growth	18	12	1	0	0	5
Administration & Human Resource Management	8	7	0	0	0	8
Financial Management, Legal Compliance & Fundraising	12	5	1	0	0	0
Board of Trustee Relationship	5	4	0	0	0	2
TOTAL	60	39	3	0	0	18

** totals not consistent due to partial data received*

RATING RESULTS - STAFF

Category	Rating					
	excellent	good	satisfactory	fair	unsatis.	no rating
Customer Service & Community Relations	7	26	12	0	0	3
Organizational Growth	7	22	19	6	0	8
Administration & Human Resource Management	8	25	13	6	0	4
Financial Management, Legal Compliance & Fundraising	3	12	8	2	0	17
Board of Trustee Relationship	5	0	4	1	0	17
TOTAL	30	85	56	15	0	49

** totals not consistent due to partial data received*

TO: Washoe County Library Board
FROM: Tami Gaston, Administrative Secretary Supervisor
RE: Library Director Annual Review Process Update
DATE: April 19, 2017

Background: At the 2015 April Board meeting, the Board approved the Library Director Annual Review Process as it is currently written. During Director Maurin's last and Director Scott's first evaluations, a few issues have been identified that create some confusion and that may, or may not, be in full compliance with applicable requirements and current practices.

At the March 2017 Board meeting, this agenda item was tabled for staff work with Washoe County Human Resources to update/create a process that ensures compliance with Open Meeting Law standards, Washoe County Human Resource Requirements and is similar in nature to other evaluation processes where a department Director is governed by a board.

As of this date, progress has been made in this agenda item; however, it is still not ready to bring to the Board for discussion.

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

TO: Library Board of Trustees
FROM: Andrea Tavener, Development and Public Information
RE: Acknowledgment of Donations Received Third Quarter of Fiscal Year 2016-2017
DATE: April 19, 2017

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

In this acknowledgment, the list includes the names of donors from January 1 - March 31, 2017. The attached document identifies all cash donations and grants totaling \$3,625.00 and in-kind support.

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

We receive monetary and in-kind donations throughout the year that assist in providing services and materials. These donations are greatly appreciated by the Library Board of Trustees, staff and the public. The list includes the names of donors from January 1, 2017 through March 31, 2017.

Cash Donations: \$2,550

- Costco Wholesale Warehouse – Sparks
- Friends of Washoe County Library (Online Donations)
- Harold J. Hoose
Klink Family Charitable Trust
- Jean M. Loo
Barbara Perlman-Whyman and Andrew Whyman

Cash Donations for Give the Gift of Reading: \$300

- Friends of Washoe County Library (Online Donations)
Joan Zenan

Cash Donations for NV Re-Model: \$775

- Friends of Washoe County Library (Online Donations)
Commissioner Jeanne Herman

Non-Cash Donations

- Anonymous

Non-Cash Donations-Free Programs

- Community Foundation of Western Nevada
- Madonna Dunbar, IVGID
- Jessica Heitt, NDOW
- Shahri Masters
- Cheryl Millham
- Truckee Meadows Community College
- TMFPD Chief Charles Moore
- Nadia Noel, UNR Cooperative Extension
- Jeff Ogden
- Peppermill Reno
- Starbucks
- Sara Smith
- Sierra Nevada Chapter of the Society for Neuroscience
- Tracy Turner, Community Foundation of Western Nevada
- University of Nevada-Reno History Department

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

TO: Library Board of Trustees
FROM: Pam Larsen, Library Assistant III
RE: Approval of Application by Pam Larsen for a Board Scholarship
DATE: April 19, 2017

Name: Pamela Larsen	Branch: North Valleys
Amount requested: \$2000	
<input type="checkbox"/>	I have been accepted to a graduate school of Library and Information Science
<input checked="" type="checkbox"/>	I have been accepted in a Librarian Certification Program
Name of graduate school or certification program: Librarian Certification Program – Certification for Public Librarians from University of Nevada - Reno	
<input checked="" type="checkbox"/>	I have completed a year of employment (2080 hours) with WCLS and have a “Meets Expectations” or above on my most recent performance appraisal.
<input checked="" type="checkbox"/>	I have read the Scholarship Policy and agree to abide by the conditions set forth regarding repayment of the scholarship amount(s) as they relate to completion of the program and WCLS employment following completion of the program.
Write a paragraph indicating the benefit to WCLS if you receive a scholarship:	
<p>I have worked for the Washoe County Library System since 2005, first as a Library Assistant II and now as a Library Assistant III. Over the past year I have completed my library courses, Administration of a School Library, Bibliography and General Reference Technology in the Library and History and Organization of Libraries, and when I receives my bachelor’s degree in General Studies diploma in May of this year, I will be able to apply to the Certification for Public Librarians for the State of Nevada. I have learned much over the past two years, but I feel that completely my bachelor’s and becoming a certified librarian are essential not just for me but for the system, and my co-workers. With the increasing Hispanic demographic in the North Valleys area, I feel it is essential to continue with my Spanish studies, and I am hoping to do a short study abroad program in the near future to increase my fluency. I feel that it is extremely important given our patron demographic at the North Valleys Branch to have a staff person with fluency in Spanish to serve our patrons. Also as the only staff person, who presents bilingual story time, I regard it as a needed part of my job.</p>	
Recommendation: That the Board of Trustees approve the award of Board Scholarship in the amount of \$2,000 to Pamela Larsen.	

For Administrative Use

Date Awarded

Student ID: 1002253732
 Birth Date: 10/13

Unofficial Transcript

Page 1 of 1
 Print Date: 04/06/2017

2016 Summer

Transfer Credits

SADDLEBACK COLLEGE	Attempt	Earned	GPA	Pt	GPA
	87.0	87.0	259.0		2.977

Truckee Meadows Community College	Attempt	Earned	GPA	Pt	GPA
	12.0	9.0	36.0		4.000

Beginning of Undergraduate Record

1992 Summer

ART 489	Printmaking Workshop	Attempt	Earned	GPA	Crd	GPA Pt	GPA
		3.0	3.0	3.0		12.0	4.000
Term		3.0	3.0	3.0		12.0	4.000
Career		3.0	3.0	3.0		12.0	4.000

1992 Fall

ART 375	Ceramics	Attempt	Earned	GPA	Crd	GPA Pt	GPA
		6.0	6.0	6.0		18.0	3.000
ENGL 102	Composition II	3.0	3.0	3.0		12.0	3.333
Term		6.0	6.0	6.0		18.0	3.000
Career		9.0	9.0	9.0		30.0	3.333

1993 Spring

ART 376	Ceramics	Attempt	Earned	GPA	Crd	GPA Pt	GPA
		12.0	12.0	12.0		42.0	3.500
Term		3.0	3.0	3.0		12.0	4.000
Career		12.0	12.0	12.0		42.0	3.500

2015 Fall

EDUC 473	Sel - Acq Libr Mat	Attempt	Earned	GPA	Crd	GPA Pt	GPA
		14.0	14.0	14.0		52.3	3.736
EDUC 474	Catalog Org Lib Mat	3.0	3.0	3.0		12.0	4.000
EDUC 495	Edu Topics Topic: Book Selection for Children	3.0	3.0	3.0		12.0	4.000
PSC 100	Nevada Constitution	1.0	1.0	1.0		4.0	4.000
SPAN 111	First Year Spanish I	4.0	4.0	4.0		16.0	4.000
Term		14.0	14.0	14.0		52.3	3.736
Career		26.0	26.0	26.0		94.3	3.627

2016 Spring

CH 201	Ancient & Medieval Cultur	Attempt	Earned	GPA	Crd	GPA Pt	GPA
		13.0	13.0	13.0		47.8	3.677
EDUC 476	Admin Schl Library	3.0	3.0	3.0		12.0	4.000
EDUC 478	Biblio - Gen Ref	3.0	3.0	3.0		12.0	4.000
MATH 96	Intermediate Algebra	0.0	0.0	0.0		0.0	0.000
SPAN 112	First Year Spanish II	4.0	4.0	4.0		16.0	4.000
Term		13.0	13.0	13.0		47.8	3.677
Career		39.0	39.0	39.0		142.1	3.644

EDUC 477	Tech in Library	Attempt	Earned	GPA	Crd	GPA Pt	GPA
		9.0	9.0	9.0		33.0	3.667
ENG 345	Eth Minrties U.S.	3.0	3.0	3.0		12.0	4.000
MATH 120	Topic: Fiction, Film, and Food Fund College Math	3.0	3.0	3.0		12.0	4.000
Term		9.0	9.0	9.0		33.0	3.667
Career		48.0	48.0	48.0		175.1	3.648

2016 Fall

EDUC 472	Hist - Org of Libr	Attempt	Earned	GPA	Crd	GPA Pt	GPA
		12.0	12.0	12.0		42.9	3.575
IS 101	Intro Information Systems	3.0	3.0	3.0		12.0	4.000
MKT 210	Marketing Principles	3.0	3.0	3.0		12.0	4.000
SPAN 211	Second Year Spanish I	3.0	3.0	3.0		12.0	4.000
Term		12.0	12.0	12.0		42.9	3.575
Career		60.0	60.0	60.0		218.0	3.633

2017 Spring

COM 412	Intr Cultr Communic	Attempt	Earned	GPA	Crd	GPA Pt	GPA
		12.0	3.0	3.0		12.0	4.000
ENG 304	American Lit & Culture	3.0	3.0	3.0		12.0	4.000
ENG 427A	Women & Lit	3.0	3.0	3.0		12.0	4.000
SPAN 212	Second Year Spanish II	3.0	3.0	3.0		12.0	4.000
Term		12.0	3.0	3.0		12.0	4.000
Career		72.0	63.0	63.0		230.0	3.651

End of Undergraduate Record



University of Nevada, Reno

February 24, 2017
Student ID: 1002253732

Pamela Larsen
1597 Westfield Avenue
Reno, NV 89509

**ACCOUNT CHARGES BY CLASS
2016 Spring**

Class #	Subject	Class Title	Credits	Class Price
0				0.00
0				0.00
0				0.00
30103	CH 201	Ancient & Medieval Cultur		507.32
36776	EDUC 476	Admin Schl Library		686.64
36778	EDUC 478	Biblio - Gen Ref		686.58
24267	MATH 96	Intermediate Algebra		507.32
33991	SPAN 112	First Year Spanish II		676.39

TOTAL TERM CHARGES \$3,268.25

For further information about Student Financials visit www.unr.edu/vpaf/controller/cashiers-office

Cashier's Office
University of Nevada, Reno/124
Reno, Nevada 89557-0124
(775) 784-6915 office
(775) 327-2296 fax
Email: cashiersoffice@unr.edu



University of Nevada, Reno

February 24, 2017
 Student ID: 1002253732

Pamela Larsen
 1597 Westfield Avenue
 Reno, NV 89509

**ACCOUNT CHARGES BY CLASS
 2016 Summer**

Class #	Subject	Class Title	Credits	Class Price
0				0.00
0				0.00
0				0.00
50024	CH 202	The Modern World		5.00
51696	EDUC 477	Tech in Library		660.75
51266	ENG 345	Eth Minrties U.S.		688.25
50063	MATH 120	Fund College Math		688.25

TOTAL TERM CHARGES \$2,246.25

For further information about Student Financials visit www.unr.edu/vpaf/controller/cashiers-office

Cashier's Office
 University of Nevada, Reno/124
 Reno, Nevada 89557-0124
 (775) 784-6915 office
 (775) 327-2296 fax
 Email: cashiersoffice@unr.edu

TO: Washoe County Library Board

FROM: Jeff Scott, Library Director

RE: Approval to Move Location of the October 18, 2017, Library Board of Trustee Meeting to Hard Rock Hotel and Casino in Stateline, Nevada, to Gain Exposure of the Nevada Library Association at the NLA-MPLA Joint Conference

DATE: April 19, 2017

Background: The October Library Board of Trustee meeting has been scheduled to be held at the Sierra View Library on October 18, 2017, starting at 4 pm.

The Annual NLA Conference is being held at the Hard Rock Hotel and Casino in Stateline, Nevada, in joint with the MPLA Conference from October 16-18, 2017. The Library System would like the opportunity to expose the Library Board of Trustees to this conference by inviting them to this conference in lieu of the scheduled Library Board of Trustee Meeting.

Recommendation and Suggested Motion: That the Board approve moving the October 18, 2017, Library Board of Trustee meeting location to the Hard Rock Hotel and Casino in Stateline, Nevada.



NLA - MPLA Joint Conference

October 16-18, 2017

Hard Rock Hotel & Casino Lake Tahoe
50 US-50
Stateline, NV 89449

Past Conferences

- 2016 Las Vegas
- 2015 Fallon
- 2013 Reno, NV
- 2012 Las Vegas
- 2011 Carson City
- 2010 Henderson
- 2009 Elko
- 2008 Las Vegas
- 2007 Carson City
- 2006 North Las Vegas
- 2005 Reno

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval to Close All Washoe County Libraries at 5 pm on November 22, December 24, and December 31, 2017
DATE: April 19, 2017

Background: Based upon Washoe County Employee Contracts and Washoe County Code, the Library System creates an annual Closure Calendar for the Board of Trustees, public and staff. This calendar is available through the Library Website. Since 2013, the Washoe County Library System has closed to the public at 5 pm the days before Thanksgiving, Christmas and New Year's. As these closures are not contractual, they are operational and have been approved in the past to allow employees holiday travel and preparation time prior to the actual holiday. The Library System requests the Board to authorize these closures for the 2017 Holiday season.

Recommendation and Suggested Motion: That the Board approve all Washoe County Libraries to close at 5 pm on November 22, December 24, and December 31 (2017).

WASHOE COUNTY LIBRARY

2017 CLOSURES

January 1	Sunday	New Year's Day Actual	All libraries closed
January 2	Monday	New Year's Day Observed	All libraries closed
January 3	Tuesday		North Valleys closed
January 16	Monday	Martin Luther King, Jr. Day	All libraries closed
January 17	Tuesday		North Valleys closed
February 20	Monday	President's Day	All libraries closed
February 21	Tuesday		North Valleys closed
May 29	Monday	Memorial Day	All libraries closed
May 30	Tuesday		North Valleys closed
July 4	Tuesday	Independence Day	All Libraries closed
September 4	Monday	Labor Day	All libraries closed
September 5	Tuesday		North Valleys closed
October 26	Thursday		Downtown Reno & Spanish Springs closed
October 27	Friday	Nevada Day Observed	All libraries closed
November 9	Thursday		Downtown Reno & Spanish Springs closed
November 10	Friday	Veteran's Day Observed	All libraries closed
November 11	Saturday	Veteran's Day Actual	All libraries closed
November 22	Wednesday		Downtown Reno & Spanish Springs closed
November 23	Thursday	Thanksgiving Day	All libraries closed
November 24	Friday	Family Day	All libraries closed
December 25	Monday	Christmas Day	All libraries closed
December 26	Tuesday		North Valleys closed

NOTE: **All libraries will close at 5:00 p.m. on November 22, December 24 and December 31 upon approval by the Library Board of Trustees*

**** Includes Duncan/Traner, Senior Center and Verdi Community Libraries**

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval of Delayed Opening of Public Hours on In-Service Days of May 18 and December 14, 2017
DATE: April 19, 2017

Background: To continue fostering better communication within the Library System and to facilitate improved service to the community, Library Administration has designated the following dates for ½ day In-service training for all Library Staff:

- Thursday, May 18, 2017
- Thursday, December 14, 2017

In-service training hours will be held in the mornings of the dates above. To allow for staff attendance, the Library is requesting Board approval to open all libraries to the public at 2 pm.

Recommendation and Suggested Motion: Approve all Libraries to open at 2 pm on May 18, and December 14 (2017).



WASHOE COUNTY
LIBRARY SYSTEM

Washoe County Library System Monthly Report

March 2017

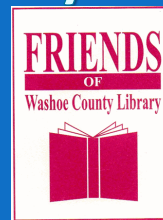
Connect

Gather

Explore

Friends of the Washoe County Library

- Friends of Washoe County Library Board of Directors met Wednesday, April 12, at their Cordone Office.
- Save the Date: Saturday, July 8, 2017, 9am-4pm. 16th Annual Art in the Garden, a featured Artown event
- Next meeting: Wednesday, May 10th, 4:30pm, 2017 @ the South Valleys Library.
- Meetings will be held on second Wednesday
- June Book Sale @ Reno Town Mall
 - Open to the public: June 3rd -11th , 2017
 - Hours: 10a.m. to 5p.m. daily



Programs

System-wide

- TMCC presents Financial Aid & College Access 101!
- Brain Awareness sponsored by Society for Neuroscience
- 5th in the series: Historic Reno Preservations Society (HRPS) presents: Dana Munkelt on the Truckee Meadows Irrigation Ditches on Sunday, March 26 (overcapacity crowd)
- Pioneer Center Youth Programs
- In-Tune Tales
- Larry Wilson Direct from TV, this local magician returns with an entirely new program of mind-blowing magic
- Brūka’s Theatre for Children



Programs

Branches

- Downtown Reno
 - Bi-lingual Storytimes
 - Pinwheels for Prevention with The Children's Cabinet
 - Deaf Centers of Nevada Camp Read
 - Head Start Storytimes
- North Valleys (increased traffic, program attendance, computer usage)
- Incline Village
 - Shahri Masters Reception
 - Hour of Code



Programs

Branches

- Sierra View
 - Coding Camps
 - 3D Printing
 - NNLC at Duncan-Traner
- South Valleys
 - Mardi Gras Party
 - Steampunk Program
- Sparks
 - City of Sparks Breakcamp Storytime
- Spanish Springs
 - Young Writers Workshop



Collection Development/Internet Services

- RFID Tagging is ongoing
- South Valleys, Senior Center, and Downtown Reno libraries have been completely tagged
- Automated Materials Handler Grant in limbo to Federal Budget

Washoe County Library in the News

- Mountain Resort: Television Tahoe Animals With Aly - Paws 2 Read @ Incline Village
<https://www.youtube.com/watch?v=x903c7hOyzM>
- Pacific Crest Trail ! Incline Village Library
<http://www.sierrasun.com/news/environment/pacific-crest-trail-association-presentation-set-for-march-14-at-tahoe/>.
- Libraries are a lot more than books (Sierra Sun)
<http://www.sierrasun.com/news/education/explore-tahoe-these-days-area-libraries-are-about-a-lot-more-than-just-books/>
- Edible Book Festival
<http://www.sierrasun.com/news/education/tahoe-truckee-lib-loop-2017-edible-book-festival-almost-here/>



Outreach

- Incline Village Outreach
 - IVGID Senior Conversation Café (monthly)
 - Incline Village Nursery School story time (monthly) Average of 50 in attendance.
 - IV Senior Services Committee (bi-weekly) Meetings begin again on April 14th.
- South Valleys
 - WCSD Parent Involvement Facilitators
- Sparks
 - Greenbrae Elementary School (Kindergarten)
 - Agnes Risley (First Grade)
 - WCSD Pre-K Family night (@ Sparks High, and Hug High)—over 600 students and families participated at the two events.
- Spanish Springs
 - Spanish Springs High School Incoming Freshman Night



Ongoing Issues

- Downtown Reno Substance Abuse issues/confrontational patrons
- Sierra View Mall construction work
- Sierra View internet slowdown
- South Valleys Parking during baseball and soccer events



Upcoming

- Last in the series: Historic Reno Preservations Society (HRPS) presents: ZoAnn Campana on the Nelands District
- Save the Environment one PLARNit Project at a Time Learn about the plastics problem and how an individual can help. Hands on project re-purposing plastic bags. Gifts included. All ages.
- Through May: 2017 Spring Family Estate Planning Workshop Series
- Pioneer Center Youth Programs
- Global Heat Rhymes and Beats: Playing with Words When Rhythm Counts! Join these talented touring artists in this engaging interactive performance as they demonstrate their experiences as lyricists, hip hop rappers and musicians.

Operational

Full Time Vacancy LA III filled by Emily Goering who started April 17

Library Aide Melissa Wilson to the Sierra View Team

Highlight on Spanish Springs

- Expanded Outreach
- Provided additional STEM opportunities
- Update Public Tech Bar
- Defined Gallery Area with new furniture
- Kiosk remove to increased visibility
- New Chairs
- Added Java Lounge
- Large Fans installed



STEM toys, purchased through \$1500 grant from Commissioner Hartung, being used after story times.



StartUp Faire @ SS, Sunday May 22nd, Noon-3:30 PM

Indie Author Day, Sun. Oct. 9th, 2-4 PM





Thank you!

Connect

Gather

Explore

Spanish Springs Library

WCLS Library Board of Trustees – April 2017

Overview: Spanish Springs Library (SS) was transformed in 2016. The three main goals for WCLS identified by our new director, Jeff Scott, were taken on with enthusiasm: early literacy, maker spaces and building upkeep. In addition, several of the projects identified in the previous two years were completed.

- Expanded outreach to youth and underserved in our area;
- Additional STEM toys for our youngest patrons – created Stay & Play program after story times;
- Expanded Maker Services with “Studio 775” Idea Boxes, photo booth, STEM and STEAM toys, Chromebook Lab, and Coding Camp including 3D coding;
- Updated Public Tech Bar – added a charging station and Chromebook Flip to our devices;
- Created a “Demonstration Station” for a permanent, anytime Tech Café;
- Updated technology in the meeting rooms – added Peer-to-Peer Apple TV in additional meeting room;
- Increased social media awareness through Facebook posts;
- Added TV for Readers’ Advisory;
- Defined gallery area with new furniture – moved shelving, added furniture, cleared sight lines;
- New chairs for the public were purchased and are throughout the library;
- Kiosk in center of atrium was removed to create better sight lines;
- Petroglyph art renovation;
- Removal of fake plants from center atrium planter –plan to create a live “Nevada Garden”;
- Added a café “The Java Lounge” through DETR BEN and Services for the Blind;
- Large ceiling fans were installed to reduce heating & cooling costs;
- Collection materials maintenance and RFID tag installation.

Highlights:

The StartUp Faire was held on May 22nd, 2016. 151 people attended. It showcased services for innovators, inventors and small businesses. Twenty-three local, state and federal vendors participated. Our featured speaker was Marjory Olaes, who opened her coffee bar, The Java Lounge, in SS that day.

Indie Author Day was held on October 9th, 2016. Seventy-six people attended an afternoon of Independent Authors including a 6-person panel discussion with featured Nevada Reads author Mark Maynard.

Idea Boxes have been very popular at the Spanish Springs Library, and throughout the system. Every month hundreds of patrons gather to make, create and ideate. This has been so popular that WCLS is spending time and funding on Maker Services and has been working with staff from the UNR DeLaMare Library and community members with the same innovative interests through our Reno Mini Maker Faire collaboration as well as other community groups such as The Generator. Coding camps and 3D printing are popular and we hope to expand these type of services in the coming year. These services were presented at the Nevada Reading Week Conference in February, and will again be presented with our updated services at the Nevada Library Association in October.

Commissioner Hartung granted SS \$1,500 to add STEM and STEAM toys for our youngest patrons, which are used heavily, especially after Story Times and Toddler Times at our Stay & Play programs.

Youth, Teen, Family and Adult programming through Pioneer Center for the Performing Arts, UNR Performing Arts Series, various local private and governmental organizations, collaborations throughout the community, and staff: Red Chamber; M5 Mexican Brass; Delta Blues; Young Writers Workshops and Writers Nights; Lifescapes Senior Writing Program organization; NNLC Family Reading Program; Mobile Engineering Education Lab; Art Receptions and Senior Art Day events with Cascades of the Sierra retirement living center; Pyramid Lake Jr.-Sr. High School Artown events; Erika Paul Trio; Free Tax Help by AARP volunteers; RefUSA: Start, Manage, and Grow your Business; KTMB Trash Talk; In-tune Tales; presentations from various local authors; Summer Reading Program; Young Chautauquans; Meet the Mounted Posse of the Washoe County Sheriff’s Department; “So You Want to Have a Pet Snake?”; Mad Science; Boards & Books

(skate boards); Yoga Family Story Time; Wild Things, Inc.; Blood Drives; R. Carlos Nakai Native American flutist; Early voting for the primary and general elections; Spellbinders – magicians; 1000 Books Before Kindergarten; Amazing Birds of Prey program and art exhibit; Bi-monthly Astronomical Society programs; and Brūka Theatre. Programming created by our talented staff included an Olympics, Movie Marathons, Teen Miuchi (anime club), Coding Camps, Trick-or-Treating in the library; Pokémon Go, Halloween and Groundhog crafts, and making Fairy Houses and Gingerbread Houses. Knitting and Crochet groups at SS gave hats, gloves, scarves and more to several organizations during the year, and received an award from the VFW. In addition, we presented a variety of displays and exhibits throughout the year, including “30 Million Words” and “225 Years of the Bill of Rights.”

The staff of Spanish Springs Library completely assesses their materials collection each year. When we finished our assessment last April, we started again using Collection HQ. Collection HQ is being used system-wide to help clean up the overall collection and helped get WCLS ready for the RFID tagging of each item. All RFID tagging throughout WCLS will be completed by the end of June 2017.

Outreach included visiting 1st grade classes in our service area, and several all-school outreaches to elementary schools, Middle Schools and Senior High Schools. “Urban Legends,” created and performed by Jana MacMillan, is an all-school outreach designed especially for middle-school age students, and is so good it was used for WCLS training this year. Outreach to the underserved communities of Hungry Valley, Natchez Elementary School, Pyramid Lake Jr.-Sr. High School, and Reno-Sparks Indian Colony were also included by SS staff. Because of our outreach Carlos Nakai also went out to the Pyramid Lake Jr.-Sr. High School and performed a concert just for them. It is important to us to have good working relationships with schools in our service area. Adult outreach includes Entrepreneurship Nevada, and Retired Teachers organization. Julie is still coordinating Lifescapes Senior Writing Program for the greater Reno-Sparks community, including OLLI.

Staffing achievements and changes: Jana MacMillan received a Washoe County Excellence in Public Service Certificate in Essentials of Management Development. Joy Betton and Aurora Partridge completed their Individual Development Plans (IDP) which allows them to take management courses as support staff, and both will soon receive their Essentials of Management Development certificates. Two Aides were hired when vacancies occurred due to one retirement, and one promotion. Two LAIs were hired when vacancies occurred due to promotions. Another LAI vacancy has occurred due to a retirement, with hiring scheduled in the next month. SS staff helped out at most branches and many system-wide outreach programs throughout the year.

All SS staff has the opportunity to receive training from various professional resources, and every year at least a dozen in-house trainings are offered on a monthly basis. These include device training, readers advisory, reference sources, safety and more. Staff is given the opportunity to offer training when they take classes or webinars. SS hosted the second WCLS staff In-Service Training, which was implemented by Director Scott this year.

Amazing volunteers, over 40 during the year, keep our plants alive, our materials and shelves beautiful, provide great programming, and keep our enthusiasm high. One of our student volunteers earned a Gold Presidential Volunteer Award – only the second one ever awarded in WCLS.

Future plans include adding visible outside signage, adding a “Nevada Garden,” and expanding our Maker Services through programs and services.

Conclusion:

Spanish Springs is an ideal place for growth. New housing developments and businesses are being planned. Young families are frequent library users, and hundreds attend weekly programming. They have technology and take advantage of the wireless services, especially downloadable eBooks, AudioBooks, and magazines.

Overall usage of SS remains steady from last year for circulation, visits, computer usage, and program attendance, even with the significant road construction at Pyramid and McCarran, and the weather related road damage. When open days are restored, usage will be higher than ever. An additional supervisor would need to be hired to add open days.

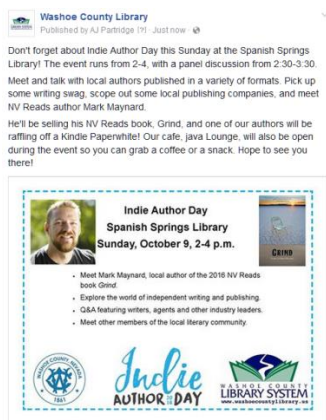
Spanish Springs Library



STEM toys, purchased through \$1500 grant from Commissioner Hartung, being used after story times.



StartUp Faire @ SS, Sunday May 22nd, Noon-3:30 PM



Indie Author Day, Sun. Oct. 9th, 2-4 PM



Petroglyph art – before & after



1000 Books Before Kindergarten! Young Writers Workshop, Advanced Writers, age 10-17. New self-serve Java Lounge!

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: April 19, 2017

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

There were no expenditures from Tacchino Trust funds for the month of March 2017.

Washoe County Community Services Department has completed a walk-through of the Downtown Reno, Sparks, and Northwest Libraries, providing the following renovation estimates:

	Estimated Costs	Trust Budget	County Budget
Downtown Reno Library:			
Renovation	537,943.58	245,000.00	782,943.58
Roof Replacement	600,460.00	0.00	600,460.00
Sparks Library:			
Renovation	653,582.23	0.00	653,582.23
Northwest Reno Library:			
Renovation	362,943.15	0.00	362,943.15

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

Reno Main Library Renovation

April 5, 2017

Washoe County CSD - Capital Projects

HARD COSTS Sub-Total Total

Estimated Construction Costs			
Total All Divisions		\$	390,000.00
General Conditions- Division 1	3.0%	\$	11,700.00
	Sub-Total	\$	401,700.00
GC Fee/ Bond/ Insurance/Profit	12.0%	\$	48,204.00
	Sub-Total	\$	449,904.00
market factor adjustment	4.5%	\$	18,076.50
	Sub-Total	\$	467,980.50

Estimated Lump Sum Bid Cost \$ 467,980.50

Bid Alternates			
		\$	-
		\$	-
	Sub-Total Construction Cost	\$	467,980.50

Construction Contingency 10% \$ 46,798.05

Contractor Exclusions			
Dust Control		\$	-
SWIP Fees		\$	-
onsite inspection/quality control		\$	-
Infrastructure Hardware (Voice and Data)		\$	-
	Sub-Total Exclusions	\$	-

Project Fees			
Entitlements		\$	-
TMWA Water Rights		\$	-
TMWA Connection Fee		\$	-
Meter Retrofit Contribution		\$	-
Sewer Connection		\$	-
Building Permit Fee		\$	-
RTC Impact Fee		\$	-
	Sub-Total	\$	-
Project Fee Contingency	0.0%	\$	-
	Sub-Total	\$	-
	Total Project Fees and Exclusions	\$	-
	Total Hard Costs including Contingency	\$	514,778.55

SOFT COSTS Sub-Total Total

Design Fees			
Base A/E design contract	3.5%	\$	18,017.25
Environmental Testing/Inspection	0.0%	\$	-
Special Inspection Consultant	1.0%	\$	5,147.79
Bid Printing & misc. expend.	0.0%	\$	-
Reimbursables	0.0%	\$	-
Construction printing	0.0%	\$	-
	Sub-Total	\$	23,165.03

Total Soft Costs \$ 23,165.03

TOTAL PROJECT ESTIMATED COST (Hard & Soft Costs) \$ 537,943.58

FF & E Package Total \$ 245,000.00 Grant \$ will cover FFE costs (see

Land Acquisition \$ -

TOTAL WASHOE COUNTY BUDGET \$ 782,943.58

APPROVED BUDGET

ACTUAL BUDGET AMOUNT AVAILABLE			
	DEVELOPMENT COST	GRANT \$\$ AVAILABLE	COST DIFFERENCE
		ESTIMATED	OVER BUDGET
BUDGET VARIANCE	\$ 782,943.58	\$ 400,000.00	\$ (382,943.58)

Building Square Footage = 47,505 \$16/Per SQFT

Estimated Construction Budget Worksheet

Estimated Hard Construction Costs

Comments

General Demolition (walls, elec, carpet, etc)	\$ 30,000.00
Special Demo Costs (abatement req'd.) - (Asbestos @ \$5.33 sf)	\$ 70,000.00
Bathroom Costs (Complete Constructed for 2 Family Restrooms)	\$ 90,000.00
Flooring - Carpet (32,700 square feet)	\$ 150,000.00
Data/Phone/Tech	\$ 25,000.00
Electrical and Lighting (does not include main lights)	\$ 15,000.00
Wall Base	\$ 10,000.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Subtotal Hard Costs	\$ 390,000.00

Walls, Carpet and flooring after abatement
 Carpet, vinyl flooring, (walls & ceiling at Restrms)
 New Family Restrooms in Children's Area
 New Computer station locations & Children's Area

This total Populates to Budget Worksheet

FF&E Budget

Temp Relocation/Move Costs	\$ 20,000.00
Furniture Purchase/Install/Move	\$ 200,000.00
New Books for Childrens Section	\$ 10,000.00
Book stack relocation/purchase	\$ 15,000.00
Subtotal Soft Costs	\$ 245,000.00

This total will not populate

Reno Downtown Library Roof Replacement

April 5, 2017

Washoe County CSD - Capital Projects

HARD COSTS		Sub-Total	Total
Estimated Construction Costs			
Total All Divisions		\$ 500,000.00	
General Conditions- Division 1	6.0%	\$ 30,000.00	
	Sub-Total	\$ 530,000.00	
GC Fee/ Bond/ Insurance	3.0%	\$ 15,900.00	
	Sub-Total	\$ 545,900.00	
market factor adjustment	0.0%	\$ -	
	Sub-Total	\$ 545,900.00	
1 year Escalation	0.00%	\$ -	
	Estimated Lump Sum Bid Cost	\$ 545,900.00	
Bid Alternates			
		\$ -	
		\$ -	
	Sub-Total Construction Cost		\$ 545,900.00
Construction Contingency	10%	\$ 54,590.00	
Contractor Exclusions			
Dust Control		\$ -	
SWIP Fees		\$ -	
onsite inspection/quality control		\$ -	
Infrastructure Hardware (Voice and Data)		\$ -	
	Sub-Total Exclusions		\$ -
Project Fees			
Entitlements		\$ -	
TMWA Water Rights		\$ -	
TMWA Connection Fee		\$ -	
Meter Retrofit Contribution		\$ -	
Sewer Connection		\$ -	
Building Permit Fee		\$ -	
RTC Impact Fee		\$ -	
	Sub-Total	\$ -	
Project Fee Contingency	0.0%	\$ -	
	Sub-Total	\$ -	
	Total Project Fees and Exclusions		\$ -
	Total Hard Costs including Contingency		\$ 600,490.00
SOFT COSTS		Sub-Total	Total
Design Fees			
Base A/E design contract	0.0%	\$ -	
Environmental Testing/Inspection	0.0%	\$ -	
Special Inspection Consultant	0.0%	\$ -	
Bid Printing & misc. expend.	0.0%	\$ -	
Reimbursables	0.0%	\$ -	
Construction printing	0.0%	\$ -	
	Sub-Total	\$ -	
	Total Soft Costs		\$ -
TOTAL PROJECT ESTIMATED COST (Hard & Soft Costs)			\$ 600,490.00
FF & E Package Total			\$ -
Land Acquisition			\$ -
TOTAL WASHOE COUNTY BUDGET			\$ 600,490.00
APPROVED BUDGET			
ACTUAL BUDGET AMOUNT AVAILABLE			\$ -
	DEVELOPMENT COST	BUDGET AVAILABLE	COST DIFFERENCE
			OVER BUDGET
BUDGET VARIANCE	\$ 600,490.00	\$ -	\$ (600,490.00)

Sparks Library Remodel **April 5, 2017**
 Washoe County CSD - Capital Projects

HARD COSTS		Sub-Total	Total
Estimated Construction Costs			
Total All Divisions		\$ 485,500.00	
General Conditions- Division 1	3.0%	\$ 14,565.00	
	Sub-Total	\$ 500,065.00	
Bond/ Insurance	3.0%	\$ 15,001.95	
	Sub-Total	\$ 515,066.95	
General Contractor Profit	12.0%	\$ 60,007.80	
	Sub-Total	\$ 575,074.75	
	0.00%	\$ -	
	Estimated Lump Sum Bid Cost	\$ 575,074.75	
Bid Alternates			
		\$ -	
		\$ -	
	Sub-Total Construction Cost		\$ 575,074.75
Construction Contingency	10%	\$ 57,507.48	
Contractor Exclusions			
Dust Control		\$ -	
SWIP Fees		\$ -	
onsite inspection/quality control		\$ -	
Infrastructure Hardware (Voice and Data)		\$ -	
	Sub-Total Exclusions		\$ -
Project Fees			
Entitlements		\$ -	
TMWA Water Rights		\$ -	
TMWA Connection Fee		\$ -	
Meter Retrofit Contribution		\$ -	
Sewer Connection		\$ -	
Building Permit Fee		\$ 5,000.00	
RTC Impact Fee		\$ -	
	Sub-Total	\$ 5,000.00	
Project Fee Contingency	0.0%	\$ -	
	Sub-Total	\$ 5,000.00	
	Total Project Fees and Exclusions		\$ 5,000.00
	Total Hard Costs including Contingency		\$ 637,582.23
SOFT COSTS		Sub-Total	Total
Design Fees			
Base A/E design contract	0.0%	\$ 15,000.00	
Environmental Testing/Inspection	0.3%	\$ 1,000.00	
Special Inspection Consultant	0.0%	\$ -	
Bid Printing & misc. expend.	0.0%	\$ -	
Reimbursables	0.0%	\$ -	
Construction printing	0.0%	\$ -	
	Sub-Total	\$ 16,000.00	
	Total Soft Costs		\$ 16,000.00
TOTAL PROJECT ESTIMATED COST (Hard & Soft Costs)			\$ 653,582.23
FF & E Package Total			\$ -
Land Acquisition			\$ -
TOTAL WASHOE COUNTY BUDGET			\$ 653,582.23
APPROVED BUDGET			
ACTUAL BUDGET AMOUNT AVAILABLE			\$ -
	DEVELOPMENT COST	BUDGET AVAILABLE	COST DIFFERENCE
		From Grant	OVER BUDGET
BUDGET VARIANCE	\$ 653,582.23	\$ 150,000.00	\$ (503,582.23)

Building Square Footage = 23,150 \$ 28.00

Estimated Construction Budget Worksheet

Sparks Library Remodel

Estimated Hard Construction Costs

Demolition of existing Ceiling Grid	\$ 55,000.00	Approx. 22,000 sq ft ceiling area at \$2.50 per sq ft with abatement
New 2x2 Lay in Ceiling Grid (mid spec tile)	\$ 220,000.00	Approx. 22,000 sq ft ceiling area at \$10 per sq ft installed Full seismic tie all new grid
Carpet for entire facility	\$ 125,000.00	Approx. 23000 sq ft carpet area at \$5 sf. Plus Removal at \$.25 sf
New cove base throughout	\$ 10,000.00	\$2 per lin ft installed
Prep and install facility supplied book check in	\$ 7,500.00	Check in unit provided by Library under grant. Prep for installation
Cost for new 2x2 lights to LED	\$ 32,000.00	Approx 320 fixtures at \$100 per fixture
Lighting Control system	\$ 15,000.00	
Paint interior walls	\$ 46,000.00	\$2 per SF (Floor Area)
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Moving costs and on site storage	\$ 15,000.00	Several POD units and various moving expenses plus rental of bookshelves
Shelving anchorage	\$ 15,000.00	Assuming this is required
Subtotal Hard Costs	\$ 485,500.00	This total Populates to Budget Worksheet

FF&E Budget

	\$ -
	\$ -
Subtotal Soft Costs	\$ -

NW Library Remodel

April 5, 2017

Washoe County CSD - Capital Projects

HARD COSTS		Sub-Total	Total
Estimated Construction Costs			
Total All Divisions		\$ 273,950.00	
General Conditions- Division 1	3.0%	\$ 8,218.50	
	Sub-Total	\$ 282,168.50	
Bond/ Insurance	3.0%	\$ 8,465.06	
	Sub-Total	\$ 290,633.56	
General Contractor Profit	12.0%	\$ 33,860.22	
	Sub-Total	\$ 324,493.78	
	0.00%	\$ -	
	Estimated Lump Sum Bid Cost	\$ 324,493.78	
Bid Alternates			
		\$ -	
		\$ -	
	Sub-Total Construction Cost		\$ 324,493.78
Construction Contingency	10%	\$ 32,449.38	
Contractor Exclusions			
Dust Control		\$ -	
SWIP Fees		\$ -	
onsite inspection/quality control		\$ -	
Infrastructure Hardware (Voice and Data)		\$ -	
	Sub-Total Exclusions		\$ -
Project Fees			
Entitlements		\$ -	
TMWA Water Rights		\$ -	
TMWA Connection Fee		\$ -	
Meter Retrofit Contribution		\$ -	
Sewer Connection		\$ -	
Building Permit Fee		\$ -	
RTC Impact Fee		\$ -	
	Sub-Total	\$ -	
Project Fee Contingency	0.0%	\$ -	
	Sub-Total	\$ -	
	Total Project Fees and Exclusions		\$ -
	Total Hard Costs including Contingency		\$ 356,943.15
SOFT COSTS		Sub-Total	Total
Design Fees			
Base A/E design contract	0.0%	\$ 5,000.00	
Environmental Testing/Inspection	0.3%	\$ 1,000.00	
Special Inspection Consultant	0.0%	\$ -	
Bid Printing & misc. expend.	0.0%	\$ -	
Reimbursables	0.0%	\$ -	
Construction printing	0.0%	\$ -	
	Sub-Total	\$ 6,000.00	
	Total Soft Costs		\$ 6,000.00
TOTAL PROJECT ESTIMATED COST (Hard & Soft Costs)			\$ 362,943.15
FF & E Package Total			\$ -
Land Acquisition			\$ -
TOTAL WASHOE COUNTY BUDGET			\$ 362,943.15
APPROVED BUDGET			
ACTUAL BUDGET AMOUNT AVAILABLE			\$ -
	DEVELOPMENT COST	BUDGET AVAILABLE	COST DIFFERENCE
		From Grant	OVER BUDGET
BUDGET VARIANCE	\$ 362,943.15	\$ 150,000.00	\$ (212,943.15)

Building Square Footage = 26,800 \$ 13.00

Estimated Construction Budget Worksheet

NW Library Remodel

Estimated Hard Construction Costs

Exterior Lighting Upgrade for wall packs	\$ 8,400.00	24 locations at \$350 per locations
Exterior lighting upgrade at existing poles	\$ 3,000.00	3 double head locations @ \$1000 per pole
Carpet for entire facility	\$ 131,250.00	Approx. 25000 sq ft carpet area at \$5 sf. Plus Removal at \$.25 sf
Replacement Furniture	\$ 28,200.00	\$750 per table location - 12 locations. 6 lovseats comm. Grade at \$1200 ea. 40 computer chairs at \$300 per chair
Prep and install facility supplied book check in	\$ 7,500.00	Check in unit provided by Library under grant. Prep for installation
Cost to retrofit existing 2x4 lights to LED	\$ 24,000.00	Approx 320 fixtures at \$75 per fixture
Paint interior walls	\$ 50,000.00	\$2 per SF (Floor Area)
2 lane parallel book drop at front door	\$ 7,500.00	Assume 100lf curb (\$27 lf) and gutter and 350 sf AC paving with base (\$6 sf) plus ADA Ramp with paint and signage
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Moving costs and on site storage	\$ 7,500.00	one 8x40 conex and various moving expenses plus rental of bookshelves
Shelving anchorage	\$ 15,000.00	Assuming this is required
Subtotal Hard Costs	\$ 273,950.00	This total Populates to Budget Worksheet

FF&E Budget

	\$ -
	\$ -
Subtotal Soft Costs	\$ -

Assumptions:

Tacchino Grant will pay for all proposed furniture and new books and other equipment for the facility.

Grant amount assigned to the project is approximately \$400,000. Terms of grant funding need to be reviewed

Grant language is seeking matching funds from the County for Carpet, Paint and other upgrades.

Unsure of ability to encumber grant dollars for proposed restrooms on the Main level next to the new Children's Area. Need to verify this.

Qualified estimate number for carpet per square foot from Quality Carpets via verbal budget amount for material

Qualified estimate for removal and abatement of flooring based on previous expenses in the same facility with

Need to verify exactly how much flooring requires abatement. We have an action plan for abatement on file for the

Flooring areas calculated in AutoCAD for full scope of carpet.

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: TedX Update
DATE: April 19, 2017

Background: At the March 2017 meeting, the Board requested the Library Director to look into licensing and livestreaming of the TedX Program used by University of Nevada-Reno.

Currently, the University of Nevada Reno provides a local TED Talk Extension program (TedX) since 2013. These talks are archived online after one year. For instance, the 2015 talk is available, the 2016 and 2017 are not.

We are currently working with UNR to determine if we can livestream the event at our local libraries (depending on licensing costs) and provide faster archival copies of past events. A meeting between both parties has been scheduled within the month.

We will update LBOT as soon as we have investigated and negotiated this possibility.

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

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Spanish Video Webcast/Staff Update
DATE: April 19, 2017

Background: At this time, Washoe County Library System provides recorded audio and written minutes of every LBOT meeting. We are investigating the possibility of providing a staff member to provide translation services at each meeting or to have live streaming of each board meeting. At this time, costs for both have been prohibitive.

Currently, we can provide translation services after the meeting. A staff member at Downtown Reno can sit with a patron that would like to listen to the audio of the LBOT meeting and translate it for her. We can also provide translated minutes of meetings. We are investigating logistics of both.

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

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

10-Apr-17

F/Y 2016 / 2017

CURRENT YEARPRIOR YEAR

<u>TITLE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 5,450,444	\$ 4,049,317	\$ 1,401,127	74%	\$ 5,466,084	\$ 3,911,240	\$ 1,554,844	72%
EMPLOYEE BENEFITS	\$ 3,003,191	\$ 2,267,187	\$ 736,004	75%	\$ 2,296,996	\$ 1,703,752	\$ 593,244	74%
SERVICES & SUPPLIES	\$ 857,140	\$ 597,455	\$ 259,685	70%	\$ 509,013	\$ 516,812	\$ (7,799)	102%
CAPITAL OUTLAY								
	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL:	\$ 9,310,775	\$ 6,913,959	\$ 2,396,816	74%	\$ 8,272,093	\$ 6,131,804	\$ 2,140,289	74%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

10-Apr-17

F/Y 2016 / 2017

CURRENT YEARPRIOR YEAR

<u>TITLE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 868,989	\$ 641,457	\$ 227,532	74%	\$ 1,064,278	\$ 556,572	\$ 507,706	52%
EMPLOYEE BENEFITS	\$ 450,274	\$ 340,114	\$ 110,160	76%	\$ 445,296	\$ 223,745	\$ 221,551	50%
SERVICES & SUPPLIES	\$ 1,103,603	\$ 854,238	\$ 249,365	77%	\$ 1,152,423	\$ 756,983	\$ 395,440	66%
CAPITAL OUTLAY			\$ -					
	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL:	\$ 2,422,866	\$ 1,835,809	\$ 587,057	76%	\$ 2,661,997	\$ 1,537,300	\$ 1,124,697	58%

GIFT FUND BALANCE AS OF MARCH 31, 2017				
<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>	
CHILDREN'S COORDINATOR	\$ 10,000.00	\$ 10,000.00	\$ -	
DOWNTOWN RENO	\$ 8,281.73	\$ 4,780.90	\$ 3,500.83	
DUNCAN / TRANER	\$ 7,133.98	\$ 7,043.48	\$ 90.50	
GERLACH	\$ 500.00	\$ 500.00	\$ -	
INCLINE	\$ 6,485.24	\$ 3,879.63	\$ 2,605.61	
INTERNET	\$ -	\$ -	\$ -	
NORTHWEST	\$ 4,999.85	\$ 653.63	\$ 4,346.22	
NORTH VALLEYS	\$ 3,607.35	\$ 3,375.85	\$ 231.50	
SENIOR CENTER	\$ -	\$ -	\$ -	
SIERRA VIEW	\$ 3,806.94	\$ -	\$ 3,806.94	
SOUTH VALLEYS	\$ 6,110.09	\$ 1,974.73	\$ 4,135.36	
SPANISH SPRINGS	\$ 7,193.61	\$ 2,829.55	\$ 4,364.06	
SPARKS	\$ 9,152.56	\$ 23.23	\$ 9,129.33	
SYSTEMS OFFICE	\$ 48,526.28	\$ 48,389.84	\$ 136.44	
SYSTEMWIDE	\$ 549,342.57	\$ 548,725.36	\$ 617.21	
SYSTEMWIDE INTEREST	\$ 59,555.13	\$ -	\$ 59,555.13	
TECHNICAL SERVICES	\$ 106,008.96	\$ 105,947.85	\$ 61.11	
VERDI	\$ 911.42	\$ -	\$ 911.42	
TOTALS:	\$ 831,615.71	\$ 738,124.05	\$ 93,491.66	

Washoe County Library System
Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2015-2016/2016-2017

Washoe County Library System	Accumulative			Reference			Patron Computer Use			Library Visits			Digital Visits		
	2015 - 2016	2016 - 2017	% Change	2015 - 2016	2016 - 2017	% Change	2015 - 2016	2016 - 2017	% Change	2015 - 2016	2016 - 2017	% Change	2015 - 2016	2016 - 2017	% Change
	July	145,188	164,272	13.14%		23,910		22,764	20,228	-11.14%	90,649	92,084	1.58%	160,421	199,582
August	137,408	167,937	22.22%		25,481		22,562	19,942	-11.61%	95,827	103,611	8.12%	218,167	235,008	7.72%
September	142,445	164,949	15.80%		26,409		22,900	20,426	-10.80%	84,519	98,830	16.93%	207,273	208,290	0.49%
October	145,837	169,212	16.03%		25,563		22,871	18,475	-19.22%	92,011	112,102	21.84%	205,955	208,979	1.47%
November	126,939	162,418	27.95%		21,146		18,913	13,420	-29.04%	74,043	88,635	19.71%	188,732	176,872	-6.28%
December	139,456	150,576	7.97%		18,316		21,329	13,932	-34.68%	81,639	77,749	-4.76%	201,106	182,954	-9.03%
January	138,195	162,069	17.28%		24,855		22,440	18,260	-18.63%	80,390	82,503	2.63%	219,260	182,692	-16.68%
February	132,559	160,568	21.13%		21,183		22,989	16,121	-29.88%	88,435	76,703	-13.27%	209,689	182,258	-13.08%
March	144,834	176,437	21.82%		22,884		25,143	18,619	-25.95%	98,017	90,930	-7.23%	221,278	191,689	-13.37%
April	139,703	0	0		0		23,442	0	0	92,016	0	0	210,286	0	0
May	135,964	0	0		0		21,994	0	0	89,978	0	0	181,959	0	0
June	145,066	0	0		0		20,577	0	0	103,777	0	0	137,913	0	0
Totals	1,673,594	1,478,438	18.00%		209,747		267,924	159,423	-21.04%	1,071,301	823,147	4.79%	2,362,039	1,768,324	-3.47%
Totals to Date	1,252,861			0			201,911			785,530			1,831,881		

	# of Programs			Program Attendance			# of Outreach			Outreach Attendance		
	2015 - 2016	2016 - 2017	% Change	2015 - 2016	2016 - 2017	% Change	2015 - 2016	2016 - 2017	% Change	2015 - 2016	2016 - 2017	% Change
July	190	279	46.84%	6,114	6,492	6.18%	9	6	-33.33%	387	421	8.79%
August	233	259	11.16%	4,642	6,354	36.88%	11	26	136.36%	783	853	8.94%
September	249	316	26.91%	5,670	7,851	38.47%	9	22	144.44%	414	1,053	154.35%
October	294	284	-3.40%	7,844	10,797	37.65%	10	13	30.00%	774	1,575	103.49%
November	209	367	75.60%	4,376	5,598	27.93%	14	17	21.43%	1,690	1,114	-34.08%
December	262	232	-11.45%	5,734	6,364	10.99%	6	17	183.33%	274	935	241.24%
January	280	232	-17.14%	5,695	4,325	-24.06%	11	17	54.55%	1,542	815	-47.15%
February	273	290	6.23%	5,582	6,266	12.25%	24	31	29.17%	2,049	1,304	-36.36%
March	281	322	14.59%	7,104	8,006	12.70%	19	20	5.26%	1,489	1,468	-1.41%
April	300	0	0	6,559	0	0	16	0	0	861	0	0
May	287	0	0	6,663	0	0	10	0	0	294	0	0
June	280	0	0	6,192	0	0	9	0	0	485	0	0
Totals	3,138	2,581	13.65%	72,175	62,053	17.61%	148	169	49.56%	83,217	9,538	1.45%
Totals to Date	2,271			52,761			113			9,402		

Note: There are no reference numbers for FY 2015/2016 for comparison.

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



Washoe County Library System

Monthly Statistics Report for Fiscal Year 2016-2017

For The Month Of: MARCH

BRANCH ACTIVITY	Checkouts		Reference		Patron Computer Use		Library Visits		Miscellaneous						
	# checkouts	YTD	Count	YTD	# signups	YTD	# visits	YTD	Digital Visits	YTD	Database Usage	YTD	Social Media Adult	YTD	Read & Share
Digital Branch	30,980	266,340							191,689	1,768,324	12,412	82,820	40,190	420,890	
Duncan/Traner	134	1,121	195	2,404	206	1,309	1,112	22,299							0
Gerlach	212	1,115					80	318							
Incline	5,705	48,277	906	8,891	289	2,591	4,709	44,298							486
North Valleys	12,045	88,569	1,840	10,560	1,057	6,961	4,998	40,343							0
Northwest	22,862	199,179	3,329	28,256	1,630	15,572	11,506	112,696							1,080
Reno	17,627	154,010	1,628	17,914	4,773	40,150	12,697	108,685							204
Senior Center	1,492	8,693	333	4,122	1,045	5,780	0	22,159							0
Sierra View	18,895	160,887	4,742	41,601	4,039	33,235	13,252	113,258							193
South Valleys	26,410	215,212	1,381	16,017	831	7,243	16,598	137,655							1,167
Spanish Springs	15,722	123,554	3,347	29,093	1,154	10,102	10,578	95,146							0
Sparks	23,986	207,527	5,183	45,201	3,592	36,448	15,131	125,225							1,500
Verdi	367	3,954	0	6,005	3	32	269	2,623							0
Total:	176,437	1,478,226	22,884	210,064	18,619	159,423	90,930	824,705	191,689	1,768,324	12,412	82,820	40,190	420,890	4,630

PROGRAMS/ OUTREACH	# of Programs				Program Attendance				# of Outreach				Outreach Attendance			
	Adult		Youth		Adult		Youth		Adult		Youth		Adult		Youth	
	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD
Digital Branch																
Duncan/Traner	4	8	14	34	36	40	68	375	1	1	0	0	27	27	0	0
Gerlach																
Incline	4	58	18	112	25	1,169	401	3,358	1	21	0	9	20	847	0	1,004
North Valleys	4	30	13	98	24	456	530	4,366	0	5	1	12	0	246	130	936
Northwest	9	77	23	220	0	1,311	1,031	9,074	0	0	0	5	0	0	0	208
Reno	19	120	15	105	205	992	544	2,339	0	0	3	3	0	0	275	275
Senior Center	0	39	0	0	0	499	0	0	0	7	0	0	0	0	0	0
Sierra View	3	29	34	388	83	1,438	350	3,139	0	6	2	22	0	621	38	846
South Valleys	13	129	35	287	227	2,147	1,832	11,931	0	6	3	11	0	244	298	811
Spanish Springs	12	94	61	470	150	1,303	1,236	11,766	2	8	1	33	31	194	75	1,516
Sparks	8	70	33	210	56	583	1,208	5,519	0	0	6	20	0	0	574	1,763
Verdi	0	1	0	2	0	17	0	231	0	0	0	0	0	0	0	0
Total:	76	655	246	1,926	806	9,955	7,200	52,098	4	54	16	115	78	2,179	1,390	7,359

Administration Outreach 0 15 1 6 0 949 34 2,316

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

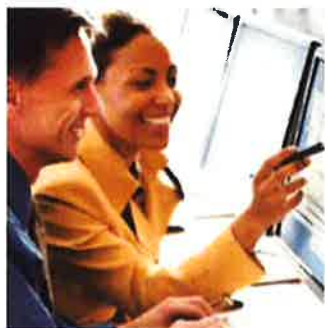
Washoe County Library System						
Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total – Thru March						
System Total Comparison For Fiscal Years 2015-2016 / 2016-2017						
	Meeting Room Use					
	2015-2016	2016-2017	% Change	2015-2016	2016-2017	% Change
	# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance
Administration Outreach						
Digital Branch						
Duncan/Traner	0	1	0.00%	0	27	#DIV/0!
Gerlach						
Incline	56	25	-55.36%	763	555	-27.26%
North Valleys	11	5	-54.55%	134	246	83.58%
Northwest	42	11	-73.81%	683	126	-81.55%
Reno	111	19	-82.88%	1,971	344	-82.55%
Senior Center	0	0	0	0	0	0
Sierra View	21	8	-61.90%	272	706	159.56%
South Valleys	198	51	-74.24%	4,347	985	-77.34%
Spanish Springs	134	30	-77.61%	2,955	568	-80.78%
Sparks	31	8	-74.19%	1,041	154	-85.21%
Verdi	0	0	0	0	0	0
Totals	604	158	-73.84%	12,166	3,711	-69.50%

****PLEASE NOTE:**

CHECKOUT TOTALS

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

Online Learning from elementary school to career success with Learning Express Library



Express Library experience is with the Video Guides. There are short videos on many topics, including: Registering, Logging In, How to Take a Test, How to Download an eBook.

Explore eight differently themed centers

- **Adult Learning Center**-Improve your skills in Math, Reading, and Writing, and prepare for the U.S. Citizenship test.

- **Career Center**-Prepare for career exams, with tutorials and full-length practice exams for Civil Service, Dental, Nursing, PRAXIS, ASVAB, CDL, Law Enforcement, EMT, and many more.

- **School Center**-Resources for Elementary, Middle, and High School students with tutorials and test prep on core subjects.

- **College Preparation Center**-ACT, SAT, AP practice tests and tutorials, and other college prep resources.

- **College Center**-Resources for

college students, including graduate school exam prep for GMAT, LSAT, MAT, MCAT, PCAT.

- **Spanish Center**-Math, Reading, and Writing tutorials, GED tutorials and practice tests, and U.S. Citizenship test tutorials, all in Spanish

- **Computer Skills Center**-Interactive video tutorials to help you master computer and Internet basics, and improve your skills in popular software programs such as Word, Excel, Outlook, Adobe Illustrator, and Photoshop.

- **High School Equivalency Center**-Math, Reading, and Writing resources, plus GED, HiSet, and TASC tutorials and practice exams.

You do not need to register to explore the website, but as a registered user you will have access to all the study materials throughout the website, as well as eBooks, and interactive practice exams. You can save your work, making

HOW TO GET STARTED

Visit the Washoe County Library website at www.washoecountylibrary.us. Near the top right of the website, go to Resources, then to Online Resources to view an alphabetical list. Click on Learning Express 3.0.

New User Registration is easy:

- Click on Register (on the top right of the Learning Express Library website)
- Enter your email address
- Enter a password of your choice
- Enter your first name
- Click on Create Account

it easier to return to the topics that interest you the most.

Explore the Center of your choice with resources that are available to you anywhere, anytime, using your computer and your Washoe County Library card. Don't have a computer? Visit your local branch to use one of ours. We can help you get started. See you at the Library!

Julie Ullman is the managing librarian at Washoe County Library System/South Valleys Library, 15630.A Wedge Parkway, Reno. She can be reached at (775) 851-5190 or jullman@washoecounty.us. For complete information about programs for kids, teens and adults at all Washoe County Libraries visit the library's website at www.washoecountylibrary.us.

By Julie Ullman

As we all know, online learning via the Internet is no longer a new idea. You can even earn college and advanced degrees online. Washoe County Library System offers online learning as well with Learning Express Library, an electronic resource available 24/7 through our website, www.washoecountylibrary.us, and accessible by using your library card.

The mission of Learning Express Library is "to help students and adult learners improve the skills required for academic and career success." Users have access to more than 1,000 tutorials, practice exams, and eBooks for basic skills mastery, academic success, job preparation, and career advancement.

A great place to start your Learning

**U.S. Small Business Administration**

Office of Disaster Assistance
Field Operations Center - West
P.O. Box 419004
Sacramento, California 95841-9004

(916) 735-1500
(800) 488-5323
TTY (916) 735-1683

March 10, 2017

MS. JULIE ULLMAN, MANAGING LIBRARIAN
SOUTH VALLEYS LIBRARY
P.O. BOX 2151
RENO, NV 89505

Dear Ms. Ullman:

Thank you for the support that the South Valleys Library provided the U.S. Small Business Administration (SBA) in delivering our disaster loan program to the survivors of the severe winter storms, flooding and mudslides which occurred January 5 through January 14, 2017. Because the SBA is the federal government's primary source of federal assistance for owners of disaster-damaged private property, prompt delivery of SBA disaster loans is vital to the timely recovery of communities impacted by a disaster.

When a disaster strikes, it takes the efforts of the entire community to help in its recovery. As a key federal disaster assistance program, we know first-hand the importance of people and organizations in the community helping each other. We appreciate your generosity and partnership in facilitating a quick and cost effective response to the needs of your community. In addition to contributing to the disaster recovery, your assistance has helped the SBA – and the taxpayers – save money while providing this vital service to your community.

On behalf of all the disaster survivors, we thank you for participating in the recovery of your community.

Sincerely,

Tanya N. Garfield
Director

Library Board of Trustee Approved Scholarship Requests:

Year/Month	Name	Amount	Approved Y/N?	Max Allowed	Degree/Cert?
2015 - Jan	Van Hoozer, Terri	\$ 654.50	Y	\$1,200.00	N/A
2015- APRIL - LBOT APPROVED INCREASE TO \$2,000 PER YEAR PER EMPLOYEE					
2015 - May	Van Hoozer, Terri	\$ 781.50	Y	\$1,345.50	N/A
2016 - Jan	Van Hoozer, Terri	\$1,439.50	Y	\$2,000.00	N/A
2016 - Feb	Larsen, Pamela	\$2,000.00	Y	\$2,000.00	N/A
2016 - Feb	Conelly, Megan	\$2,000.00	Y	\$2,000.00	N/A
2016 - June	Van Hoozer, Terri	\$ 560.50	Y	\$ 560.50	Certification
2017 - April	Larsen, Pamela	\$2,000.00		\$2,000.00	
2015	TOTAL approved	\$1,436.00			
2016	TOTAL approved	\$6,000.00			
2017	TOTAL approved	\$			
2018	TOTAL approved	\$			