



WASHOE COUNTY
LIBRARY SYSTEM
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LIBRARY BOARD OF TRUSTEES MEETING

WEDNESDAY, June 17, 2026

Review 30/60/90 Day and One Year Working Plan

1. 30 Days—Library Assessment (Continued)

- a. **One-on-One Sessions** with Branch Managers
- b. **Program Assessment:** Visit and Review (current and on-going)
 - i. Best Practices
 - ii. Assess Impact (Outcomes based-Review), not currently measured
- c. **Staffing Review**
 - i. Flat organizational chart, needs new positions to increase capacity of staff to deliver outcomes
 - ii. Need Planning Time/Time off Desk to do more than basic services—*we are better than that!* Talented staff unable to use full talents—paying senior staff to do menial work (too many branch managers are working the desk)
 - iii. Possible schedule adjustment for meetings and professional development
- d. **Board Review**
 - i. Board Training for Trustee role and Significant Developments in Librarianship
 - ii. Take on Role in Advocacy
- e. **Staff Projects:** Hot Topics (significant field developments), Award and grant pursuit

2. 60 Days—Budget, Partnerships, Community Assessment

- a. **Budget Review:**
 - i. Changing Budget (Single Fund)
 - ii. System-wide purchasing--Budget must reflect actual types and estimated purchases in correct categories (no large negative line item expenditures)
 - iii. Budget must contain funding for outcomes-based programming, outreach, special events, marketing, technology, more (zero budget currently). *Core services should not be funded by gifts or in random categories.*
 - iv. Strategic Budget priorities must be reflected in actual budget—real needs and real solutions, what staff should be spending money on! Create better system-wide purchasing assessments (lack of review, so too many last-minute purchases)
 - v. Assess Capital Improvement plans: Regularly submit important capital items to budgets. Very few requests have been made in recent years.
- b. **Forecasting Funding in new Strategic Plan**—Future Requirements for 3-5-10-20 years-- Set standards for achieving strategic goals recognizing population growth (NV is #5-#8 in growth and #3 GDP Growth), changing community needs, and possible county deficits. Begin now-- to be completed and revised over 3 years
 - i. **Complete Long-Term Capital Improvement Plan**
 - ii. **Complete Facilities Forecast**--Forecast future renovations and new branches based on population and service needs
 - iii. **Complete Technology Forecast**—Forecast future tech needs, monitoring age of current resources and data/power needs for the future

- iv. **Complete Staffing Review**—Create report to forecast staff needs as community grows, including new positions and new types of positions. Set hiring dates
 - v. **Complete Public Service Spending Review**—Accurate costs necessary to run programs, services, events according to the strategic plan (first year)
- c. **Partnerships**
- i. Partnership Review: Staff creating lists of current (limited) and possible partners
 - ii. Partnership Visits Set up and Attending: Individual and Small Group meetings
 - iii. Reviewing Memorandums of Understanding, opportunities for agreements “with teeth.”
- d. **Community Assessment**
- i. Staff Review of Statistical Resources for Assessment, Categories for assessment, ongoing
 - ii. John Andrews (Internet Services Librarian) assisting with setting up *Environmental Scan* database. Staff will collect information for now in Excel charts.
- e. **One-Year Working Plan: Strategic Assessment/Gap Analysis of Needs** (extension approved informally)
- i. **Visioning Sessions**—page held in quarterly *Explorer for dates(due July 14)*—by Group (Families, Teens, Parents, Adults/Seniors, Vulnerable Populations, Small Businesses, Education groups, Techies, etc.)
 - 1. Staff Meetings: August - September
 - 2. Resident Meetings: September - December
 - 3. Partners Meetings: October – November
 - ii. **Drafts** (Extension Approved)
 - 1. First Draft: Board Review: early January; public review late January
 - a. Second Draft: late February
 - b. Final Draft: March/early April
 - c. Final Approval: April (submitted to State)