



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, July 20, 2016  
4:00 P.M.**

**South Valleys Library  
15650A Wedge Parkway  
Reno, NV 89511**

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](http://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](mailto: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.

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

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

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person  
*No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.*
- 3) Approval of Meeting Minutes
  - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of June 15, 2016
- 4) Old Business
  - a. *For Possible Action:* Appointment/Reappointment of Board Liaisons and Committees
- 5) New Business
  - a. *For Possible Action:* Approval of Revised Public Hours at the Duncan Traner Library Effective August 8, 2016
  - b. *For Possible Action:* Annual Review of and Possible Direction to Staff Regarding WCLS Policies
  - c. *For Possible Action:* Review and Possible Revision of Bylaws of the Library Board of Trustees
  - d. *For Possible Action:* Acknowledgement of Donations Received Between April 1 and June 30, 2016
  - e. *For Possible Action:* Acknowledgement of Director-Approved Gift Fund Purchases Between January 1 and June 30, 2016
- 6) Reports
  - a. Library Director's Presentation to Include System Programs and Activities, and Friends Report
  - b. South Valleys Programs, Activities and Operations
  - c. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
  - d. Monthly Library Usage
- 7) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person  
*No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.*
- 8) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 9) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, JUNE 15, 2016**

The Board met in regular session at the South Valleys Library, 15650A Wedge Parkway, Reno, Nevada.

Chair Stoess called the meeting to order at 4:08 p.m.

**1) ROLL CALL**

Board Members Present: Wendy Alderman, Zanny Marsh, Al Stoess

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Dan Erwine, Greg Juhl

**2) PUBLIC COMMENT**

No public comment

**3) APPROVAL OF MEETING MINUTES**

**a) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MAY 18, 2016**

On motion by Trustee Alderman, seconded by Trustee Marsh, which motion duly carried, the Board approved the meeting minutes from the Library Board of Trustee Meeting of May 18, 2016. All in favor, none opposed

**b) APPROVAL OF MINUTES FROM THE LIBRARY BOARD SPECIAL MEETING OF JUNE 8, 2016**

On motion by Trustee Marsh, seconded by Trustee Alderman, which motion duly carried, the Board approved the meeting minutes from the Library Board of Trustee Special Meeting of June 8, 2016. All in favor, none opposed

**4) OLD BUSINESS**

No old business

**5) NEW BUSINESS**

**a) APPROVAL OF APPLICATION BY TERRI VAN HOOZER FOR A BOARD SCHOLARSHIP**

On motion by Chair Stoess, seconded by Trustee Alderman, which motion duly carried, the Board approved the award for a scholarship application in the amount of \$560.50 to Terri Van Hoozer. All in favor, none opposed

**b) RECOMMENDATION TO THE BOARD OF COUNTY COMMISSIONERS REGARDING THE APPLICANTS FOR THE UPCOMING VACANCY ON THE LIBRARY BOARD**

Director Scott requested the Board table this agenda item until the next meeting as the practice of offering recommendations to fill a vacancy that is appointed by another Board is currently under review.

Chair Stoess tabled this agenda item to allow time for review and the possibility of it to be agendized at the next meeting.

**c) ELECTION OF CHAIR FOR THE LIBRARY BOARD OF TRUSTEES**

Director Scott requested the Board to table this agenda item due to the absence of two Trustees.

Upon questioning by Trustee Marsh, Director Scott confirmed that the request to table this item and the next was solely due to the absence of two Trustees.

Chair Stoess nominated Trustee Wilson for the position of Chair. The nomination was seconded by Trustee Alderman. Trustee Wilson was unanimously elected to serve as the Library Board of Trustees Chair for fiscal year 2016/17.

**d) ELECTION OF THE VICE-CHAIR FOR THE LIBRARY BOARD OF TRUSTEES**

Trustee Marsh nominated Trustee Alderman for the position of Vice-Chair. The nomination was seconded by Chair Stoess. Trustee Alderman was unanimously elected to serve as the Library Board of Trustees Vice-Chair for fiscal year 2016/17.

**e) DISCUSS NECESSITY AND DUTIES FOR BOARD LIAISONS AND COMMITTEES**

Director Scott briefed the Board that this agenda item is to identify the purpose of the liaison and committee assignments and determine what tasks those positions should have. He noted that the Friends of the Washoe County Library liaison and the Partnership Library Advisory Committee Trustees have recently held meetings that were attended by the assigned Trustees

Upon request by the Library Director to provide direction on the remaining committees, Board comments included:

- Finance Committee/Liaison: There has not been a meeting.
- Government Relations Committee: The purpose and tasks of this assignment are unclear and the Trustees would like to revisit this at a future meeting.

Legal Counsel, Dania Reid, advised the following:

- If a committee is construed as a sub-committee or if a committee member is able to make recommendations to the Library Board of Trustees, that meeting or committee must follow Open Meeting Law regulations.

Trustee Sattler arrived at 4:19 p.m.

Upon questioning by the Board regarding a committee or liaison assignment, Ms. Reid confirmed the following:

- If the committee or liaison acts in an advisory role, it is subject to Open Meeting Law rules.
- If the Trustee serves as a liaison and makes recommendations, legal would have to look at each assignment differently and get more clarification as there may be a distinction.

Director Scott stated he would look more into the remaining identified committees/liaisons and bring the item back to the Board with more clarity.

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

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

**b) SOUTH VALLEYS PROGRAMS, ACTIVITIES AND OPERATIONS**

The Library Board reviewed the information submitted in the packet.

Kristen Ryan, South Valleys Programs, Services and Community Liaison informed the Board that the Branch manager will provide statistical trends next meeting. She updated the Board on the purchases, activities and community partnerships South Valleys has been able to provide for STEAM with \$2,500 donated this year, to include:

- Purchased variety of toys and activities
- Implemented Full STEAM Ahead Programming while creating community partnerships, including:
  - UNR Medicine partnership
  - Civil engineering programs
  - Galena Creek Visitor Center held program in May about birds in the region
- South Valleys completed the First Grade Outreach. Hunsberger Elementary School reached 90% of students having a library card from the outreach. South Valleys Library also hosted an after-hours program for Hunsberger, which had a great turnout.

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

A staff report was provided to inform the Board that May and June financial statements would be included the meeting scheduled in July 2016. The Board did not have any questions.

**d) MONTHLY LIBRARY USAGE**

The Library Board reviewed the information submitted in the packet.

**7) PUBLIC COMMENT**

Kristen Ryan, South Valleys Programs, Services and Community Liaison, thanked Chair Stoess for his service on the board, expressing appreciation for his work during his tenure.

**8) BOARD COMMENT**

Chair Stoess provided a statement of his tenure as Library Board Trustee resulting in eight years of service with 13 Trustees. He summarized his term during difficult times when the Library lost 34% of its budget, reduced new materials purchasing by half and how the loss of 42% of library staff resulted in decrease of public hours and days. He stated that he believes the future looks promising with competent Trustees and new Library Director moving the Library forward. He thanked the present Trustees and several past Trustees for their competence and service. He thanked legal counsel representatives for their input. He thanked the past and current Library Directors, library staff and the Friends of the Library for all they do.

**9) ADJOURNMENT**

Chair Stoess adjourned the meeting at 4:47 p.m.

**WASHOE COUNTY LIBRARY  
BOARD OF TRUSTEES COMMITTEES / LIAISONS**

**2015/16**

**FRIENDS OF WASHOE  
COUNTY LIBRARY**

**Zanny Marsh**

**PARTNERSHIP LIBRARY ADVISORY  
COMMITTEE**

**Sara Sattler**

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Approval of Revised Public Hours at the Duncan Traner Library  
Effective August 8, 2016  
**DATE:** July 20, 2016

**Background:** The Duncan Traner Library has had extended hours over this summer. The hours are planned to revert back to the original Tuesday/Thursday 3-5:30pm time period. At this time, the library can add an additional day for when students are back in session. We propose to add Wednesday 3-5:30pm for additional hours. Our plans are to review these hours and propose further hours for January 2017. Duncan Traner Library's new public hours will be Tuesday through Thursday 3-5:30pm.

**Recommendation and Suggested Motion:** Approve the revised public hours at the Duncan Traner Library as set forth in the staff report, effective August 8, 2016.

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Annual Review of and Possible Direction to Staff Regarding WCLS Policies  
**DATE:** July 20, 2016

**Background:** During the Library Board of Trustee Workshop on January 25, 2014, the Trustees agreed to review all WCLS policies on an annual basis and review and approve specific policies as they are brought before the Board. During the Library Board meeting on March 19, 2014, the Trustees agreed WCLS policies will be agendaized and reviewed during a summer Board meeting, and a packet of policies was provided at the time.

**Recommendation:** Review WCLS policies and advise if the Board believes any specific policies should be assessed by the Policy Review Team. If the Board believes the current policies do not require assessment at this time, the recommendation is to approve them as presented.



# Washoe County Library System

## Policy Manual

November 19, 2015

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# ADULT PATRON USE OF YOUTH AREAS POLICY

Washoe County Library promotes the safety and well being of the library-going children of the community and provides a welcoming atmosphere for our young patrons.

It should be noted that the youth areas do not provide a quiet room, so patrons who are seeking a quiet Library atmosphere in which to study will find it necessary to move to another area.

The youth areas have limited resources, including the number of staff available for assisting patrons and computer access. As a consequence, Washoe County Library System reserves the right to restrict adult patron use of these resources.

Adult patrons who are not in compliance with this policy may be requested to leave the youth areas.

***APPROVED: June 15, 2005***

# ANIMALS IN THE LIBRARY POLICY

It is the policy of the Washoe County Library System to prohibit all animals from entering library facilities, with the exceptions of animals featured in programs sponsored by the Library System and service animals and service-animal trainees in accordance with "Americans with Disabilities Act" Title III Regulations.

***APPROVED: July 15, 2009***

# CASH POLICY

The amount of each Division's cash bank is set by the County Commissioners and can only be changed by ordinance. The County sets all department fiscal policies and changes can only be made by the County Commissioners.

At no time will any Division close their cash bank with more or less than is set by the Board of County Commissioners. Any cash bank increase or decrease requests will be processed through Library Accounting.

***APPROVED: April 20, 1995***

***REVISED: October 16, 2014***

# COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

Collection Development is the ongoing process of assessing the materials available for purchase or licensing and making decisions about their inclusion and retention within the Library.

## ***Scope of the Collection***

The library materials collection, one of Washoe County Library System's (WCLS) major assets, is developed and managed to meet the informational, educational, cultural and recreational needs of Washoe County Library customers. Since library systems cannot possibly acquire all print and non-print materials, they must employ a policy of selectivity in acquisitions. The Library System provides, within its financial limitations, a general collection of materials embracing broad areas of knowledge and literary and cultural genres. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community demographics and evidence of areas of interest.

Collections are reviewed and revised on an ongoing basis to meet contemporary needs. Collections are current and popular, not archival, and materials are not needlessly duplicated. Collections provide general coverage of subjects and reflect the characteristics of the community. Materials are withdrawn from the collection to maintain the collection's usefulness, currency and relevance. Withdrawn materials may be sold or used in collaboration with community agencies.

Other community resources and area library resources are taken into consideration when developing collections. Through Interlibrary Loan, librarians may obtain materials from other institutions for the use of WCLS patrons. Information may also be obtained through electronic access and the internet. Information sources made available electronically will be selected using the same principles that are applied to books and other formats. New formats will be considered when a significant portion of the community creates a demand.

The Library supports the individual's right to access ideas and information representing all points of view. To this end, the Library welcomes and solicits patron suggestions, comments and ideas about the collection and its development. The Washoe County Library Board of Trustees has adopted the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

## ***Collection Development and Management Criteria***

To build and maintain a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

- Current and potential relevance to community needs
- Suitability of subject and style for intended audience
- Attention by critics and expert reviewers
- Cost
- Requests by the public
- Comprehensiveness
- Skill, competence, purpose of author
- Reputation and significance of author
- Objectivity
- Authenticity of history or social setting
- Consideration of the work as a whole
- Representation of diverse points of view
- Suitability in physical form for library use
- Technical quality

## **Gifts of Library Materials**

WCLS will accept unrestricted, irrevocable gifts of books and other library materials. Gifts and donations are accepted with the understanding that they will be evaluated by the same criteria used to select and purchase materials for addition to the collection. If gifts do not meet these criteria, they may be conveyed to the Friends of Washoe County Library for sales to benefit the Library System, used for Read and Exchange collections, recycled or otherwise disposed of.

## **Collection Structure**

The placement of materials within the libraries is determined by several factors. The Library uses the Dewey Decimal Classification scheme which divides materials by subject. Professional catalogers use Dewey and Library of Congress subject headings to place materials into the proper subject areas and assign them to Adult, Juvenile, Young Adult, Reference or other specific areas of the Library. Reviews by professionals in the field and the librarians' expertise contribute to the proper placement of material.

Washoe County Library respects the rights of children to choose their own materials. It is the responsibility of parents to monitor the materials their children borrow or use in the Library.

## **Collection Responsibilities**

Staff responsibility for the collection rests with the Library Director, who operates within the framework of the Washoe County Library Collection Development and Management Policy. The Director delegates to staff members authority to interpret and apply this policy in daily operation.

Staff in a centrally organized collection development unit provides continuity in the collections through an organized structure for planning, selecting, acquiring and managing library materials. All staff contributes to the development of collections driven by customer needs and expectations by:

- Engaging in open, continuous communication with customers
- Handling all requests equitably
- Understanding and responding to continually changing demographics, as well as societal and technological changes
- Recognizing that materials of varying complexity and format are necessary to satisfy diverse needs

## **Intellectual Freedom**

A democracy presupposes an informed citizenry, and the public library has an integral role in achieving that goal. The Library provides a neutral environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements are cornerstones of this policy and guide the acquisitions and management of the collection.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the needs and interests of the community. Decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the Library collection is in no way an endorsement of its contents. Materials are not marked or identified to show approval or disapproval of the contents.

The Library recognizes that some materials may be controversial and that any given item may offend some. Only the individual can define what materials are consistent with her/his own values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for monitoring their children's use of library materials.

## **Reconsideration of Library Materials**

A singular obligation of the public library is to reflect within its collection differing points of view. Individuals may request reconsideration of a selection decision of library materials by submitting a written request for reconsideration to any Washoe County Library using the form appended to this policy. The Library Director will respond in writing to an individual's written request.

The Washoe County Library Board of Trustees, upon written request to the Board Chair, will hear appeals of the Library Director's written response. Decisions on appeals are based on this policy, the material, careful review of the objection and the American Library Association's Bill of Rights, Freedom to Read Statement, Freedom to View Statement and Guidelines on Intellectual Freedom. The final decisions on appeals rest with the Washoe County Library Board of Trustees.

***APPROVED: December 15, 2004***

***REVISED: May 19, 2010***



# CITIZEN REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS AND ARTWORK

Author/Artist \_\_\_\_\_

Title \_\_\_\_\_

Book \_\_\_\_\_ Periodical \_\_\_\_\_ Other \_\_\_\_\_ Publisher/Date \_\_\_\_\_

Please state the reason for your request. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read/viewed/listened to this work/exhibition in its entirety? \_\_\_\_\_

What are the positive points of this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you like the Library to do about this work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject? \_\_\_\_\_  
\_\_\_\_\_

Have you read the Washoe County Library Collection Development and Management Policy? \_\_\_\_\_

Have you read the Washoe County Library Public Use of Bulletin Boards, Exhibit Spaces and Display Spaces Policy? \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Do you represent:

Yourself  
 Organization (name) \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Patron: \_\_\_\_\_

Date: \_\_\_\_\_ Received by Staff Member: \_\_\_\_\_

# CONDUCT POLICY

The Library has a responsibility to provide an environment conducive to library use. Library users are expected to conduct themselves in a reasonable manner.

1. Library users must comply with all applicable laws, codes and policies.
2. Conduct that disturbs library users or that hinders people from using the Library or library materials is prohibited.
3. Behavior that interferes with staff's ability to do their job is prohibited.
4. Library users will not engage in behavior that could compromise the safety of themselves or others.
5. Damage, destruction or theft of Library property (including, but not limited to: materials, furniture or equipment) is prohibited.
6. Users whose odor constitutes a nuisance will be required to leave the building.
7. Sleeping or dozing is prohibited in the Library.
8. Library users may eat or drink only in the library's designated areas. Consumption or possession of alcoholic beverages is prohibited on library property.
9. Soliciting donations of money or anything of value and selling or taking orders for anything of value in the Library is prohibited by County Code 80.520.
10. The use of skateboards, bicycles, scooters, shopping carts and rollerblades is prohibited in the Library.
11. Library users must have all their possessions in their constructive control at all times.
12. Violation of any of these regulations may result in the suspension of Library privileges. In accordance with the Patron Suspension Policy, individuals have the right to appeal any such action by contacting Washoe County Library Administration.

**APPROVED: July 18, 2007**

**REVISED: May 22, 2014**

# CONFIDENTIALITY POLICY

All circulation records are confidential in nature. Circulation records consist of patron data and actual circulation files.

Nevada Revised Statute 239.013 states:

“Any records of a public library or other library which contain the identity of a user and the books, documents, films, recording or other property of the library which were used are confidential and not public books or records within the meaning of NRS 239.010. Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime.”

The Library System complies with the law as it relates to the U.S.A. P.A.T.R.I.O.T. Act (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (Public Law 107-56; U.S. Statutes at Large 115 Stat.272), including confidentiality laws of federal and state governments and any lawful and appropriate court order. The Library System has plans and/or procedures in place to address responses to court orders.

**APPROVED: October 20, 1993**

**REVISED: May 18, 2011**

# FINES, FEES AND CHARGES POLICY

The Washoe County Library Board of Trustees reaffirms its intention to carry out and fulfill the duties and obligations imposed upon all library boards under Chapter 379 of the Nevada Revised Statutes.

It is the policy of the Library Board, through the library administration and staff, to protect and secure, by whatever lawful means necessary, the property and materials entrusted to it for preservation, research or loan to the general public the Washoe County Library System serves. Following is a list of fines and fees that may be imposed pursuant to NRS Chapter 379.

All patrons will be held responsible for lost materials or materials damaged beyond repair. All charges listed herein are subject to periodic review.

## Overdue Library Material Fines

Patrons owing \$10.00 or more in overdue fines cannot check out any library materials, except by special arrangements with a Library supervisor. Fines accrue on days the library is closed.

Adult library cardholders: 25 cents per day per item, maximum fine per item \$18.00. (includes one renewal.)

Minor library cardholders: (Age 17 and younger) 10 cents per day per item, maximum fine per item \$4.00. (includes one renewal)

E-Readers: \$2.00 per day per item, maximum fine per item \$10.00. (Adult and Minor cardholders.)

## Lost Materials and Materials Damaged Beyond Repair

'Lost materials' are items that have been overdue for 54 days.

'Materials damaged beyond repair' are those items that cannot be returned to circulation.

Patrons with lost library items cannot check out any library materials, except by special arrangement with a library supervisor.

The actual cost of the material or a default cost for the material as indicated on the list below is charged as a replacement charge for lost items or materials damaged beyond repair.

- If the item is not returned, the patron owes the replacement charge.
- If the item is damaged beyond repair, the patron owes the replacement charge.
- If the lost item is returned, the patron still owes any applicable overdue fines.
- If the patron, with the approval of the library supervisor, provides the library with a suitable replacement for the lost item, the replacement charge is waived.
- If a patron pays the replacement charge and later returns the "lost" item to the library, no refund is given. The patron may keep the book or donate it to the library.

## Library Fees

Library card fees:

Annual card*	\$50.00 annually from date of issue
Replacement WCLS library card	\$ 1.00

External storage device	\$ 2.00 above cost
Headphone purchase	\$ 2.00 above cost
Meeting room	\$20.00 per reservation
Print fees	\$ .25 per page (other than staff-initiated library business)
Includes printing of received faxes	

### Default Replacement Charges

These default charges are incurred when the purchase price of an item is not available through library records.

Audiobook set	\$40.00
CD set (music)	\$40.00
CD (music)	\$15.00
Computer software	\$50.00
DVD set	\$40.00
DVD	\$25.00
Hard cover book	\$25.00
Kinder/theme kit	\$50.00
E-reader	\$80.00
E-reader case	\$15.00
E-reader USB cord	\$ 3.00
E-reader wall charger	\$20.00
Magazine	\$ 3.00
Paperback	\$10.00
Read-along	\$10.00
Reference material	\$50.00
Vertical file material	\$ 5.00
Other replacement charges:	
Audio-Video case	\$ 1.00
Computer lock	\$35.00
Other Locks	\$ 5.00
Engravers/etching tool	\$20.00
Missing pieces	\$ 1.00 (i.e., inserts, barcodes, labels)

\* A card issued to someone living and working outside Washoe County in a jurisdiction whose library does not issue free cards to Washoe County residents.

***Fines, fees and charges may be waived by the branch manager or her/his designee.***

**APPROVED: February 15, 2006**  
**REVISED: October 16, 2014**  
**REVISED: November 19, 2015**

# FUND RAISING POLICY

It is the policy of the Washoe County Library Board of Trustees to permit and encourage acceptable fund raising efforts on behalf of the Library System, its components and services, by Library components, by Friends of Washoe County Library and by authorized outside persons and organizations.

Fund raising projects held in the Library must have the approval of the Library Board of Trustees or the Library Director prior to being implemented. Library auxiliaries, such as the Friends of Washoe County Library, act autonomously but with representation from the Library Board of Trustees or Library Administration.

Outside organizations and persons wishing to raise funds for Library purposes may use the name of the Washoe County Library System, its components or services only after the Library Board of Trustees has reviewed the fund raising project plans and procedures prior to the proposed fund raising project starting date and is satisfied that acceptable financial procedures will be followed, appropriate advertising and publicity will be utilized, the Library, its personnel and agents will be fully indemnified against loss or damage and the Library Board of Trustees or its designated agent will receive a full and complete accounting and all funds raised in its behalf immediately upon completion of the fund raising project.

All advertising and/or promotional activities for joint ventures between the Library and a private business or corporation are to be produced by the business or corporation in such a manner that supports the Library.

No profit or commercial advantage shall devolve upon any person or organization involved in the fund raising project.

The foregoing is in no way intended to limit or preclude outside persons or organizations from donating funds to the Library, its components or services, on their own initiative or at the request of the Library Board of Trustees or its designated agent, so long as the provisions of this policy are satisfied.

All funds raised or donated in accordance with this policy are to be placed in the Washoe County Library Gift Fund account and the donor or donors may specify the use to which they are to be put. The provisions of the current "Washoe County Library Gift Fund Policy" and the current "Washoe County Library Collection Development and Management Policy" apply.

**APPROVED:** *October 20, 1993*  
**REVISED:** *February 20, 2013*

# GIFT POLICY

Washoe County Library System may accept unrestricted, irrevocable gifts. All gifts must be unconditional, transferring ownership and all rights of ownership to the Library. Gifts are accepted only with the understanding that the Library has the right to determine retention, location or disposal of the gift. The Library may sell the item for value and use the proceeds for any purpose appropriate to the Library's mission. Washoe County Library may accept or reject any offered gift at its discretion and upon approval of the County Commission when appropriate.

In general, a gift to the Library is tax deductible. However, consultation with the Internal Revenue Service (IRS) or a tax expert is recommended for detailed information on appraisals and donated materials for acceptability as a charitable tax deduction. IRS regulations prohibit the Library and its employees from assessing the monetary value of any non-cash donations.

WCLS shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate.

**APPROVED:** *February 20, 2013*

# GIFT FUND POLICY

The Library Board of Trustees, the governing authority of the Washoe County Library System, is authorized by Nevada Revised Statutes, Section 379.026 to establish with the County Treasurer/Comptroller, as custodian, a special fund known as the Washoe County Library System Gift Fund (hereinafter Gift Fund). The monies in the Gift Fund must be derived from all or any part of any gift, bequest or devise, including the interest thereon. The gift fund is a separate and continuing fund and no money in it shall revert to the General Fund of the County at any time.

Monies in the Gift Fund may be used for the construction of new Library buildings, capital improvement to existing buildings, special Library services or programs, staff development and training, collection development, equipment and furniture and other identified Library purposes. The Gift Fund consists of a Systemwide fund and any subsidiary gift funds that may be authorized by the Library Board of Trustees. The Systemwide Gift Fund will be spent at the discretion of the Library Director and the Library Board of Trustees. Both the Systemwide fund and the subsidiary funds may contain monies that are either designated by the donor(s) to be spent for specific purposes or that are undesignated and available for any library-related expenditures. Gifts received with no instruction as to which subsidiary fund should receive it will be deposited in the Systemwide Gift Fund. Monies received from any in house donation, book sales and/or general fund raising activities shall be considered undesignated gift funds.

Expenditures may be made as follows:

Grants and designated funds shall be expended according to the grant or designated gift. Designated balances of \$50 or less will be rolled back into the undesignated gift funds.

Expenditures of more than \$5,000 per purchase order must be submitted in writing for approval by the Library Board of Trustees.

**APPROVED:** *October 15, 2003*  
**REVISED:** *February 20, 2013*



# INTERLIBRARY LOAN POLICY

Interlibrary Loan (ILL) services are based on mutual relationships between U.S. libraries and are governed by the American Library Association's *National Interlibrary Loan Code for the United States*.

Library materials may be requested within the scope of Washoe County Library System's ILL procedures. The supplying library determines whether the material can be provided and may charge a fee, which is the responsibility of the borrower.

**APPROVED:** *June 16, 1999*

**REVISED:** *January 15, 2014*

# Library Card and Materials Borrowing Policy

**STANDARD CARD:** Library cards are issued without charge to Washoe County residents, students attending school in Washoe County, non-residents working or owning real property in Washoe County and residents of jurisdictions whose libraries issue free cards to Washoe County residents. All other individuals may obtain annual cards, which carry a fee according to the Fines, Fees and Charges Policy.

**ANNUAL CARD:** A card issued to someone living and working outside Washoe County in a jurisdiction whose library does not issue free cards to Washoe County residents.

**CONDITIONAL LIBRARY CARD:** A card issued in lieu of a standard Library Card pending acceptable documentation. Conditional cards carry a limit of two items at a time and expire three months from issue.

**ECARD:** A card can be obtained on the Library website for immediate access through the website to:

- Request items to be held for pickup
  - You will be required to upgrade to a standard library card to check out physical items
  - Bring photo ID and verification of address
- Check out downloadable ebooks and audiobooks
- Access electronic resources, including databases

**\*\* All applicants must present a current, valid government-issued photo ID and verification of current address.\*\***

## **Borrowing privileges are extended to all formats of library materials**

By applying for and accepting a library card, users accept responsibility for all materials checked out and are bound by Washoe County Library System (WCLS) policies and procedures. The *Fines, Fees and Charges Policy* outlines charges and restrictions associated with borrowing physical materials.

WCLS respects the rights of children to select their own library materials. It is the responsibility of the parents to monitor the materials their children borrow or use in the Library.

Transacting business requires verification of the account holder's identity. See the Washoe County Library System *Confidentiality Policy*.

WCLS reserves the right to limit the total number of items per library card, the number of items within a specific category or format and the length of lending period(s) for materials and formats.

***A list of Acceptable Documents serving as proof of current address is available at all WCLS libraries and on the WCLS website***

**APPROVED: June 16, 2010**

**REVISED: May 22, 2014**

# PROCEDURES FOR VERIFICATION OF ADDRESS (ISSUANCE OF LIBRARY CARD)

## **Acceptable Documents for Photo ID (may also serve to verify address)**

- Government issued photo ID, such as:
  - o Valid state-issued driver's license or state-issued photo ID card with current address
  - o Consulate card with current address
  - o Valid US passport
- Washoe County School District or local college/university photo ID card (current year)
- Tribal-issued picture ID with a current date and residential address
- For a minor: An accompanying parent/legal guardian with current valid government-issued photo ID

## **Acceptable Documents for Verification of Current Address with Applicant's Name**

- Current month's phone bill, utility bill, bank statement or credit card statement
- Current rental or lease contract
- Vehicle registration
- Proof of vehicle insurance
- Notarized statement from a property owner that you are residing with him/her or on their property without a rental or lease agreement
- Washoe County property tax statement
- Mortgage document, escrow papers or deed
- Timeshare proof-of-ownership papers
- Paycheck or stub (current month)
- School enrollment records for the current semester
- Letter from employer on company letterhead with applicant's name and current address (dated in the current month)

# LIBRARY PROGRAMS AND PRESENTERS POLICY

## Purpose

Washoe County Library System is committed to providing the public with additional opportunities for information, education and recreation through library programs. This is consistent with the Library's service roles – Lifelong Education and Enrichment and Commons.

Subject to all applicable laws and library policies, the Library System's meeting rooms are available for the lawful activities of all individuals or groups and must be free and open to the public. Programs and events taking place within Library facilities are not endorsed or sponsored by Library staff or the Library Board of Trustees except as indicated below.

## Foundations for Policy

Article I of the Library Bill of Rights states, "Books and other library resources should be provided for the interest, information and enlightenment of all of the people of the community the library serves."

Reaffirmed in 2000, the ALA interpretation of Article I states, "Library-initiated programs are a library resource and as such are developed in accordance with written guidelines."

The ALA Code of Ethics states in Article VI "We do not advance private interests at the expense of library users, colleagues or our employing institutions."

## **There are two basic types of library programs:**

### **Library-initiated programs:**

Those programs that are initiated by the Library or that the Library seeks out.

### **Library-cooperative programs:**

Those programs that result from an individual or organization approaching the Library. The Library may participate with other agencies, organizations, institutions or individuals.

### **Library-cooperative programs must meet these criteria:**

- The presenter must demonstrate knowledge or experience in the particular subject matter
- The desired dates for presentation must be acceptable to the library or libraries hosting the program
- Resources required, including publicity and corresponding collateral, may be shared and will be agreed upon well in advance of the program.
- The Library will provide the opportunity to present differing viewpoints. Each presenting group will have equal access and equal rights.

### **Library-initiated or library-cooperative programs may qualify as special events**

The special event may include sales of goods per Washoe County Code 80.520: Soliciting on county property. Such sales must be pre-approved by the library manager under the advisement of the Programs and Community Collaborations Team.

### **Approval process for library-initiated or library-cooperative programs:**

The Community Collaborations, Programs and Staff Training Coordinator and Programs and Community Collaborations Team may review requests for honoraria on a case-by-case basis. Fee-based programs will be an agreed upon flat fee, not per person in attendance.

Managerial staff at each branch has discretion to decide if a particular program meets the criteria of a library-initiated or cooperative event. That decision may be made in conjunction with the Programs and Community Collaborations Team. If managerial staff at a particular branch decides an event does not qualify as library-initiated/cooperative, the event representatives have the right to appeal the decision to the Library Director or his/her designee. If the Director's office denies an appeal, a subsequent appeal may be taken to the Library Board.

**All other users of meeting rooms must follow the Meeting Rooms Policy.**

***APPROVED: February 21, 2007***

***REVISED: February 15, 2012***

# MEETING ROOM POLICY

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

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

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

1. Meeting rooms may be used any time during the regular business hours of the Library. Some Library facilities have separate entrances to meeting rooms and can be reserved for meetings that may begin prior to or end after Library hours.
2. All programs and meetings must be free and open to the public. Meeting room users, groups and individuals may not charge or solicit fees, dues or donations as a condition of attending any meeting or program.
3. All Library-sponsored and Friends of the Library-sponsored meetings/programs take first priority on all meeting room schedules. The Library reserves the right to reschedule an existing reservation.
4. Reservations will be on a first-come, first-served basis. Non-Library related groups may schedule up to 24 meetings per library in a calendar year (January through December). Meeting rooms may be reserved no more than six months in advance; exceptions may be made at the discretion of the Library Manager or designee. If a room is available, groups can book for the same day, without affecting their 24 uses in a calendar year.
5. Payment is required at the time the reservation is made or within five (5) days thereof. The reservation is confirmed at the time payment is made and is tentative until that time.
6. All first-time groups using the Library meeting rooms and auditoriums must fill out the Application for Use of Library Facilities form. Rooms may be reserved by telephone, but the completed forms must be turned in to the appropriate library within five days of the booking to confirm the reservation or the reservation will be cancelled. The applications will remain on file, but must be updated yearly, or as needed, to keep information current.
7. More than two no shows or cancellations within a twelve-month period may result in the loss of privileges. Reservations will be held for 20 minutes, unless the group has notified the Library that it will be late.
8. Groups and individuals using the meeting room may not disrupt the use of the Library by others. Persons attending meetings or programs are subject to all applicable Library and County policies. Washoe County Library System reserves the right to revoke meeting room privileges when policies or procedures are not followed. Print copies of Library policies are available upon request or at our website.
9. Food and non-alcoholic beverages may be served upon the approval of the Library Manager or his/her designee. Alcoholic beverages may be served outside of the Library's public hours upon the approval of the Library Director or his/her designee.
10. Pursuant to Library policy, no child aged nine or under may be left unattended elsewhere in the Library while a parent or guardian attends a meeting or program in the meeting room. Library staff cannot assume liability for children who are left unattended.
11. Groups must provide proof of adequate liability insurance coverage when any of its meetings or programs has more than 106 attendees.

12. Set up and clean-up are the responsibility of the group. If either of these is necessary, the program or meeting starting time should be scheduled at least one-half hour after the Library opens and meeting ending time should be scheduled at least one-half hour before the Library closes, unless the facility allows for after-hours meeting room use. When scheduling, groups or individuals should include the full time they will need access to the room.
13. Activities that create substantial risk of damage to or destruction of Library property are prohibited in the Library meeting rooms. Meeting rooms must be left in a clean and orderly condition. Groups will pay the cost for repair of any damages to facilities or equipment for which the group is responsible. The Library will not be responsible for materials or equipment left in the building by groups.

***Approved: February 15, 2006***

***Revised: October 16, 2014***

# NAMING LIBRARIES POLICY

Library buildings in the Washoe County Library System are to be named after the area in which they are located.

Art Galleries, Community Rooms or other separate defined areas within Library buildings may be named in honor of persons who have made a significant contribution to the Library System.

A Committee will be appointed by the Library Director to consider all proposals regarding the naming of buildings, areas and rooms. Based on guidelines approved by the Board, the Naming Committee will make a recommendation to the Library Board for approval on each proposal to name a Library building, area or room.

**APPROVED:** *August 20, 1997*



# PATRON SUSPENSION POLICY

Suspension of Library patrons is an option used when patrons exhibit or engage in behavior that violates the Patron Conduct Policy. This option is used infrequently as most patrons respond to requests for compliance, and our librarians use this procedure as a last resort measure. There is, however, a small but disturbing class of patron that exhibits extremely aggressive, discourteous and assaultive behavior. It is, therefore, sometimes necessary to suspend library privileges in these confrontative situations.

- Library staff will exercise their judgment and discretion to suspend a patron's library privileges for a period up to 30 days for violation of the Patron Conduct Policy.
- Library staff will further exercise their judgment and discretion to suspend a patron's library privileges for a period of up to one year, depending upon the seriousness and frequency of the infraction(s).
- Patrons have the right to appeal, within 10 days, any action by a staff member, by contacting Washoe County Library Administration. The first appeal shall be made to the Associate Director, Programs and Services, followed by a second possible appeal to be made to the Library Director, then a third and final appeal to the Library Board of Trustees.
- Failure by a patron to file an appeal within 10 days of the suspension, or within 10 days of a first and/or second appeal decision, will be considered a waiver of the right to appeal.

**APPROVED:**     *March 19, 2003*

**REVISED:**     *July 18, 2007*

# POSTING, EXHIBIT AND DISPLAY POLICY

Postings, exhibits and displays must comply with Washoe County Code 80.520 governing solicitation on County property, will be placed in predetermined areas in the Library and must be approved by Library Administration, the Managing Librarian or other authorized Library staff. The Library will designate public posting, exhibiting and display areas within the facility, and will establish size and time limits for any posting, exhibit or display. In accordance with NRS 241, the Library will confirm that agendas or other documents subject to Open Meeting Law requirements have been posted; otherwise, the Library does not acknowledge that any particular posting has been received, displayed or removed.

Any individual or group requesting to post or display material(s) must provide the material(s) or, in the case of an exhibit, a representative sample, to the Library in which it is requested to be posted, exhibited or displayed. Posted, exhibited or displayed work will be consistent with the samples provided.

Preference will be given to the Library, Library support groups and government agencies, in that order. As space permits, announcements of events of tax-supported or non-profit educational, cultural and charitable organizations will be posted. Except as permitted by the Library pursuant to applicable law, space for commercial advertising and/or solicitations will not be provided.

Acceptance or rejection of material for posting, exhibit or display does not imply approval or disapproval by the Library of the ideas or opinions expressed. The Library does not assume responsibility or liability for material(s) posted, exhibited or displayed in Library facilities. The Library reserves the right to refuse to post, exhibit or display specific materials and the right to remove posted, exhibited or displayed material(s). Material(s) left for Library consideration for posting will not be returned, and the Library will dispose of all material(s) as it sees fit. In the case of exhibits and displays, prior arrangements will be made between authorized Library staff and the exhibitor/displayer.

All postings, exhibits and displays shall be temporary. All postings shall be marked "Approved for Posting" and dated. The "Approved for Posting" notation means only that the person responsible for the material has obtained the Library's permission to post the material, not that the Library necessarily agrees with, endorses, approves or otherwise supports the contents of the material posted.

The Washoe County Library Board of Trustees approved and adopted the ALA statement "Exhibit Spaces and Bulletin Boards: an Interpretation of the Library Bill of Rights," adopted July 2, 1991 and amended June 30, 2004 by the ALA Council.

**APPROVED: February 21, 2007**

**REVISED: July 16, 2015**

# PRIVACY POLICY

Washoe County Library System (WCLS) makes every effort to protect the privacy of library users. WCLS adheres to the American Library Association Code of Ethics that states in Article III: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

## **Emails and Web Forms**

Personally identifying information that you provide by emails or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to provide information and/or services to you, update your patron record or to respond to your questions or comments. If you provide contact information, WCLS staff may contact you to clarify your comment or question.

Email sent to the Library is not necessarily secure against interception. The Library will not ask for and does not use sensitive information such as social security numbers or credit card numbers, and it is advisable not to send such sensitive information by email.

## **Cookies**

The Library uses cookies to enable customization of individual visits on the Library website. Additionally, some WCLS electronic services, such as the library catalog and remote databases, set temporary cookies for current sessions. These cookies do not capture personal information, and they cannot be used to reveal or discover the identity of the individual user. Refusing or disabling cookies may result in an inability to access some library services from computers within the Washoe County Library System.

The Washoe County Library System may track the usage of the Library website and other services accessed through Library servers. WCLS uses this information as anonymous aggregate data to determine the number of visitors to different sections of our site and services and to help make our sites more useful. This information does not identify individual library users. The automatically collected data may include all or some of the following: the name of the domain and host from which you access the internet, the Internet Protocol (IP) address of the computer you use, the browser software you use and your operating system, the date and time you access our sites, the pages visited and the length of time visited and the internet address of the site from which you linked directly to our site and services.

Many of the Library's electronic databases can be freely accessed from anywhere by anyone with a Washoe County library card. The vendors of some of these databases collect statistics such as the names of the databases used, how often they are used and whether they are used in the Library or by remote access, but they do not track personal information about individual visitors or specific queries submitted to the databases. These vendors provide statistical information to the Library.

Server logs and statistical summaries are reviewed by WCLS to determine how individual electronic services are used in order to improve website content, better manage network traffic and troubleshoot server problems.

## **Wireless Network**

The Washoe County Library System also offers a wireless network that allows patrons to connect to the internet at many WCLS branches. Please be aware that data accessed and sent over the WCLS wireless network is not encrypted.

**Links to Other Sites**

The WCLS website contains links to external websites and databases not maintained by the Washoe County Library System. The Library cannot be responsible for user privacy when visiting outside websites or the privacy practices of other sites which may differ from the practices described in this policy.

**Policy Changes and Revisions**

The Washoe County Library System reserves the right to change, revise or modify this privacy statement at any time to reflect changes in the Library's policies and practices or to reflect new services and content provided by the Library. Patrons are encouraged to check this document periodically to stay informed of the Library's current privacy guidelines.

For more information:

- 1) ALA Policy Concerning Confidentiality of Personally Identifiable Information about Library Users
- 2) ALA Policy on Confidentiality of Library Records
- 3) ALA Code of Ethics

***Approved: May 18, 2011***

# PUBLIC USE OF LIBRARY TECHNOLOGY POLICY

The Library provides open access to information, ideas and technology resources. All applicable Washoe County Library rules, regulations and policies apply to all users at all times. Any illegal activity is subject to Federal and Nevada law, whether on a Library owned or privately owned computer or mobile device. The Library reserves the right to terminate any Computer session at any time.

1. **Security:** Library users use Library computers at their own risk. The Library is not responsible for any information that is compromised, for loss of data or for any harm that may come, directly or indirectly, from the use of Library computers.
2. **Filtering:** When Internet filtering is used, the software will be set to the minimum level necessary to block access to materials not protected by the First Amendment to the U.S. Constitution, but it may allow access to other potentially controversial topics.
  - Unfiltered: Internet access defaults to unfiltered using a WCLS Adult Library Card
  - Filtered: All other access is filtered by default
  - Exceptions / Exemptions: Unfiltered access may be available on a per session basis.
3. **Wireless (Wi-Fi):** A wireless network is available to anyone with a compatible wireless device. The wireless network is neither filtered nor secure. Sensitive personal data may be vulnerable to interception and viewing by others if transmitted. The Library does not guarantee that a wireless connection can be made or maintained. If printing is available on wireless networks, see "Fines, Fees and Charges" Policy for applicable charges.
4. **Files / Storage:** Users may not install, run or access their own software or programs not already installed on Library computers or modify WCLS software. Users may download files to their own storage media. If users do not have their own storage media, the Library may have storage media available for purchase. (See "Fines, Fees and Charges" Policy.)
5. **Equipment:**
  - Users are financially responsible for damage caused to any Library-owned equipment, computer hardware, software or peripherals.
  - Users may connect personal headphones and USB driven accessories to Library computers (cell phone, storage devices, cameras, etc). The Library is not responsible for any information that is compromised, for loss of data or for any harm that may come, directly or indirectly to personal devices from the use of Library computers.
  - Users may not alter, modify or disconnect Library computer equipment, or attempt to connect any peripheral device other than listed above to Library computers.
  - Some libraries may offer scanners or fax machines for public use. The Library cannot guarantee the quality of images scanned, nor of faxes sent or received. Fees are charged for all documents received by Library fax machines. (See "Fines, Fees and Charges" Policy.)
  - Printing is available from most Library computers; fees are charged for all pages processed through printers, whether or not paper is provided by the Library. The Library cannot guarantee the quality of images saved or printed. (See "Fines, Fees and Charges" Policy.)
  - Library staff will attempt to provide instructional support specific to accessing Library services, including downloadable media. Library staff does not modify personal equipment. The Library does not guarantee resolution of equipment issues and is not responsible for personal equipment.

**APPROVED:** *September 19, 2007*

**REVISED:** *August 21, 2014*

# SCHOLARSHIP POLICY

The Washoe County Library Board of Trustees has established a scholarship program to help Washoe County Library System staff members further their development by encouraging learning in Library Science. The Library Board of Trustees offers to staff enrolled in a formal MLS Degree program or in the Librarian Certification Program a scholarship up to \$2,000 per year, contingent on funds available.

## Eligibility

- Successful completion of a year (2,080 hours) of employment and performance appraisal ratings of "meets expectations" or above
- Acceptance in an American Library Association-accredited graduate school of Library and Information Sciences;  
**OR**  
Acceptance in a Librarian Certification Program
- Completion of an application form submitted to the Board of Trustees

Recipients who resign or are terminated for cause before working the equivalent of six months full-time (1,040 hours) after graduation or certification will be required to repay their scholarship(s) in full. Recipients who resign or are terminated for cause before working the equivalent of two years full-time (4,160 hours) after graduation or certification will be required to pay back a prorated portion of awarded funds.

Recipients not receiving a graduate degree or certificate within the time frame outlined by their educational institution will repay their scholarship(s) in full.

A recipient may appeal the requirement to repay a scholarship to the Library Board of Trustees.

**APPROVED:** *April 20, 2005*

**REVISED:** *April 16, 2015*

# UNATTENDED CHILDREN POLICY

The Washoe County Library System welcomes youth of all ages in accordance with the American Library Association's Library Bill of Rights. The Library, although an entertaining place to be, is a busy public facility, and public places may present hazards for unsupervised children.

No child under ten (10) years of age may be left unattended in any area of the library. Children under ten (10) must be supervised by a caregiver at least thirteen (13) years old who is able to attend to the child's safety and insure appropriate behavior. Exceptions may be made in individual cases at the discretion of library management.

Neither Washoe County nor the library staff has custodial responsibility for unattended children. Library staff cannot assume liability for children who are left unattended.

If a child under ten (10) is found to be unattended in the library, staff will attempt to find the child's parent/guardian. If the staff cannot locate a parent/guardian, law enforcement officials may be notified.

If any minor is left at the library at closing time, the library staff will attempt to reach the parent/guardian. If the parent/guardian cannot be reached, law enforcement officials will be notified.

**APPROVED: June 15, 2005**

**REVISED: May 22, 2014**

# VOLUNTEER POLICY

A **Volunteer** is an individual who donates regular, ongoing time and service to the Washoe County Library System.

**Special Event Volunteers** are groups or individuals who donate time and service to the Washoe County Library System for specific or time-limited events or programs.

**Project Volunteers** are community service groups or individuals who request to donate time and service to the Washoe County Library System to assist with a specific project.

Court ordered community service is not considered to be volunteerism and is not accepted.

All individual Volunteers, Special Event Volunteers and Project Volunteers are required to fill out and submit a Volunteer Application form prior to donating time. Special Event and Project Volunteer **groups** are not required to complete individual applications, but the group or team leader is required to fill out a group application. Volunteers shall adhere to all applicable Washoe County policies and Washoe County Library System policies and procedures.

Volunteers 18 years or older shall be subject to background checks and fingerprinting.

Volunteers between the ages of 14 and 18 must have proof of parental permission on file with the Washoe County Library System. Volunteers under the age of 16 are also subject to the limitations of Nevada Revised Statute (NRS) 609.240.

Volunteers under the age of 14 must be accompanied by an adult who assumes responsibility for the child during the course of the voluntary activity. The adult may be a parent, guardian, teacher, service group leader or someone in a position of responsibility for the child(ren).

**APPROVED: July 19, 2000**

**REVISED: June 17, 2009**



**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Review and Possible Revision of Bylaws of the Library Board of Trustees  
**DATE:** July 20, 2016

**Background:** Article IV-L of the Washoe County Library Board of Trustees Bylaws states "The bylaws shall be reviewed at least annually at the regular June meeting of the Board of Trustees."

There are no specific recommendations for fiscal year 2016-2017.

**Recommendation and Suggested Motion:** That the Board of Trustees review the Bylaws and make any desired revisions, with an effective date of July 1, 2016.

# Washoe County Library Board of Trustees

## Bylaws

The Board of Trustees of the Washoe County Library System, pursuant to the authority vested by Nevada Revised Statutes 379.025, hereby establishes the following bylaws:

### I. Purpose

The Washoe County Library Board of Trustees shall, consistent with provisions of applicable state and federal law, exercise the powers and duties granted pursuant to NRS 379.025. The Board shall endeavor to administer and manage the resources of the Washoe County Library System in a manner consistent with the public trust, the Library Mission Statement and the Library Vision Statement.

### II. Organization and Membership

A. The name of the organization shall be “The Board of Trustees of the Washoe County Library System”

#### B. Membership:

1. The Board of Trustees will be comprised of five (5) members.
2. Trustees will be appointed by the Washoe County Board of Commissioners.
3. Trustees will meet the minimum requirements as determined by the Washoe County Board of Commissioners.
4. Trustees will serve a 4-year term, as provided in NRS 379.020.
5. Trustees will be eligible for no more than two full four-year terms plus a partial term of less than two years. Nothing in this provision shall be construed to prohibit the reappointment of a trustee for additional terms to be served after a break of one term of non-service prior to re-appointment.
6. Resignation: If any Trustee resigns at any time, written notice must be provided to the Board of Trustees Chair and the Library Director. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein; unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
7. Removal: A Trustee can be removed per NRS 379.020 for three unexcused absences.

C. Trustees are public officers as defined in NRS 281.4365 and subject the Ethics in Government Provisions codified in NRS 281A.010 et. seq. Trustees shall comply with the Code of Ethical Standards of NRS 281A.400 et. seq.

D. Duties of a Trustee:

1. Regularly attend meetings and actively participate in such meetings and actions
2. Review meeting materials prior to each meeting
3. Be attentive to the needs and concerns of library patrons, volunteers, library staff, library administration, county staff, county commissioners and the general public
  - a. Set policies governing the operation of the library system as appropriate
  - b. Hire and evaluate the job performance of the Library Director
  - c. Work with the Director, library staff, community members, and political leaders to plan for the future of the library system
  - d. Approve the annual budget for the library system, and monitor expenditures
  - e. Monitor and evaluate library effectiveness
  - f. Advocate for the Washoe County Library System within the community and political organizations, as appropriate

### III. Officers

A. Chair

1. Selection
  - a. The chair will be elected by a vote of the Board of Trustees
  - b. The term will be for one-year at the pleasure of the Board of Trustees
  - c. Elections shall be held at the regular Board of Trustees meeting each June
2. Duties. The chair shall:
  - a. Preside at all meetings of the Board of Trustees
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  - d. Appoint committees
  - e. Serve as an ex-officio non-voting member of all committees
  - f. Work with the Library Director and staff
  - g. Review agendas and assist in scheduling meetings

- h. Add or remove items on each meeting agenda
- i. Draft correspondence as directed by the Board of Trustees
- j. Perform all duties associated with the office

**B. Vice Chair**

**1. Selection**

- a. The vice-chair will be elected by a vote of the Board of Trustees
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- d. In the event the vice chair must permanently assume the duties of chair, an election for a new vice chair will be held at the next meeting following the succession

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**IV. Meetings**

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- B. Meeting locations: When possible, the Board of Trustees will normally hold regular meetings on a rotational basis at Washoe County Library locations. A calendar of meeting locations will be provided annually to by the Board of Trustees.
- C. Nevada Open Meeting Law: All meetings of the Board are subject to the provisions of state and federal open meeting laws and shall be conducted in accordance with the applicable laws. The Library Director shall be responsible for ensuring the proper public notice is made for each meeting of the Board. Trustees should endeavor to refrain from discussing agenda items or actions by the Board outside of public meetings in groups that may constitute a quorum.

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  - New business
  - Presentations
  - Reports
    - Library Director's Report
    - Expenditures/Budget Report
    - Activities/Usage Report
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DATED this 1<sup>st</sup> day of July, 2015~~6~~

## WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

~~Al Stoess~~ Derek Wilson, Chair  
~~Derek Wilson~~ Wendy Alderman, Vice Chair  
~~Wendy Alderman~~  
 Zanny Marsh  
 Sara Sattler  
Jean Stoess

These bylaws were presented to the Board on Jun~~ly~~e 2017, 2015~~6~~, and were adopted.

---

~~Al Stoess~~ Derek Wilson, Chair

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DATED this 1<sup>st</sup> day of July, 2016

## WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

Derek Wilson, Chair  
Wendy Alderman, Vice Chair  
Zanny Marsh  
Sara Sattler  
Jean Stoess

These bylaws were presented to the Board on July 20, 2016, and were adopted.

---

Derek Wilson, Chair

**TO:** Library Board of Trustees  
**FROM:** Jennifer Oliver, Development and Public Information  
**RE:** Acknowledgment of Donations Received Between April 1 and June 30, 2016  
**DATE:** July 20, 2016

**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 April 1 – June 30, 2016. The attached document identifies all cash donations and grants totaling \$ 212,458.58 and in-kind support.

**Recommendation:** Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the fourth quarter of Fiscal Year 2015-2016.

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 April 1, 2016 through June 30, 2016

**Cash Donations: \$ 190,330.08**

- Anonymous
- JoD Davison
- Friends of Washoe County Library
- Galaxy Theatre
- Hoffman Estate
- Rob Rothe

**Grants Received: \$ 2,800.00**

- LSTA – Summer Reading Program Grant

**Non-Cash Donations**

- Anonymous
- Washoe County Reprographics – Marilyn Kramer

**Non-Cash Donations-Free Programs**

- The Chamber: Reno-Sparks-Northern Nevada – Devin Sizemore, Leslie Masterpool and Jennifer Henderson
- Nicholas Clapp
- Community Foundation of Western Nevada – Tracy Turner
- Thomas Danziger and Susan Hillman
- DeLaMare Engineering & Science Library – Dwight Boyko and Tara Radniecki
- Entrepreneurs Assembly – John Moran and Matt Westfield
- David and Sheena Evans
- Governor's Office of Economic Development – Cynthia Naughton
- Great Basin Institute – Gwen Bourne
- Hilarie Grey
- Holland & Hart, LLP – Dick Schulze and Bob Ryan
- Innevation Center – Quinn Chapman and Chuck Mandichak
- Amy K. Marshall
- Food Bank of Northern Nevada – Marisol Martinez
- Lauren McCullough
- Nevada Business & Industry – Marcel Schaerer
- Nevada Small Business Development Center – Reid Enochson, Kim Vincent and Brandon Ford
- RefUSA a Division of Infogroup – Nancy Spidle
- Nevada Humanities – Karen Wikander
- SCORE – Haley Abel and Carl Gerhardt
- Sierra Nevada Chapter of the Society for Neuroscience – Amy Altick
- U.S. Citizenship and Immigration Services – Alisha Herman

## **Summer Reading Program \$19,328.50**

- Applebee's
- Century Riverside
- Century Sparks 14
- Costco – Sparks
- Dermody Properties
- Eldorado Hotel/Casino
- The Erwin Family
- Fleischman Planetarium
- Friends of Washoe County Library
- Granlibakken
- Grand Sierra Resort and Casino
- Historic Reno Preservation Society
- Impulsion at Lakeshore Farms
- Kinder Morgan Foundation
- Mt. Rose Ski Tahoe
- MRG Marketing & Management Inc. (Raising Cane's)
- Nevada Museum of Art
- RockSport Reno
- Scheels
- Tahoe Donner
- Wild Island
- Yogurt Beach

## **Amazon Wish List**

- Susan Abele
- Amy
- Anonymous
- Mary Kay Bax
- Brittany
- Shana Carlson
- Laurel Coats
- Paul A. Covec
- Kaylee Draper
- Noelle Ennis
- Lorraine Garcia
- Samuel Garcia
- Joelle Jaclyn Garrison
- Jenny Hayes
- Revae Henry
- Ivy
- Colin Kirkhouse
- Athena Klock
- Kathleen Korth
- Jason Lahti

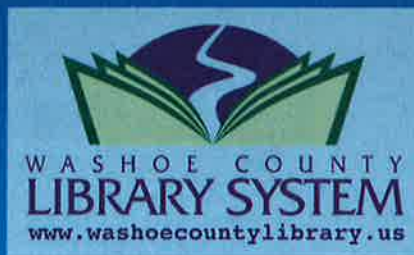
- Michele LaPorte
- Robert Leeder
- Manuel Leslie II
- Gail L. Lirgg
- Antonia Maresjo
- Leslie Marlowe
- Richard C. Meyer
- Clint Mohs
- Monica
- George P. Parker
- Allen Porter
- Lesli Peavy-Ventimiglia
- Dee Ann M. Radcliffe
- Debby Reiser
- Sarah Toney
- Roger Trease
- Karl Watts
- Steve Wilson
- Angela E. Woodley
- Jian Zhang

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!

Un-Designated Gift Fund Expenditures  
 over \$100.00  
 Jan - June 2016

<b>BRANCH</b>	<b>DESCRIPTION</b>	<b>EXPENDITURE</b>
Downtown Reno	50th Anniversary Celebration	\$ 1,349.00
Downtown Reno	Supplies for 50th Celebration	\$ 184.00
Downtown Reno	Supplies for 50th Celebration	\$ 118.00
Downtown Reno	books for 50th Celebration	\$ 157.00
Downtown Reno	Phone Chargers	\$ 300.00
Downtown Reno	Supplies	\$ 102.00
Incline Village	Bookmarks	\$ 110.00
Incline Village	Volunteer Appreciation	\$ 180.00
North Valleys	Charter Service	\$ 660.00
North Valleys	Volunteer Appreciation	\$ 110.00
North Valleys	Fish Tank	\$ 201.00
Northwest Reno	Office Supplies	\$ 172.00
Northwest Reno	Program Supplies	\$ 186.00
Senior Center	Book Truck	\$ 200.00
Sierra View	TV / Equipment fo SC	\$ 775.00
Sierra View	Play Tents	\$ 389.00
Sierra View	Program Supplies	\$ 123.00
Sierra View	Office Supplies	\$ 139.00
Sierra View	Mobile Charging Station	\$ 300.00
Sierra View	Volunteer Appreciation	\$ 210.00
Sierra View	Security Cases for Tablets	\$ 125.00
South Valleys	CD/DVD Repair Machine	\$ 150.00
South Valleys	Bookmarks / Posters	\$ 209.00
South Valleys	Chairs	\$ 1,229.00
South Valleys	Storage Containers for STEAM	\$ 108.00
South Valleys	Volunteer Appreciation	\$ 126.00
South Valleys	Program Supplies	\$ 205.00
Spanish Springs	E-Pouches for Volunteers	\$ 202.00
Verdi	Patron Counter	\$ 183.00
	<b>Total:</b>	<b>\$ 8,502.00</b>





# Washoe County Library System Monthly Report

June 2016

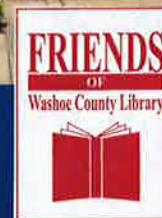
Connect

Gather

Explore

## Friends of the Washoe County Library

- No meeting in July
- Next meeting is @FWCL Office @ 1301 Cordone on Wednesday, August 3 at 4:30pm
- FWCL sublease has been renewed for their Reno Town Mall location July 1, 2016 and terminating on June 30, 2021.
- Friends of the Library Book sale July 9<sup>th</sup> through July 17<sup>th</sup> at Reno Town Mall
- Art in the Garden held July 9<sup>th</sup>



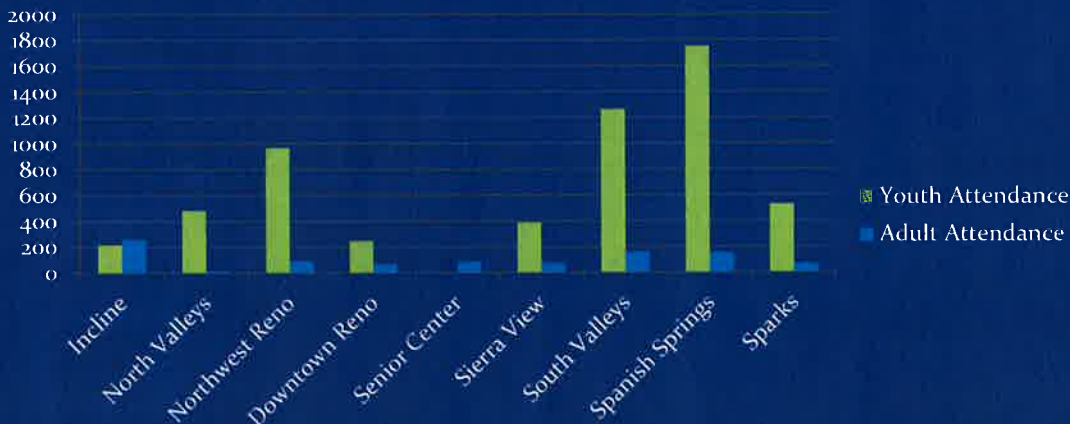
# Programs

## Summer Reading Programs

- SRP 2016 Upcoming Programs:
- Great Basin Herpetological: 8 programs, June 11-August 6
- NV Bugs and Butterflies: 10 programs, June 21-August 23
- Family Yoga Story Time: 5 programs, July 7-July 30: FREE, Cooperative
- Hubble Skateboards Presents Boards and Books: 9 programs, July 9-31
- On your Mark, Get Set...Go Pack with Wolf Pack Athletics: 6 programs July 9-August 10
- Up, Up and Away with Mad Science: 8 programs, July 12-July 17
- Phenomenal Fitness Feats with Wild Things Inc.: 9 programs, July 28-August 3

NV Humanities Young (total 228 attendance @ 5 programs) and Adult (total 12 attendance @ 1 program) Chautauqua presentations: 6 programs, June 12-June 23  
 2015/2016 Pioneer Center Youth Programs: FWCL  
 Funded/Collaborative: Totals: 24 programs with 1389 in attendance.

# Program Attendance-June 2016



## Collection Development

- **Build a Collection That Reflects Our Community**
  - Use purchase suggestions and ILL requests as a way to help us find the gaps in our collection and fill them with the materials our patrons want.
  - Use Collection HQ to advise selectors on popular items in our collections
  - Increase expenditures in popular areas
- **Increase Children's Collection**
  - Increase spending on children's materials by nearly 50%
  - Need to purchase more copies of new titles
  - Need to go back and increase the number of copies of popular series.
- **Reduce Wait Times**
  - Run weekly reports to ensure we're identifying items with holds queues so that we can order additional copies.
  - Keep print holds at a 5:1 ratio and OverDrive holds at 7:1.
- **Downtown Reno Library will become the Main Library**
  - RN has space for us to house those books which should still be a part of our system but may go out less frequently.
  - In the coming months we'll produce new guideline to help branches determine what should stay on their shelves and what should be sent to RN.
  - Branches have limited shelf space and should house materials with a high turnover rate.

## Collection Development

- **Maintain Digital Presence**
  - Provide robust support for digital content including E books, downloadable audio, and digital magazines
  - With current budget restraints we will maintain this budget with hopes to increase it next year.
- **Decrease spending on print magazines—As this format continues to grow into a digital only platform, we need to anticipate those changes in digital formats.**
- **Expand Lucky Day collections to all branches**
- **Focus on Readers Advisory**
  - Debbie Gunderman is creating a new focus on connecting our collections with readers.
  - We'll have staff trainings as well as increased marketing to help attract people to our resources.

## Digital Stats

Digital Usage Overview		Jun-16	FY 2016: July 2015 - June 2016
Visits - Website	60 +		975,012
Visits - Total		137,913	2,362,064
Downloads - Total		24,852	281,870
OverDrive Ebooks	11,848		135,318
OverDrive Audiobooks	8,696		90,865
Tumblebooks Ebooks	2,716		42,331
Learning Express Ebooks	125		1,265
EBSCO Ebooks	630		2,921
Zinio Digital Magazines	608		1,808
Flipster Digital Magazines	220		6,838
Database Usage		7,472	123,419
Most Used Databases in May			
		Jun-16	FY 2016: July 2015 - June 2016
EBSCO	2,947 uses (39.4%)		65,212 uses (52.8%)
lynda.com	2,321 video views (31.1%)		25,786 video views (20.9%)
Statistics for Board Report (Loma)			
Downloadable Materials		24,852	
Digital Visits		137,913	
Database Usage		7,472	
Social Media Reach (adult)		29,783	

## Washoe County Library in the News

- UNR Nevada Today: Library and UNR partner for STEM program: Leslie Burke (ME2 Lab)
- KUNR PSA to promote SRP: Jennifer Oliver. Donated by library supporter
- RGJ Letter to Editor: A fix for this Sparks Road would delight workers, save lives. Library supporter authored the letter
- Sierra Sun: Library Loop: Amanda Mongolo
- American Library Magazine interview regarding KOIOS: Jennifer Oliver (based on press release)
- News 4: What to do this summer with the kids, mention of Library Summer Reading Program (based on press release)
- Reno Moms Blog: Library Summer Reading Program mentioned (based on press release)

## School Outreach

- 1st Grade Initiative—
  - In its second year
  - Support of the statewide early literacy efforts
  - WCLS Partnership with WCSD
  - Get a library card in the hands of every first grader by June 1st
  - Practice hard-earned literacy skills throughout the summer months.
- School year 2014/2015
  - 5500 first grade students county-wide
  - Private, public, charter and other non-traditional learners
  - WCLS reached 4399 students, issued 959 library cards with 121 free prize books redeemed at 11 of our libraries.
- School year 2015/2016
  - 5500 first grade students county-wide
  - Includes private, public, charter and other non-traditional learners
  - WCLS reached 4116 students, issued 840 library cards with 281 free prize books redeemed at 11 of our libraries.
- This initiative will continue for school year 2016/2017.

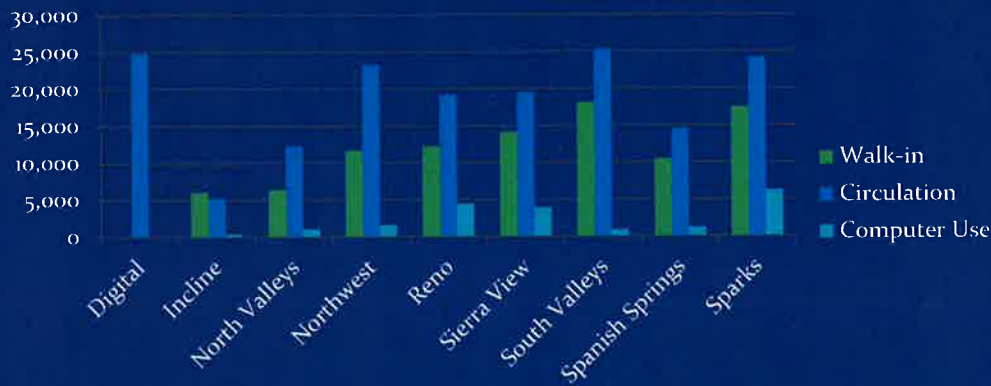
## Operational

- Early Voting
- Mini Maker Faire
- Duncan Traner Expanded Hours
  - WCLS collaboration with City of Reno Park Pals over summer
  - Hours expanding to Monday through Friday from 11:30 to 5
  - Gate count increased 10 fold and circulation has tripled
  - The library is staffed by 1 WCLS staff with Park Pals is coordinated by Marilyn Jones assisted by 5 – 7 counselors.



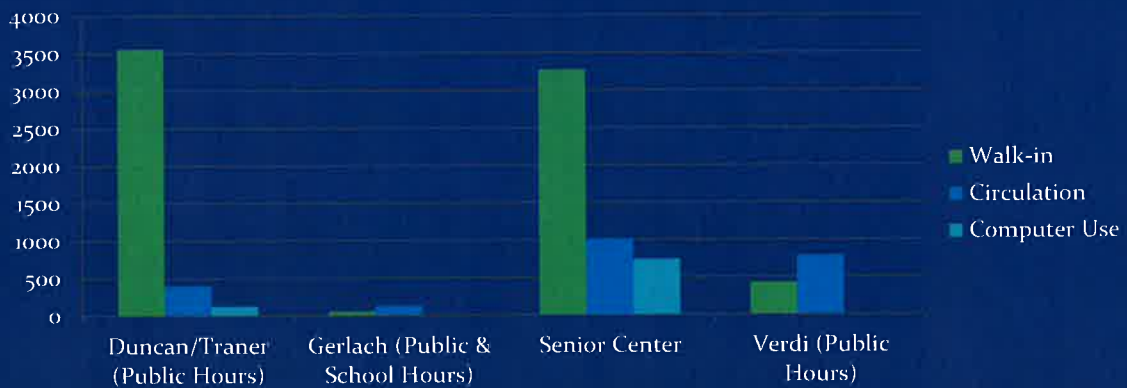
# Statistics-June 2016

## Main Libraries

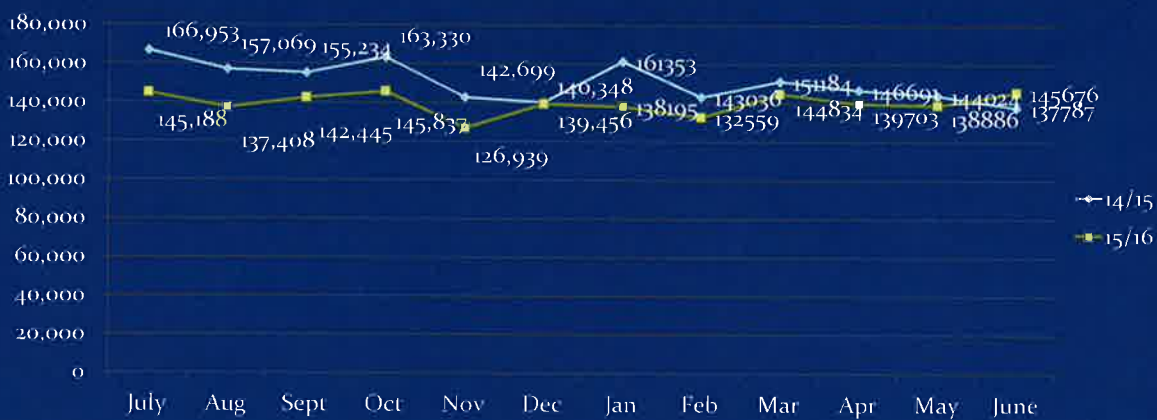


# Statistics-June 2016

## Partnership Libraries



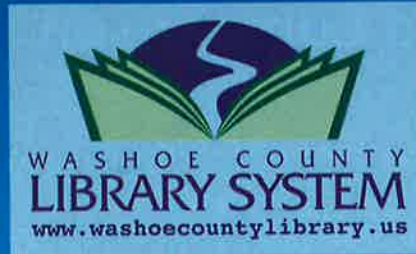
# Circulation Statistics- Monthly Trend Comparison



## Ongoing Issues

- North Valleys Carpet
  - Planned fundraiser
- HVAC at Sierra View
  - Working with Property Manager and County CSD
- Koha Outages
  - Working with County IT and Bywater Solutions





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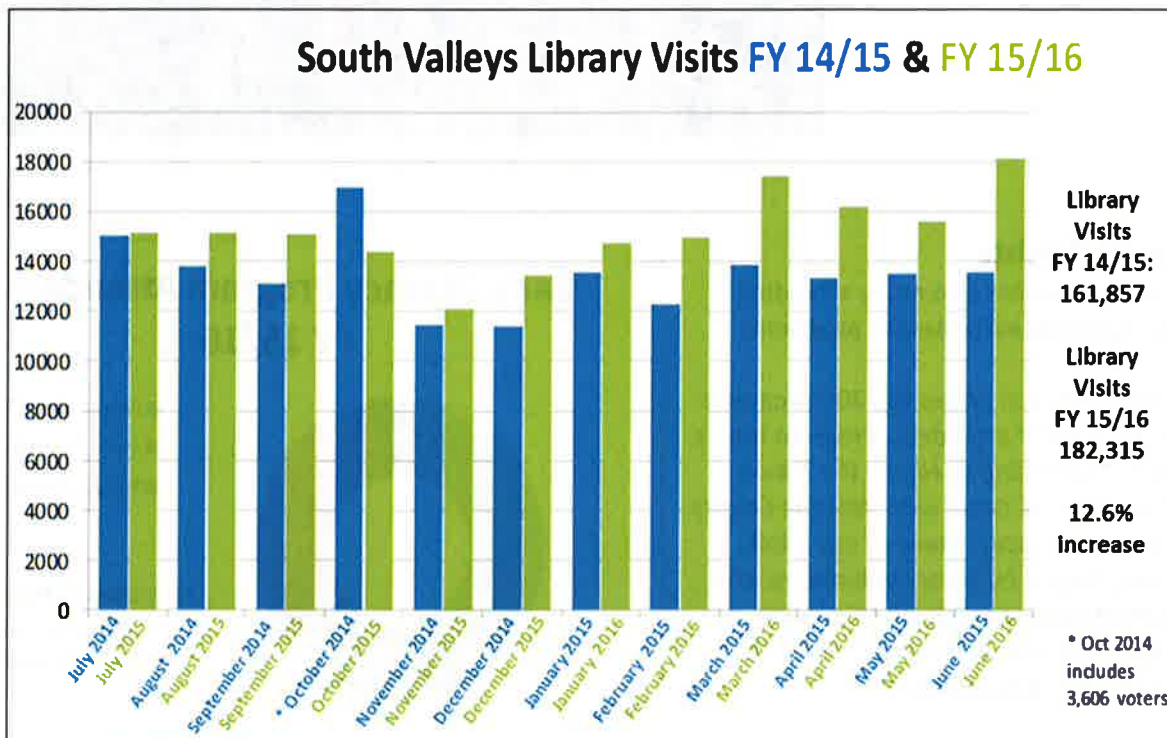




**South Valleys Library  
Annual Staff Report to WCLS Library Board of Trustees, July, 2016  
Submitted by Julie Ullman, Managing Librarian**

*Looking back at the past year, the theme that emerges for South Valleys Library is one of Growth*

- ◆ **Library Visits FY 15/16 (182,405)** were at their highest level since **FY 08/09**. Library Visits & Checkouts began trending downward in July 2008 when reduced hours began due to the recession and the branch was no longer open six days a week.
- ◆ During this past fiscal year, we have seen an increase in library visits every month, except October:



- ◆ On January 4, 2016 South Valleys Library began six-day service again, opening on Mondays for the first time since July 2008. Since January 2016, 9,218 patrons have visited on Mondays.
- ◆ During the first six months of 2016, there was an increase of 21% in library visits compared to Jan-Jun 2015.
- ◆ 2,307 new library cards were issued in FY 15/16, an increase of 16% from FY 14/15. Of these, 220 were new cards issued to 1<sup>st</sup> Graders as part of the 1<sup>st</sup> Grade Initiative.

◆ **With a staffing level of just 11.625, South Valleys Library staff have served over 180,000 patrons, checked out over 280,000 items, checked in over 226,000 items, presented 513 library programs for 20,551 attendees of all ages, interacted with over 3,500 community members through Community Event Outreaches, and issued 2,307 new library cards!**

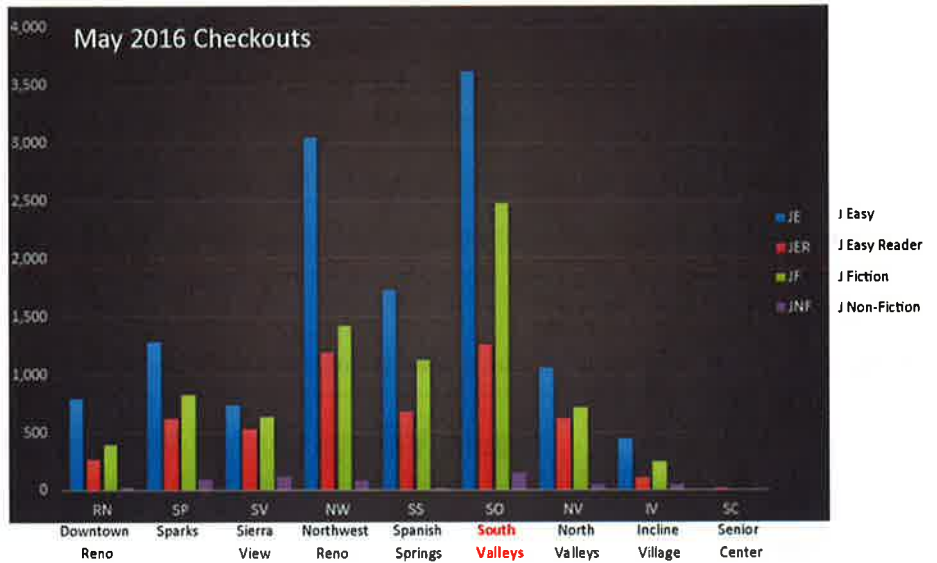
**It takes a great team to accomplish so much, and we have a great team!**

- ◆ Branch Volunteers donated 1,913 hours of work at our branch. They presented programs, and helped re-shelve those 226,000 items that were checked in at our branch.

**Up and Coming Families**

According to **Community Connect** ([www.civictchnologies.com](http://www.civictchnologies.com)), 16% of our patrons fall into the *Up and Coming Families* segment. This segment is the second highest household growth market in the United States. Most are young, affluent families with younger children. South Valley's *Up and Coming Families* segment accounts for 23% of our checkouts and they have the highest average checkout per patron within our service area.

According to Koha data, South Valleys Library circulates the highest amount of children's materials of all the WCLS library branches. *Up and Coming Families* are energetic library users.

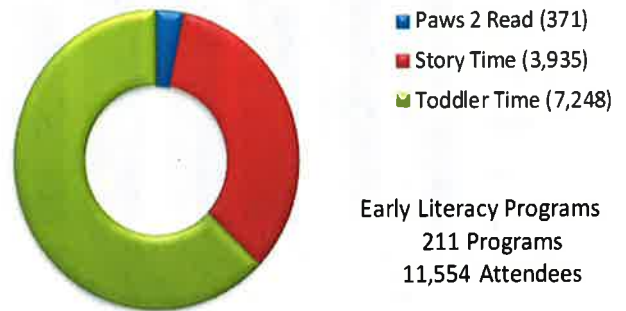


### Program Highlights

*Up and Coming Families* also enjoy attending programs, especially early literacy programs.

In FY 15/16 the branch presented 200 programs for adults, with 3,097 attendees. Program topics ranged from *Beekeeping* to *Hiking the Tahoe Rim Trail* to a *Meet & Greet with Washoe County Commissioner Bob Lucey*. Many of our adult programs are hosted by library volunteers who put in hours of time each month to provide our community with great ways to connect with each other over shared interests.

### Early Literacy Program Attendance FY 15/16



### *One is Silver, the Other is Gold, Celebrating 25 Years of Nevada Folklife Apprenticeships*

From August to October 2015, the South Valleys Library hosted this *Nevada Touring Initiative Art Exhibit* through the Nevada Arts Council. It featured 22 visual artists in a variety of folk traditions.

Along with the exhibit, a special Artisan Saturday was organized by staff member Kathy Berndt. It included the *Reno Fiber Guild*, *Great Basin Basketmakers*, *Carson Weavers and Spinners*, *South Valleys' Tuesday Night Yarn Crew*, *Truckee Meadows Quilters*, bead artist Susan Bone Heikka, and felting artist Marena Middleton. Artists had a chance to demonstrate their techniques and patrons had a chance to try spinning and weaving as well.



## In Other News:

**South Valleys Regional Park Master Plan Updated:** Design meetings were held at the library in Fall 2015, giving community members a chance to provide input on what amenities they would enjoy in the park over the next 20 years. There was high community interest in an indoor ice skating rink, and an indoor aquatics facility.

**Major Outreaches:** 1<sup>st</sup> Grade Initiative, Summit Farmers Market, Galena Fest, Celebrate Washoe Valley, DogFest

### Staffing Changes:

- Librarian I, Megan Conelly, transferred to North Valleys in October 2015
- Kristen Ryan was promoted and hired as the LI for South Valleys in November 2015
- New Library Assistant III position created for the increase to six days a week to assist with lead worker coverage; Library Assistant II Mary Auld was promoted to the LAIII position
- Library Assistant II Paula Hunt resigned in January 2016; Toni McLaughlin, part-time Library Assistant II from Northwest was hired to fill this vacancy in March 2016.
- Library Assistant II Ann Ebner transferred to the Spanish Springs branch in May 2016; position will be filled later this summer.
- Part-time Library Assistant II's Juliana Aneiros and Terri Van Hoozer transferred to South Valleys in late 2015 to help provide staffing for Monday hours expansion

## Looking Forward

The next few years promise to bring even more growth to the South Valleys Library as south Reno experiences a building boom:

1. **The Village at Arrowcreek Parkway Apartments (directly north of Library).** Phase 2 underway. Ryder homes planning to install a signal at Arrowcreek and Wedge Parkway, with more sidewalks, probably early 2017.
2. **Summit Mall Apartments.** Featuring regular and workforce housing at former Summit Sierra land on Mount Rose Highway and Interstate 580. The Summit Club will have 584 1 & 2 bedroom apartments.
3. **Summit Estates Senior Living (opened May 2016).** 92 assisted-living and 24 memory-care apartments.
4. **Mixed-Use Property at Virginia & Geiger Grade.** Formerly owned by Station Casinos. Current ownership group is thinking of putting garden-apartment style housing and flex commercial-office buildings on the land.
5. **Damonte Ranch Single Homes Construction-1,000 new homes in next 1 ½ years** ([www.ktvn.com](http://www.ktvn.com)).
6. **Southeast Connector.** Will directly impact library's service area with a completed roadway from east Sparks, through Hidden Valley, connecting with Veteran's Parkway which connects to Geiger Grade & Mt. Rose Highway.
7. **Matera Ridge.** 632 acres of custom homes near Thomas Creek & Mt. Rose (in Steamboat Hills).

## Opportunities:

South Valleys is already one of the busiest branches in the system, and as south Reno experiences a population and housing boom, this trend will continue. For the library to stay relevant and provide this community with a vibrant cultural and educational resource, it will be important for the branch to grow and change along with the population:

- Increase staffing levels as library user levels grow, and demand for library services increases
- Increase or adjust existing materials collections to reflect community interests
- Provide educational and cultural programs that complement community interests and support WC and WCLS Strategic Plans and Objectives
- Support further STEAM, Early Literacy, and Makerspace opportunities
- Partner with Reno Ice if and/or when ice rink is built inside the South Valleys Regional Park. Construct a new north-facing library entrance to take advantage of new parking lots/spaces created for ice rink

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

FY 2015 / 2016

8-Jul-16

TITLE	<u>CURRENT YEAR</u>			<u>PRIOR YEAR</u>			
	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 5,466,084	\$ 5,232,906	\$ 233,178	\$ 5,324,211	\$ 5,242,617	\$ 81,594	98%
EMPLOYEE BENEFITS	\$ 2,296,996	\$ 2,266,649	\$ 30,347	\$ 2,176,225	\$ 2,092,257	\$ 83,968	96%
SERVICES & SUPPLIES	\$ 701,239	\$ 628,217	\$ 73,022	\$ 705,568	\$ 625,743	\$ 79,825	89%
CAPITAL OUTLAY							
<b>TOTAL:</b>	\$ 8,464,319	\$ 8,127,772	\$ 336,547	\$ 8,206,004	\$ 7,960,617	\$ 245,387	97%

ITEM 6c

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

FY 2015 / 2016

8-Jul-16

PRIOR YEAR

CURRENT YEAR

<u>TITLE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 1,064,278	\$ 768,164	\$ 296,114	72%	\$ 679,995	\$ 631,706	\$ 48,289	93%
EMPLOYEE BENEFITS	\$ 445,296	\$ 302,724	\$ 142,572	68%	\$ 301,577	\$ 281,078	\$ 20,499	93%
SERVICES & SUPPLIES	\$ 1,152,423	\$ 1,037,564	\$ 114,859	90%	\$ 915,661	\$ 895,977	\$ 19,684	98%
CAPITAL OUTLAY			\$ -					
<b>TOTAL:</b>	<b>\$ 2,661,997</b>	<b>\$ 2,108,452</b>	<b>\$ 553,545</b>	<b>79%</b>	<b>\$ 1,897,233</b>	<b>\$ 1,808,761</b>	<b>\$ 88,472</b>	<b>95%</b>

ITEM 6c

**GIFT FUND BALANCE AS OF JUNE 30, 2016**

ITEM 6c

<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>
CHILDREN'S COORDINATOR	\$ 5,995.53	\$ 5,995.53	\$ -
DOWNTOWN RENO	\$ 22,408.27	\$ 9,018.25	\$ 13,390.02
DUNCAN / TRANER	\$ 10,348.25	\$ 10,000.00	\$ 348.25
GERLACH	\$ 500.00	\$ 500.00	\$ -
INCLINE	\$ 7,370.49	\$ 3,175.18	\$ 4,195.31
INTERNET	\$ 1,285.11	\$ 1,285.11	\$ -
NORTHWEST	\$ 14,551.19	\$ 2,295.63	\$ 12,255.56
NORTH VALLEYS	\$ 16,920.90	\$ 497.70	\$ 16,423.20
SENIOR CENTER	\$ 11.99	\$ -	\$ 11.99
SIERRA VIEW	\$ 11,733.12	\$ 2,000.00	\$ 9,733.12
SOUTH VALLEYS	\$ 14,888.07	\$ 2,056.73	\$ 12,831.34
SPANISH SPRINGS	\$ 22,366.04	\$ 2,829.55	\$ 19,536.49
SPARKS	\$ 21,847.12	\$ 2,023.23	\$ 19,823.89
SYSTEMS OFFICE	\$ 35,568.84	\$ 35,432.40	\$ 136.44
SYSTEMWIDE	\$ 150,056.88	\$ 148,289.67	\$ 1,767.21
SYSTEMWIDE INTEREST	**** \$ 102,997.30	\$ -	\$ 102,997.30
TECHNICAL SERVICES	\$ 61,558.43	\$ 61,497.32	\$ 61.11
VERDI	\$ 2,455.37	\$ -	\$ 2,455.37
<b>TOTALS:</b>	<b>\$ 502,862.90</b>	<b>\$ 286,896.30</b>	<b>\$ 215,966.60</b>
<b>**** No Interest Posted due to End of Fiscal Year</b>			

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

FY 2015 / 2016

21-Jun-16

TITLE	CURRENT YEAR			PRIOR YEAR		
	BUDGET	EXPENDITURE	BALANCE	BUDGET	EXPENDITURE	BALANCE
						%
SALARIES/WAGES	\$ 5,466,084	\$ 4,764,588	\$ 701,496	\$ 5,324,211	\$ 4,771,416	90%
EMPLOYEE BENEFITS	\$ 2,296,996	\$ 2,077,657	\$ 219,339	\$ 2,176,225	\$ 1,906,718	88%
SERVICES & SUPPLIES	\$ 511,014	\$ 596,685	\$ (85,671)	\$ 705,568	\$ 578,220	82%
CAPITAL OUTLAY						
<b>TOTAL:</b>	<b>\$ 8,274,094</b>	<b>\$ 7,438,930</b>	<b>\$ 835,164</b>	<b>\$ 8,206,004</b>	<b>\$ 7,256,354</b>	<b>88%</b>

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

F/Y 2015 / 2016

21-Jun-16

PRIOR YEAR

CURRENT YEAR

<u>TITLE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 1,064,278	\$ 694,330	\$ 369,948	65%	\$ 679,995	\$ 574,839	\$ 105,156	85%
EMPLOYEE BENEFITS	\$ 445,296	\$ 276,993	\$ 168,303	62%	\$ 301,577	\$ 256,215	\$ 45,362	85%
SERVICES & SUPPLIES	\$ 1,152,423	\$ 972,183	\$ 180,240	84%	\$ 915,661	\$ 831,741	\$ 83,920	91%
CAPITAL OUTLAY			\$ -					
<b>TOTAL:</b>	<b>\$ 2,661,997</b>	<b>\$ 1,943,506</b>	<b>\$ 718,491</b>	<b>73%</b>	<b>\$ 1,897,233</b>	<b>\$ 1,662,795</b>	<b>\$ 234,438</b>	<b>88%</b>



<b>GIFT FUND BALANCE AS OF MAY 31, 2016</b>				
<b><u>BRANCH</u></b>	<b><u>TOTAL</u></b>	<b><u>DESIGNATED RESTRICTED USE</u></b>	<b><u>AVAILABLE GENERAL</u></b>	
CHILDREN'S COORDINATOR	\$ 9,878.90	\$ 9,878.90	\$ -	
DOWNTOWN RENO	\$ 24,175.10	\$ 9,018.25	\$ 15,156.85	
DUNCAN / TRANER	\$ 10,348.25	\$ 10,000.00	\$ 348.25	
GERLACH	\$ 500.00	\$ 500.00	\$ -	
INCLINE	\$ 8,290.05	\$ 4,284.28	\$ 4,005.77	
INTERNET	\$ 1,285.11	\$ 1,285.11	\$ -	
NORTHWEST	\$ 14,723.17	\$ 2,295.63	\$ 12,427.54	
NORTH VALLEYS	\$ 19,040.61	\$ 2,947.05	\$ 16,093.56	
SENIOR CENTER	\$ 11.99	\$ -	\$ 11.99	
SIERRA VIEW	\$ 11,170.54	\$ 2,000.00	\$ 9,170.54	
SOUTH VALLEYS	\$ 14,368.24	\$ 2,144.51	\$ 12,223.73	
SPANISH SPRINGS	\$ 22,317.62	\$ 3,250.26	\$ 19,067.36	
SPARKS	\$ 21,115.34	\$ 2,023.23	\$ 19,092.11	
SYSTEMS OFFICE	\$ 35,841.78	\$ 35,705.34	\$ 136.44	
SYSTEMWIDE	\$ 168,843.82	\$ 168,076.61	\$ 767.21	
SYSTEMWIDE INTEREST	\$ 104,307.36	\$ -	\$ 104,307.36	
TECHNICAL SERVICES	\$ 109,308.53	\$ 109,247.42	\$ 61.11	
VERDI	\$ 2,455.37	\$ -	\$ 2,455.37	
<b>TOTALS:</b>	<b>\$ 577,981.78</b>	<b>\$ 362,656.59</b>	<b>\$ 215,325.19</b>	

# Washoe County Library System

Monthly Statistics Report for Fiscal Year 2015-2016

For The Month Of: JUNE



	Library Visits		Checkouts		Patron Computer Use		Program/Outreach Attendance			
	# visits	YTD	# checkouts	YTD	# signups	YTD	Adult		Youth	
							# adult	YTD		# youth
<b>BRANCH ACTIVITY</b>										
Duncan/Traner (Public Hours)	3,561	7,400	65	1,915	125	1,149	0	0	0	0
Gerlach (Public & School Hours)	28	565	102	1,602						
Incline	6,015	57,523	5,199	60,948	361	4,028	264	1,397	217	4,973
North Valleys	6,346	73,514	12,283	146,218	1,041	12,435	15	347	482	5,135
Northwest	11,676	120,628	23,263	251,436	1,590	18,831	93	1,938	968	10,506
Reno	12,224	149,708	19,152	233,549	4,463	58,350	69	1,111	247	3,341
Senior Center	3,272	30,060	1,016	12,410	742	6,286	0	634	0	0
Sierra View	14,136	165,223	19,525	225,309	3,889	69,536	0	1,639	389	3,904
South Valleys	18,133	182,315	25,345	281,512	908	9,145	161	3,468	1,265	17,083
Spanish Springs	10,459	105,581	14,553	165,376	1,213	15,161	157	1,761	1,752	18,063
Sparks	17,500	174,513	24,156	286,698	6,241	72,898	69	826	529	7,091
Verdi (Public Hours)	427	4,271	407	6,621	4	105	0	0	0	0
<b>Total:</b>	<b>103,777</b>	<b>1,071,301</b>	<b>145,066</b>	<b>1,673,594</b>	<b>20,577</b>	<b>267,924</b>	<b>828</b>	<b>13,121</b>	<b>5,849</b>	<b>70,096</b>
<b>ADMINISTRATION OUTREACH</b>							443	1,498	0	2,020
<b>ONLINE ACTIVITY</b>										
Downloadable Materials (ebooks, audiobooks, magazines)			24,852	281,870						
Digital Visits (website, catalog, online services)	137,913	2,362,039	7,472	123,053						
Database Usage										
Social Media Reach							29,783	387,143		0
<b>Total:</b>	<b>137,913</b>	<b>2,362,039</b>	<b>32,324</b>	<b>404,923</b>			<b>29,783</b>	<b>387,143</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>										
Read & Share			5,816	212,401						
<b>GRAND TOTALS</b>	<b>241,690</b>	<b>3,433,340</b>	<b>183,206</b>	<b>2,290,918</b>	<b>20,577</b>	<b>267,924</b>	<b>31,054</b>	<b>401,762</b>	<b>5,849</b>	<b>72,116</b>

# Washoe County Library System

## Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2014-2015/2015-2016

WASHOE COUNTY LIBRARY SYSTEM	Accumulative													
	Checkouts			Library Visits			Patron Computer Use			Program Attendance			Digital Visits	
	2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2014 - 2015	2015 - 2016	% Change	2015 - 2016	% Change
July	166,953	145,188	-13.04%	98,714	90,649	-8.17%	25,347	22,764	-10.19%	6,956	6,501	-6.54%	160,421	0.00%
August	157,069	137,408	-12.52%	94,781	95,827	1.10%	22,807	22,562	-1.07%	6,308	5,425	-14.00%	218,167	0.00%
September	155,234	142,445	-8.24%	91,907	84,519	-8.04%	23,022	22,900	-0.53%	5,379	6,084	13.11%	207,273	0.00%
October	163,330	145,837	-10.71%	111,021	92,011	-17.12%	23,360	22,871	-2.09%	21,231	8,618	-59.41%	205,955	0.00%
November	142,699	126,939	-11.04%	79,964	74,043	-7.40%	20,666	18,913	-8.48%	6,749	6,066	-10.12%	188,732	0.00%
December	140,348	139,456	-0.64%	81,286	81,639	0.43%	21,187	21,329	0.67%	5,407	6,008	11.12%	201,106	0.00%
January	161,353	138,195	-14.35%	92,700	80,390	-13.28%	22,790	22,440	-1.54%	6,116	7,237	18.33%	219,260	0.00%
February	142,907	132,559	-7.24%	87,713	88,435	0.82%	20,447	22,989	12.43%	7,545	7,631	1.14%	209,689	0.00%
March	151,184	144,834	-4.20%	95,841	98,017	2.27%	22,988	25,143	9.37%	10,615	8,593	-19.05%	221,278	0.00%
April	146,691	139,703	-4.76%	91,129	92,016	0.97%	23,070	23,442	1.61%	8,682	7,420	-14.54%	210,286	0.00%
May	143,844	135,964	-5.48%	82,361	89,978	9.25%	21,919	21,994	0.34%	7,299	6,957	-4.69%	181,959	0.00%
June	137,787	145,066	5.28%	85,910	103,777	20.80%	22,678	20,577	-9.26%	5,871	6,677	13.73%	137,913	0.00%
<b>Totals</b>	<b>1,809,399</b>	<b>1,673,594</b>	<b>-7.51%</b>	<b>1,093,327</b>	<b>1,071,301</b>	<b>-2.01%</b>	<b>270,281</b>	<b>267,924</b>	<b>-0.87%</b>	<b>98,158</b>	<b>83,217</b>	<b>-15.22%</b>	<b>2,362,039</b>	<b>0.00%</b>
Totals to Date	1,809,399			1,093,327			270,281			98,158			2,362,039	

Note 1: School checkouts are now being tracked separately from public hour checkouts, which will decrease the numbers in FY 15/16. FY 14/15 checkouts included school and public hours together. FY 15/16 reflects only public hour checkouts. Statistics from Gerlach are also included.

Note 2: 'Website Visits' has been changed to 'Digital Visits', which now includes website, catalog, and online services visits. FY 15/16 will establish base figures so there will be no comparisons.

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

ITEM 6d

<b>Washoe County Library System</b>						
Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total – Thru June						
System Total Comparison For Fiscal Years 2014-2015 / 2015-2016						
	<b>Meeting Room Use</b>					
	2014-2015	2015-2016	% Change	2014-2015	2015-2016	% Change
	# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance
Administration Outreach						
Duncan/Traner	0	0	0.00%	0	0	0
Gerlach						
Incline	79	76	1.41%	960	993	8.20%
North Valleys	13	13	0.00%	256	171	-33.20%
Northwest	60	56	-5.26%	813	938	17.73%
Reno	122	150	11.48%	2,143	2,603	12.83%
Senior Center	0	0	0	0	0	0
Sierra View	13	59	300.00%	43	593	960.00%
South Valleys	266	264	-0.41%	5,196	5,682	6.15%
Spanish Springs	159	168	9.52%	3,540	3,811	11.04%
Sparks	28	66	142.11%	447	1,777	462.42%
Verdi	0	0	0	0	0	0
<b>Totals</b>	<b>685</b>	<b>773</b>	<b>12.85%</b>	<b>12,488</b>	<b>15,308</b>	<b>22.58%</b>

## \*\*PLEASE NOTE:

## CHECKOUT TOTALS

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

## New online resources at Washoe County Library

By Julie Ullman

The Washoe County Library System has two new digital resources that everyone will love.

### Digital Magazines with Zinio for Libraries

If you love reading magazines but don't want to spend money on expensive subscriptions, try Zinio for Libraries – our new digital magazine platform.

You can access Zinio and read magazines directly through the browser on your computer or mobile device. Start reading current and back issues right away. Enjoy favorites like The Atlantic, Cosmopolitan, Car and Driver, ESPN, Esquire, Forbes, Kiplinger's, Men's Health, National Geographic, The New Yorker, Newsweek, Outdoor Life, Reader's Digest, Road and Track, Vanity Fair and many more.

### What's so great about Zinio?

With over 120 magazines available, there's something for everyone to enjoy. With no limit to the number of magazines you can download and no due date, you can check out as many as you want, and keep them as long as you want.

### How to get started

To create a free account visit the WCLS digital library at [www.washoecountylibrary.us/downloads](http://www.washoecountylibrary.us/downloads). Under the Digital Magazines tab, click on "Go to Zinio for Libraries." Browse the collection of over 120 magazines and when you find one you want to read, click on Checkout Now and use your

library card to create an account. You may also want to download the Zinio for Libraries app so you can download and read issues anywhere in the world using your mobile device.

### Online Video Tutorials with Lynda.com

Lynda.com is a popular online learning company that helps anyone learn business, software, technology, and creative skills, to achieve personal and professional goals. You can use Lynda.com for free through the Washoe County Library website.

### What's so great about Lynda.com?

You get unlimited access to tutorials on thousands of subjects: improve your communication skills, harness the power of social media for your small business, get advice on job hunting and resume writing, review business and leadership fundamentals, become a better photographer, learn 3-D Animation and Coding, learn how to create a blog, or improve your website. Improve your job skills using video tutorials on Excel, Word, Quickbooks, FileMaker, Prezi, Survey Monkey, Visio and more.

Lynda.com tutorial videos are great for beginner to advanced skill levels.

### How to get started

Go to the Washoe County Library's digital collections at [www.washoecountylibrary.us/downloads](http://www.washoecountylibrary.us/downloads). Under the Popular Online Services tab, click on "Go to Lynda.com." Log in to

Lynda.com using your WCLS library card number and PIN (usually the last four digits of your phone number).

If you aren't already familiar with Lynda.com and want to learn some basics about how to get the most from Lynda.com, type in "Learning with Lynda.com" in the search box and watch a few video chapters from the Lynda.com staff.

### A Little Help from Your Friends

Library staff are available to help you learn how to access Zinio or Lynda.com using a library computer. Just drop by during open hours and ask for a brief introduction to either resource. See you at the library!

Julie Ullman is the managing librarian at Washoe County Library System/South Valleys Library, 15650A Wedge Parkway, Reno. She can be reached at (775) 851-

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5190 or [jullman@washoecounty.us](mailto: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](http://www.washoecountylibrary.us).



## Dine al fresco at the Tamarack Junction

By Lisa Johnson

What better way to soak in beautiful days and longer, warm nights than by enjoying the fine atmosphere and a gorgeous view of Mount Rose at TJ's Patio? When you dine at TJ's Patio you'll be offered the full Dining Car menu plus a delectable selection of specials crafted by executive chef Frank Gibson, plus special seasonal drinks like the famous Mojito that completes your peaceful visit to TJ's Patio.

There's no better place to relax on a warm, sunny day than under the shaded patio seats while sipping on a cool drink

with good friends. Weather permitting, TJ's Patio is open all spring and summer so when you go to the Dining Car, be sure to ask for patio seating.

Tamarack Junction Steak House Lounge is kicking off a new "Social Hour" event every Thursday and Friday night from 4:30pm-6:30pm. This is a great opportunity for guests to enjoy half-priced wines and small gourmet plates from the Steak House, all the while listening to wonderful live music by John Ponzio. If you haven't had the opportunity to hear John play, he is a very talented guitarist who plays a wide variety of songs. His acoustic versions of songs range from artists like Norah Jones and Santana, to Led Zeppelin and Paul McCartney. The social hour in the lounge is the perfect venue to unwind at the end of week with your friends or loved ones.

## Vain or Vein?

While we want to look our best, we also want to feel our best. Many don't realize that varicose veins aren't just about being vain it's about our health.

In many cases, this vein disease progresses over time, without one noticing. Healthy veins are our rivers of life.

If you have these symptoms – we can help.



- Swollen Limbs
- Heaviness and Fatigue
- Skin Changes and Ulcers
- Pain
- Tired, Achy Legs

Carson City • Minden • Reno  
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Tamarack Junction offers patio seating with stunning views of Mount Rose and live music on Thursday and Friday evenings.

**Amanda Mongolo**  
**Lib Loop**

July 13, 2016

## **Tahoe-Truckee Lib Loop: Summer Reading Program still going strong**

Can you believe we're just about halfway through summer? This means we are halfway through our Summer Reading Program over here at the Incline Village Library.

We've had some voracious readers racking up points toward some pretty awesome grand prizes! It isn't too late, and no, you are not too old, to sign up to get your read on this summer!

Go ahead and sign up at [washoecountylibrary.readsquared.com](http://washoecountylibrary.readsquared.com). Read for 300 minutes — get 300 points and earn an entry for a chance at some great prizes.

We'll wrap it all up on August 31st at 4 p.m. with a celebration party at Preston Field with piñatas, popcorn, ice cream, games, face painting, and much more. See you at the library!

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### **Incline Village:**

July 13, 4 p.m. Up, Up & Away with Mad Science. A spectacular 45 minute show featuring Mad Science hot air balloons, floating beach balls, and sneezing dinosaurs.

July 16, noon to 5 p.m. Book Sale! Great bargains on hundreds of books, audio books, DVDs, and CDs. All proceeds stay at the Incline Village Library.

July 20, 4 p.m. Nevada Bugs & Butterflies Bug Petting Zoo. This touch and feel program includes fun facts about where bugs live, what they eat, and other aspects of their lives. Interactive & family fun!

### **Kings Beach:**

July 13, 3-4 p.m. "Science with Liz" Entomologist Liz Morrill leads a backyard exploration the local insect population. Meet our buggy neighbors up close!

During the "Ready, Set, READ!" Summer Reading Program Elko County Library will be offering "**Read Down Your Fines.**" A dollar will be waived from the patrons' account for each set of 15 minutes they read at the library. The maximum total of fines that can be waived is \$10.00. This is a great incentive to encourage patrons with large balances on their accounts to reduce their fines.

Elko County Library is excited to work with the surrounding communities during the 2016 summer as adults and children of all ages participate in Ready, Set, READ!  
Submitted by Holly Whittle (Youth Services Librarian) & Annette Robinson (Circulation Supervisor)

## Gateway to Tech Learning

Information Technology Gateway Training (ITGT) is underway at Churchill County Library. ITGT will fulfill a critical need for homegrown, entry-level IT professionals. Students can earn industry certifications in Microsoft and CompTIA, CISCO Routing and Switching, and a sequence of three Graphic Communications classes prepares students for web design.



(Photo credit: Submitted by Carol Lloyd, Churchill County Library).

## Churchill County Library Kicks off Summer Reading

Churchill Library's Summer Reading program offers a multitude of programs, including music, science, and magic. Kids can also participate in yoga, theater and writing programs.



(Photo credit: Magician Justin Impossible entertains and amazes at the Summer Reading kick-off)

## Washoe County Library Brings its Collection to Amazon

An interesting app called Koios lets patrons check the library for a title before they buy on Amazon. This free download lets you know if an item you're viewing on Amazon is available through Washoe County Library System (WCLS). It's the perfect tool for current cardholders and other readers hoping to save money.

"We want people to easily find the library's resources," says WCLS Internet Services Librarian John Andrews. "People are already using Amazon to discover new books and authors. Offering Koios to our users brings us closer to our goal of connecting with our

users online, where they already are."

Usually, a library's collection is only searchable through the library's website. But Koios allows users see if the title is available at their library right on Amazon, so they never miss an opportunity to borrow instead of buy. Koios is available in twenty libraries nationwide and is now available in Washoe County.

(from WCLS website)

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# Washoe Libraries Join The Startup Scene

By [NATALIE VAN HOOZER \(/PEOPLE/NATALIE-VAN-HOOZER\)](#) · JUL 11, 2016

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[Facebook \(http://facebook.com/share\)](#)

Libraries across the country are taking on new roles in today's digital age. In Washoe County, libraries are offering programs like Startup School.

Listen  
1:10

*Listen to this story.*

When we think of libraries, we often imagine stacks of books and study desks.

"It's not just a house of books, there's a lot more opportunity and more and more hands on stuff," said Morgan Tiar, a Washoe County librarian and instructor for Startup School.

She's in a meeting room where students like Colleen Lennox are discussing their products.

Lennox wishes this class had been available when she opened her business selling extra-absorbent diapers. Due to a lack of planning, she had to close it.

"I would have been successful if I would have had startup school back then," Lennox said.

Now, Lennox is learning about things like customer needs and will soon start on a business degree at UNR.

For Librarian Morgan Tiar, the library is the ideal place for people like Lennox to go through this discovery process.

"Libraries are a safe place for people," she said. "There is no discretion at the door, we have something for everyone."

That also includes a manufacturing technician certification program, which is the first step in learning advanced machinery used at companies like Tesla.

The library will be offering more Startup School and manufacturing technician classes in the fall.

TAGS: [STARTUPS \(/TERM/STARTUPS\)](#) [RENO \(/TERM/RENO-0\)](#) [ENTREPRENEURSHIP \(/TERM/ENTREPRENEURSHIP\)](#) [BUSINESS \(/TERM/BUSINESS-0\)](#)

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*Library staff and community members gather for the concluding class of the first session of Startup School at the Washoe County South Valleys Library.*

CREDIT NATALIE VAN HOOZER