



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JULY 17, 2019
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; and <https://notice.nv.gov>.

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

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

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

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

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

- 1) Roll Call
- 2) Public Comment – 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 19, 2019
- 4) Old Business
None
- 5) New Business
 - a. *Informational:* Washoe County Library Packet of Library Policies
- 6) Reports
 - a. Library Director's Report
 - b. Collections Update
 - c. Youth Services and Library Events Update
 - d. Tacchino Trust Expenditure Update
 - e. Board Task Report Update
- 7) Staff Announcements - Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda
- 8) Public Comment – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda
- 9) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops - *No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda*
- 10) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, JUNE 19, 2019
4:00 P.M.**

The Board met in regular session at the Northwest Reno Library, 2325 Robb Drive, Reno, NV 89523

Chair Alderman called the meeting to order at 4:00 pm.

1) ROLL CALL

Board Members Present: Wendy Alderman Wayne Holland, Zanny Marsh (via phone), Ted Parkhill, Jean Stoess

Board Members Absent: None

County Staff Present: Assistant District Attorney Herb Kaplan, Assistant County Manager Dave Solaro

Public Present: Wendy Urruty, Mary Schmitt, Deanna Ross, Jo Hawthorne, Christine Powers, Cindy Hall

2) PUBLIC COMMENT

Mary Schmitt introduced herself and began to read the letter she wrote to the Board (attached to the end of the June 2019 Board Packet) until she reached her 3-minute time limit.

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MAY 15, 2019

On motion by Trustee Stoess, Seconded by Trustee Parkhill, motion which duly carried, the Board approved the meeting minutes from May 15, 2019. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. ELECTION OF CHAIR FOR LIBRARY BOARD OF TRUSTEES FOR FISCAL YEAR 2019-2020

Trustee Stoess nominated Trustee Holland for Board Chair. Trustee Parkhill seconded the nomination. Trustee Holland accepted the position.

On motion by Trustee Stoess, seconded by Trustee Parkhill, motion which duly carried, the Board elected Wayne Holland as Chair of the Library Board of Trustees for fiscal year 2019-2020. All in favor, none opposed.

b. ELECTION OF VICE-CHAIR FOR LIBRARY BOARD OF TRUSTEES FOR FISCAL YEAR 2019-2020

On motion by Trustee Parkhill, seconded by Trustee Holland, motion which duly carried, the Board re-elected Zanny Marsh as Vice Chair of the Library Board of Trustees for fiscal year 2019-2020. All in favor, none opposed.

c. APPROVAL OF LIBRARY BOARD OF TRUSTEE BYLAWS FOR FISCAL YEAR 2019-2020

Upon questioning by the Board, Director Scott explained that the lined out reports on page four cleans up the bylaws and allows for flexibility.

Trustee Parkhill state he believed verbiage under Organization and Membership/Membership/Removal should match NRS 379.020 which states, "5. The board of county commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees."

On motion by Trustee Parkhill, seconded by Trustee Holland, motion which duly carried, the Board approved the bylaws as presented to include updated verbiage for the removal of a trustee to match NRS 379.020. All in favor, none opposed.

d. APPOINTMENT OF ONE LIBRARY BOARD TRUSTEE AS FRIENDS OF WASHOE COUNTY LIBRARY LIAISON

Trustee Holland stated he was the current liaison and was willing to continue as liaison for the next fiscal year.

On motion by Trustee Parkhill, seconded by Trustee Stoess, motion which duly carried, the Board reappointed Trustee Holland to continue as Friends of Washoe County Library liaison. All in favor, none opposed.

e. UPDATE ON TAX INITIATIVE (EXPANSION FUND) WHICH SUNSETS IN 2024

Chair Alderman informed the Board that she thought the tax initiative sunset in 2022 but wanted the agenda item included to remain in peoples' mind that it is coming up. She also reminded staff and Trustees that past Board members are resources to help move the information through their communities.

Director Scott provided information about past experience of this nature and stated that he will create a reverse timeline after the 2020 presidential election. He said that the Library System is starting to tell the story now which will start to emerge the story of what tax initiative means for the Washoe County Library System. He noted that voter turnout is higher during presidential election years and more people tend to vote yes on ballot items.

6) REPORTS**a. LIBRARY DIRECTOR UPDATE**

Director Scott referred to the provided report, noting many things are going on, to include:

- Courier RFP: draft for Courier services is being reviewed by Washoe County to assist with existing courier services.
- Summer Reading Launch: launched June 1, 2019. The Library System will look at providing June numbers at the July Board meeting

- Summer Reading/Explorer Brochures: have been printed and are available to all (available at door)
- Decorative cap for historical building (Downtown Reno): will help protect surrounding wall that is starting to deteriorate
- Leadership training: has been completed and will have a follow up by Acting County Manager David Solaro in the next couple of months.
- Drag queen story time: has received much attention and has been picked up in news across the country from our local Channels 4 and 8, and Reno Gazette Journal, to USA today, and news in Las Vegas, Idaho, Ohio and FOX news. The Nevada Family Alliance is opposing this scheduled program and have requested information. The Library System is currently working with them to provide what they are asking to see. He stated that is it likely that this program will be overcrowded and the Library System will have a security guard on site during this program. The Library is working on logistics in the event there are problems.
 - Chair Alderman informed the Board and meeting attendees that Drag Queen Story Time is a national program and held in public libraries across the nation.
- Crochet group: Director Scott noted that the Crochet groups have not been cancelled. He stated they were included in the Winter Explorer brochure last year as a program. The winter brochure became unwieldy as it also included volunteer programs on top of all library programming. The decision was made to include Library Story Time in the brochure, but not advertising volunteer run programs. Director Scott stated that he did not know where the idea that the program was cancelled originated from. He reiterated that the program was not cancelled, just not advertised.
 - Spanish Springs Branch Manager Jana MacMillan informed the Board that volunteers of the Spanish Springs Crochet Group attendees were all informed in advance that the Crochet meetings were still scheduled in the meeting rooms but they were not being advertised through the Explorer brochure.
 - Director Scott followed up stating that providing information on volunteer run programs is more than can be handled by library staff on a monthly basis but that the volunteers can do their own promotion of their programs. He also stated that he would put a report together and provide an update on the Crochet programming for next month's meeting.
 - Chair Alderman affirmed that the volunteers need to promote their own programs.

b. NORTHWEST RENO LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS

Branch Manager Kristin Reinke provided information from the provided report:

- Northwest Library celebrated its 20th birthday last week. The Powerpoint presentation provided a variety of pictures from the last 20 years.
- Statistics Slides: provided almost last 3 years of Northwest Statistics.
 - Holds: holds statistics are reflective of items picked up and not necessarily items pulled from shelves for pick-up.
 - Computer Usage Trends: computer sessions likely down from people bring in their own devices and using the free public wi-fi. Branch staff have not noticed any connection slowdowns.
 - Upon questioning by the Board, Department Systems Specialist Shawn Polka stated that public internet is provided though Charter, and the Library System has some things in place to stop

high downloads of movies to prevent slowdown of internet connection.

- Programming Trends: STEAM, black history month, 400 years of underwear, Exploretch. Packet includes pictures from a variety of programs
- Outreach Connection: more outreaches were done 2016-17 before the Library System started the mandatory Read by 3rd Grade initiative the following year. Statistics show the jump of outreaches in the community fiscal year 2018-19.
- Meeting Room Usage Trends: jumped up 2018-19 with removal of \$20 fee. Northwest Library has two rooms that double as study room and meeting room and are continuing to look at more ways and space to open up.
- What's New: Tinkertorium was created in the space previous inhabited by Second Hand Prose. This will be used for a variety of hands on programming and access similar to the Quad at Downtown Reno, but a smaller scale.
 - Northwest Reno Library book sale reported almost \$2,700 dollars within the last five months from holding their own book sales. This figure is close to the yearly amount received from Second Hand Prose.

Chair Alderman thanked Branch Manager Reinke and stated that the data helped provide trend information and will help with 2024 tax initiative process.

c. MONTHLY TECHNOLOGY UPDATE

Access and Resources Librarian Nancy Keener noted the following from the provided report:

- Office 365: was rolled out to the Library System last month with mixed results. Staff will have the ability to use both the online and desktop versions of Outlook, Word and Excel until October 2020. At that time, the majority of staff will go to cloud completely.
 - Starting July 1, 2019, Washoe County will be moving staff files from assigned personal drives to the cloud for a two week timeframe.
 - Library System as a new Sharepoint site, which is a staff landing page
 - Once this is all done, staff pc's will be refreshed to Windows 10
- Public PC's: purchased 60 dell pcs for public with saved funds which will go to Incline Village and Spanish Springs Library
- Downtown Reno Children's Area: has a recently purchased interactive "white" board, but there has been some issues getting it up and running.

d. COLLECTIONS UPDATE

Collections Manager Debi Stears passed out the current Collection Development and Management Policy to Trustees and provided an oral update to the Board. She stated it is not only a policy, but a guiding tool of what the Library System has in its collection and how the collection is developed and maintained. She stated she loves the current policy and its structure helps build a collection that meets the needs of our communities with a diverse range of material and plurality of information. Ms. Stears explained that patrons who request reconsideration starts the formal processing noted in the last section of the policy. As the Collections Manager she offers her willingness to do the research informally and send patrons the information. She said that if the patron still wants reconsideration after

her research then it would be elevated, as noted in the policy, to the Director followed by the Board.

Upon questioning by the Board, Director Scott confirmed his decision, as the Library Director, is the final decision. He also noted that budget is the first priority and the Library System has finally reached the \$1M dollar mark for collection development.

e. **YOUTH SERVICES AND LIBRARY EVENTS UPDATE**

Youth Services and Library Events Librarian Judy Hansen introduced herself to the Board and stated that the presentation was prepared so that the Board would be able to see all the different Summer Reading Programs displays without the Trustees having to go each library to see. This year the team decided that all the displays would be similar with a rocket moving towards the moon. Each branch selected the number of points to reach the moon based upon their statistics from last year. She explained participants need 600 points to complete and prizes include selection of one of two available bag styles and receipt of a free book of their choosing. She also informed the Board that participants received a themed pencil and temporary tattoo upon sign-up.

Youth Services and Library Events Manager Beate Weinert highlighted that Washoe County Library System Summer Reading Program included support from KNPB who provided public service announcements and PBS promoted the Washoe County Library Summer Reading Program bookmarks into their activity books they pass out.

Ms. Weinert informed the Board that she and Ms. Hansen were asked to be take part in the final cut of the KNPB Writers Contest as judges. The contest included 2,634 entries from 134 classrooms of 51 schools in Nevada. She also informed the Board that the top 3 winners in each age group will be displayed at the Reno-Tahoe International Airport all summer long.

Ms. Weinert referred to the partnership with the Arboretum and that there were 150 attendees in a recent Story Time. She said that the Library System will be hosting Story Time at the Arboretum every Thursday through July.

f. **TACCHINO TRUST EXPENDITURE UPDATE**

Director Scott noted that the overall balance in Gift Funds last month exceeded \$1M as there had been minimal expenditure of Tacchino Trust Fund monies. He referred to the Tacchino Trust report which shows a substantial decrease in balance due to reimbursement of funding to Washoe County for recent renovation expenses.

Upon questioning by the Board, Director Scott confirmed that the Library System was not a recipient of any Capital Improvement Project (CIP) funding from Washoe County for FY19/20. He stated that he hopes to get some smaller funding (under \$100) through County IP funding for upgrades such as carpet since the Tacchino Trust covers furniture type items.

g. BOARD TASK REPORT UPDATE

Director Scott providing the following information for the Board Task report items pending:

- The Library System is hoping that Acting Manager Solaro may be able to provide training update at the July meeting.
- The Summer Reading Program started in June. The Library system will be able to provide better numbers in July or August.
- Comparison reporting for the Downtown Reno Library hours has been delayed as the renovation process was not smooth or effectively coordinated resulting in closures and partial section closures. Renovations were finally complete in June and the Library system is moving forward and should be able to show comparison statistics between being open to the public five days a week to seven in the next couple of months.
- County Security Administrator Ben West is waiting on his budget before returning to report back to the Library Board.

Chair Alderman requested an update on the knitting group at the next meeting to close the loop.

7) STAFF ANNOUNCEMENTS

Youth Services and Library Events Manager Beate Weinert advised the Board that the Downtown Reno Library would be a site host for the Washoe County School District who is hosting the National Family and Engagement Conference in July. Participants will be onsite at the Downtown Reno Library on July 10, 2019.

8) PUBLIC COMMENT

None

9) BOARD COMMENT

Trustee Parkhill thanked Chair Alderman for her service and guidance, stating the Board would miss her.

Chair Alderman shared her thoughts that today's report were really thorough and thanked the staff for efforts in providing metrics. She thanked Collection Manager Debi Stears, Branch Manager Kristin Reinke, Systems and Access Librarian Nancy Keener, Library Services and Events Manager Beate Weinert and Library Services and Events Librarian Judy Hansen specifically.

Trustee Holland provided the following thoughts and updates:

- The Explorer brochures are awesome
- Friends of Washoe County Library (FWCL) will be staying at same location
 - Last FWCL book sales made almost \$3,000
 - One set (Louis Lamoure Western series) made \$700 alone
 - Arts in the Garden will be on July 13. 20% of total sales go to FWCL. Last year FWCL sales was in the thousands
 - On September 21, 2019, FWCL will participate at the River Merchant Wine Walk from 2-5pm and 4-6 pm

Chair Alderman stated she wanted to remind everyone that previous board members are a huge resource for the library and can respond to the community for future initiatives such as promotion of the 2024 tax initiative. She said she has enjoyed her service on the Board.

10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at @ 5:22 pm.

Washoe County

Library System

Policy Manual

May 15, 2019

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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: July 18, 2007

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: February 15, 2012
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 Statutes
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.

STANDARD ADULT library cardholders: 25 cents per day per item. Includes two renewals. Maximum fine per item will not exceed replacement cost.

STANDARD JUVENILE library cardholders: (Age 17 and younger) No fines will accrue on books, magazines, and audiobooks checked out to a minor library cardholder. 10 cents per day per item for all other materials, including DVDs, Blu-Rays, and music CDs. Includes two renewals. Maximum fine per item will not exceed replacement cost.

NON COUNTY RESIDENT: 25 cents per day per item. Includes two renewals. Maximum fine per item will not exceed replacement cost.

EDUCATOR CARDHOLDERS: No fines will accrue on books, magazines, and audiobooks. 25 cents per day per item for all other materials, including DVDs, Blu-Rays, and music CDs. Includes two renewals. Maximum fine per item will not exceed replacement cost.

CONDITIONAL LIBRARY CARDHOLDER: 25 cents per day per item. Includes two renewals. Maximum fine per item will not exceed replacement cost.

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 owes any applicable overdue fines.
- 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

External storage device	\$ 2.00 above cost
Headphone purchase	\$ 2.00 above cost
Print fees	\$.25 per page
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 (music)	\$15.00
CD set (music)	\$40.00
DVD/Blu-ray	\$25.00
DVD/Blu-ray set	\$40.00
Magazine	\$ 3.00
Hard cover book	\$25.00
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)

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

APPROVED: February 15, 2006
 REVISED: June 21, 2012
 REVISED: August, 21, 2014
 REVISED: October 16, 2014
 REVISED: December 8, 2016
 REVISED: September 20, 2018



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



INTERNET SAFETY POLICY

As of November 16, 2017, it will be the policy of the Washoe County Library System (WCLS) to comply with the children's Internet Protection Act [Pub. L.No.16-554 and 47-USC-254-(h)] (hereto referred to as CIPA) which requires the library to install filtering software on the Library's Internet terminals for protecting against access through the library's Internet terminals to visual depictions that are: I. Obscene, II. Child Pornography or III. Harmful to Minors. This policy follows specific guidelines to provide filtered Internet access in all public libraries receiving E-Rate discounts and LSTA funding.

The blocking software, or filtering software is inherently imprecise and flawed, it will inevitably block access to a vast variety of constitutionally protected material available on the Internet. Patrons are hereby notified that due to technological limitations of filtering software and constantly evolving Internet technology, filters are incapable of totally protecting against access to Internet material that is obscene, child pornography, or harmful to minors.

Key terms are as defined in the Children's Internet Protection Act (CIPA)

Technology Protection Measure:

A specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code; or
2. Child Pornography, as that term is defined in section 2256 of title 17, United States Code; or
3. Harmful to minors, meaning any picture, image, graphic image file, or other visual depiction that:
 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as whole, lacks serious literary, artistic, political, or scientific value to minors.

Sexual Act: Sexual Contact meaning such terms defined in 2246 of title 18, United States Code.

Access to Inappropriate Materials:

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet or other forms of electronic communications or access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. For individuals age 18 years and older technology protection measures may be disabled or minimized for bona fide research or other lawful purposes. Users with a WCLS card who are over 18 are provided a choice at the beginning of a computer session for unfiltered access.

Inappropriate Network Usage:

To the extent practical, steps shall be taken to promote the safety and security of users of the Washoe County Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of electronic communications. Specifically, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking”, and other unauthorized disclosure, (b) use and dissemination of personal identification information regarding minors, (c) software piracy and violation of copyright or license agreements and (d) attempts to damage or alter equipment, software or hardware configurations. WCLS Public Use of Library Technology Policy is prominently displayed in the library and on the library’s web page. Individuals who violate these policies, after being warned, may be restricted from access to library services and facilities. Police may be called for assistance.

Privacy and Anonymity

1. Users will be able to access and use the Internet anonymously.
2. Sites visited by users will not be recorded by filtering software.
3. A user’s requests to have sites unblocked or filters removed will not be recorded in any way that can be linked to the user’s identity.

Supervision and Monitoring

It shall be the responsibility of WCLS staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Information about the ongoing blocking of content by filters required by CIPA will be made available to library users and the community.

Procedures for disabling or modification to technology protection measures shall be the responsibility of the WCLS Director or designated library staff. The library highly recommends that as part of its Internet Safety Policy that parents read Keeping Kids Safer on the Internet from the National Center for Missing and Exploited Children.

APPROVED: November 16, 2017



LIBRARY CARD AND MATERIALS BORROWING POLICY

STANDARD CARD: A card issued to Washoe County residents, students attending school in Washoe County, and non-residents working or owning real property in Washoe County. Cards expire three years from issue.

NON COUNTY RESIDENT: A card issued to those living outside Washoe County and not working or owning real property in Washoe County. Cards expire three years from issue.

EDUCATOR CARD: A card issued to educators employed at Washoe County Pre-K-12 schools as well as educators at charter schools, daycares, camps, after school programs, homeschooling parents in Washoe County, and Washoe County Library System employees. Cards expire three years from issue.

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.

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

Borrowing privileges are extended to physical formats of library materials.

Electronic resources may be limited to Washoe County residents.

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, the number of items within a specific category or format, the length of lending and renewal period(s) for materials and formats per library card.

**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
REVISED February 23, 2017
REVISED: September 20, 2018



LIBRARY EVENTS AND PRESENTERS POLICY

Purpose

In alignment with the Strategic Plan, Washoe County Library System is committed to providing the public with opportunities for arts, cultural and educational enrichment and engagement through library events.

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. 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 events:

Library-initiated events: Those events that are initiated by the Library.

Library-cooperative events: Those events that result from an individual or organization approaching the Library. The Library may partner with other agencies, organizations, institutions or individuals.

Library-cooperative events must meet these criteria:

- In alignment with the Strategic Plan and at the discretion of the Youth Services and Library Events Team, the presenter must demonstrate knowledge, expertise, and experience in the particular subject matter.
- The desired dates for presentation must be acceptable to the Library.
- Resources required, including publicity and corresponding collateral may be shared and will be agreed upon well in advance of the event.
- 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 special events

Special events may include sales of goods per Washoe County Code 80.520: Soliciting on county property. Such sales must be pre-approved by the Library Administration upon the recommendation of the Youth Services and Library Events Team.

Approval process for library-initiated or library-cooperative events:

The Youth Services and Library Events Team may review requests for fee-based events on a case-by-case basis. Fee-based events will be an agreed upon flat fee.

The Youth Services and Library Events Team has discretion to decide if a particular event meets the criteria of a library-initiated or cooperative event. If the Team declines a proposal, the event representatives have the right to appeal the decision to the Library Director or his/her designee. If Library Administration denies an appeal, a subsequent appeal may be taken to the Library Board of Trustees.

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

APPROVED: February 21, 2007
REVISED: February 15, 2012
REVISED: October 16, 2014
REVISED: September 20, 2018



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.

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

1. Meeting rooms may be used any time during the regular business hours of the Library. Some Library facilities have separate entrances to meeting rooms and can be reserved for meetings that may begin prior to or end after Library hours.
2. All programs and meetings must be free and open to the public. Meeting room users, groups and individuals may not charge or solicit fees, dues or donations as a condition of attending, or during any meeting or program.
3. All Library-sponsored and Friends of Washoe County Library-sponsored meetings/programs take first priority on all meeting room schedules. The Library reserves the right to reschedule an existing reservation.
4. Reservations will be on a first-come, first-served basis. Groups may schedule up to 24 meetings per library in a calendar year (January through December). Meeting rooms may be reserved no more than six months in advance; exceptions may be made at the discretion of the Library Manager or designee.
5. More than two no shows or last-minute cancellations within a twelve-month period may result in the loss of privileges. Reservations will be held for 20 minutes, unless the group has notified the Library that it will be late.
6. Groups and individuals using the meeting room may not disrupt the use of the Library by others. Persons attending meetings or programs are subject to all applicable Library and County policies. Washoe County Library System reserves the right to revoke meeting room privileges when policies or procedures are not followed. Print copies of Library policies are available upon request or at our website.

7. Food and non-alcoholic beverages may be served upon the approval of the Library Manager or his/her designee. Alcoholic beverages may be served outside of the Library's public hours upon the approval of the Library Director or his/her designee.
8. Pursuant to Library policy, no child aged nine or under may be left unattended elsewhere in the Library while a parent or guardian attends a meeting or program in the meeting room. Library staff cannot assume liability for children who are left unattended.
9. Groups must provide proof of adequate liability insurance coverage when any of its meetings or programs has more than 106 attendees.
10. Set-up and clean-up are the responsibility of the group. When scheduling, groups or individuals should include the full time they will need access to the room including set-up and clean-up.
11. Activities that create substantial risk of damage to or destruction of Library property are prohibited in the Library meeting rooms. Meeting rooms must be left in a clean and orderly condition. Groups will pay the cost for repair of any damages to facilities or equipment for which the group is responsible. The Library will not be responsible for materials or equipment left in the building by groups.

APPROVED: February 15, 2006
REVISED: June 21, 2012
REVISED: October 16, 2014
REVISED: February 23, 2017
REVISED: January 1, 2019



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



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.

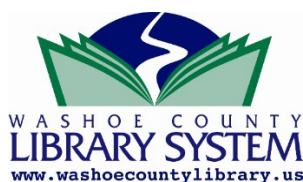
Acceptance or rejection of material for posting, exhibit or display does not imply approval or disapproval by the Library of the ideas or opinions expressed. The Library does not assume responsibility or liability for material(s) posted, exhibited or displayed in Library facilities. The Library reserves 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.

If the Library declines a posting, exhibit or display, the representatives have the right to appeal the decision to the Library Director or his/her designee. If Library Administration denies an appeal, a subsequent appeal may be taken to the Library Board of Trustees.

The Washoe County Library Board of Trustees approves and adopts 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, and July 1, 2014 by the ALA Council.

APPROVED: February 21, 2007
REVISED: June 20, 2012
REVISED: July 16, 2015
REVISED: September 20, 2018



Art Galleries, Exhibits and Displays

Purpose and Intent:

In direct support of the Washoe County Library System's Mission, Vision and Statement of Values, displaying artwork is one way the Library is committed to providing visitors more opportunities to enhance their lives through discussions, socialization, and exposure to the arts, while enhancing the visual environment in which library service is delivered

The purpose of the artwork should be consistent with the Library's mission and vision, and will reflect the interests and nature of the area. Galleries/Exhibits/Displays are not intended to promote any one viewpoint, or for the monetary gain of individuals.

Galleries/Exhibits/Displays are designed to display, not sell. Artist/exhibitor contact information may be displayed with the exhibit, but **prices may not be posted.**

- Galleries/Exhibits/Displays provide the community with the opportunity to experience artists/exhibitors creations. All exhibits should appeal to a wide and diverse audience and be appropriate for display in a public space. All exhibits should be compatible with the location, size and hardware of the individual galleries and displays.
- Artists/Exhibitors wishing to display art will complete the Washoe County Library System Art Galleries and Displays Hold Harmless Agreement Release of All Claims and Liability and provide 2-4 samples of work. Displayed work will be consistent with samples given.
- Artists/Exhibitor will make arrangements with the individual library for installation and removal of artwork/displays at a time convenient to the artist/exhibitor and library staff
- Artwork/displays will remain in the library up to two months, which may vary by library location, unless other arrangements have been made.
- The library may provide to the artist/exhibitor:
 - Wall space, hooks, wire cording, hanging devices and hardware, which may vary per location. All artwork must be compatible with the exhibiting library's existing gallery hardware.
 - A place for the artist/exhibitor to put flyers, postcards or business cards for the purpose of giving information about the exhibit.

- The library is not able to provide:
 - Staff time or assistance to install and/or remove artwork/displays. Exceptions can be made for special traveling exhibits as decided by Library Management.
 - Display cabinet accessories: (fabric, etc.)
 - Labels for artwork/displays
 - Hardware for installation. Artists may be asked to bring their own hammers, nails, putty, step ladders, etc...for installing their artwork, according to each individual library's gallery system.
- Artwork/displays/samples must be removed on the prearranged scheduled date. Any artwork/displays/samples left longer than 30 days past the prearranged time will be donated to the Friends of Washoe County Library.
- No money will be solicited or exchanged on county property.

REVISED: June 21, 2018



Request to Display Artwork at the _____ Library

Artist/Exhibitor Name: _____

Contact Phone Number: _____

Display Area Requested:

Art Wall: items must be compatible with existing hardware, which may vary per location

Display Case: suitable for freestanding pieces (artist/exhibitor must supply all accessories)

Sample provided: Artist/Exhibitor Signature _____ Date _____

Library Staff Signature _____ Date _____

Date and Time for pickup of artwork/displays/samples*: _____

*Any artwork/displays/samples left longer than 30 days past the prearranged time will be donated to the Friends of Washoe County Library

Artwork/Displays/Samples returned:

Date/Signature _____

Staff Signature _____

_____ I would be willing to share my artwork at other library locations.

STAFF USE ONLY	
Artwork/Display/Exhibit meets the following Service Response/Special Interest Month/Current Topic	
Scheduled to display Art Wall Display Case	
Staff Initials	



**Art Galleries, Exhibits and Displays Hold Harmless Agreement
Release of All Claims and Liability**

I, _____, the undersigned, loan _____
(artwork/exhibit/display) to the Washoe County Library System for display purposes, with the understanding that reasonable precautions will be exercised for the protection of the exhibit(s). I will not hold the Washoe County Library System or Washoe County responsible for any damage or loss which may occur to such display.

I understand that the library is not responsible for setting up or removing artwork/exhibit/display. Exceptions can be made for special traveling exhibits as decided by Library Management.

I understand that I, or my designee, am responsible for the setting up and removal of the artwork/exhibit/display. I hereby certify that I, or my designee, am over 18 years of age, and am capable of performing these tasks.

I understand that the artist/exhibitor may include name, title of artwork, and contact information with the artwork/display exhibited. Price lists **may not** be posted. I understand that the public will contact the artist/exhibitor directly for possible purchase of any artwork.

I, _____, agree to display the below listed items for the period beginning on _____ and ending on _____.

I understand and agree that this Release of All Claims and Liability and Hold Harmless Agreement is given in consideration of, and as a condition to, displaying my art work at any Washoe County Library.

I understand and agree that this Release of All Claims and Liability and Hold Harmless Agreement includes, but is not limited to, any claim, demand or cause of action which might be caused by any act or failure to act of Washoe County, its officers, agents and/or employees.

I, the undersigned, and/or my designee, have read this Release of All Claims and Liability and Hold Harmless Agreement and understand all of its terms. I hereby execute it voluntarily and with full knowledge of its significance.

Description of personal property (to include paintings, photos, etc.) to be displayed within any Washoe County Library:

THIS IS A COMPLETE RELEASE. PLEASE READ PRIOR TO SIGNING

Signature _____ Date: _____
(Of artist/exhibitor)

Signature _____ Date: _____
(Parent/Guardian if participant is under 18 years of age.)



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

The Library provides 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 device. The Library reserves the right to terminate any computer session at any time.

The Library complies with The Children's Internet Protection Act (CIPA) Internet filtering software will be set to the level necessary to comply with CIPA .(See Internet Safety Policy)

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.

- Filtering: All access is filtered by default
- Unfiltered: unfiltered Internet access is available to adults using a WCLS Adult Library Card (as determined by the date of birth in the library record) on a per-session basis

a) 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.

b) 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.)

c) Equipment:

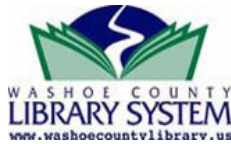
- Users are financially responsible for damage caused to any Library-owned equipment, computer hardware, software or peripherals.
- Users may connect personal headphones and USB driven accessories to Library computers (cell phone, storage devices, cameras, etc). The Library is not responsible for any 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: May 21, 2014

REVISED: August 21, 2014

REVISED: November 16, 2017



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: February 16, 2011
REVISED: April 16, 2015

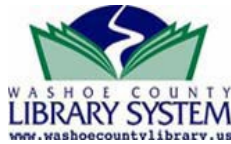


SUSPENSION POLICY

Suspension of Library privileges is an option used when users exhibit or engage in behavior that violates any Library Policy, City or County Ordinance, or State Law.

- Incident reports will be completed as soon as possible after the incident and filed with Library Administration. The report may be mailed or delivered at the next opportunity.
- Library staff will indicate the applicable information in the incident report including but not limited to:
 - Violation of Library Policy, City or County Ordinance, or State Law
 - Law Enforcement involvement
 - User name (if known) and physical description
 - Length of suspension
 - Building suspension (system-wide or branch specific)
 - Borrowing privilege suspension
 - Computer access suspension
 - Method of user notification
- Acts of aggression or verbal threats or behaviors that require the presence of law enforcement will result in suspension from all Washoe County Libraries. System-wide suspensions will be forwarded to Library Leadership Team.
- Right to appeal;
 - Within 10 days, any action by a staff member may be appealed by contacting Washoe County Library Administration.
 - The first appeal shall be made to the Assistant Library Director
 - A second possible appeal may be made to the Library Director.
 - A third and final appeal may be made to the Library Board of Trustees. The decision of the Library Board of Trustees is final.
 - Failure 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
REVISED: May 19, 2016



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

Library Director Update July 2019

ARTOWN Activities

Visionaries: Women Artists of the Great Basin

- Washoe Indian Woman and Papoose Jean LaMarr Saturday, July 6, Northwest Reno Library
- Lena Tseabbe Wright Artist Reception and Community Mural Event Tseabbe Wright mural detail Sunday, July 7, Spanish Springs Library
- Val Lewton Classic Film Series @ North Valleys July 6, 13, 20, 27

Also, catch these other exhibits on display at Washoe County Libraries through July:

- Quilts by Truckee Meadows Quilters at Downtown Reno Library
Downtown Reno Library
- Oils by Jason Forcier
North Valleys Library
- Watercolors by Laramie Ford
Sierra View Library
- Calligraphy—the Letterary Arts by Carol Foldvary-Anderson.*
South Valleys Library
*Meet the artist at an open reception and demonstration on Saturday, July 13 from 2-4 pm.
- Home of the Braves: Stewart Indian School Documentary (with discussion) showing at Spanish Springs Library July 10th
- Friends of Washoe County Library Art in the Garden July 13 9-5
- Drag Queen Story Hour July 20th 10:15 am @ Sparks Library
- Library Book Cart Drill Team @ Northern Nevada Pride Parade July 27th Downtown Reno

Update on Knitting Clubs

At the last LBOT meeting, our volunteer knitting group expressed dismay over their program being canceled. I want to assure the board that the knitting groups have not been canceled and wanted to take an opportunity to explain the miscommunication.

In October 2018, we had a discussion at the Youth Services and Library Events Team about what to include in our Explorer program brochures. The Winter 18/19 brochure was only our second brochure, but the length had expanded far past the Summer brochure's length. This was a result of including many volunteer programs that are not run by library staff. This greater volume increased the time required for library staff to enter information into the brochure, and also increased print run costs. As a result, it was decided that we would not include volunteer-run programs in the Summer brochure. There was some miscommunication to these groups, which resulted in members sending letters to the board.

The program has not been canceled. These have been and will continue to be library volunteer-run programs. We are not advertising them in our Explorer brochure due to additional staff and printing costs to maintain, but they will continue to be advertised in the online Calendar of Events.

Carpets Cleaned

Washoe County was able to provide additional funding to carpet clean eight of our library branches in July.

Kids Café: Food Bank

The Library System is currently partnering with the Food Bank of Northern Nevada again this year to provide free summer meals for kids at lunchtime.

- Downtown Reno Library: Seven Days a Week 11:30 to Noon
- Duncan/Traner Library: Tues-Fri 3-3:30 and Sat 12:30-1pm
- North Valleys: Tues-Sat 11:30-Noon
- Sierra View Library: Mon-Sat 11:30-12
- Sparks Library: Mon-Sat 12:15-12:45

We have a busier year this year. On occasion, we have run out of lunches and had to borrow lunches from nearby sites.

2019 National Family and Community Engagement Conference

Our Downtown Reno Library was a host site for the National Family and Community Engagement Conference this year. Educators from across the country, representing all 50 states as well as international representatives, attended the library program. Library Director Jeff Scott, United Way Executive Director Michael Brazier, and the Washoe County School District presented to the group about the Northern Nevada Reading Coalition.



TO: Library Board of Trustees
FROM: Debi Stears, Collection Development Manager
RE: Collections Update
DATE: July 17, 2019

There is no written material on this item.
An oral report will be made at the meeting



Washoe County Library System Summer Reading Program

Participants June 2019

2,108

Finishers June 2019

343

Participants June 2018

1,891

Finishers June 2018

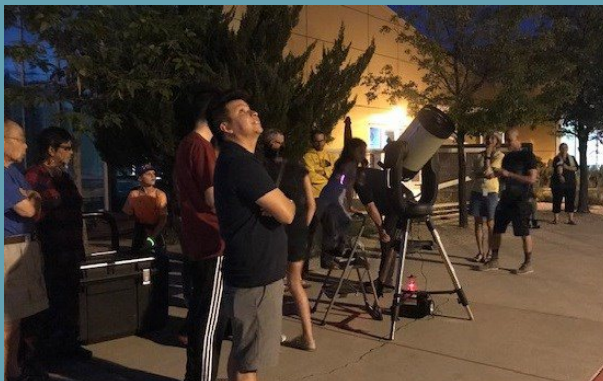
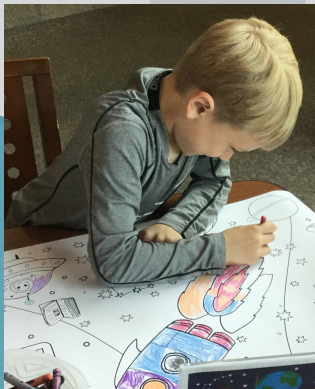
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Connect, Gather, Explore

WASHOE COUNTY LIBRARY SYSTEM washoecountylibrary.us



SUMMER FUN SNAPSHOTS



Connect, Gather, Explore

WASHOE COUNTY LIBRARY SYSTEM washoecountylibrary.us



TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: July 17, 2019

Background: The Library Board of Trustees receives regular monthly updates regarding the status of expenditures from the Tacchino Trust bequeathment to the Washoe County Library System.

Expenditures for the month of June 2019 included: \$0.00 for Downtown Reno and \$719.02 for Downtown Reno Library Children's Materials.

To date, Tacchino Trust funds has expended a total of \$451,655.03 with \$97,922.49 of those funds spent on Children's Materials.

The total Tacchino Trust funds available the beginning of July 2019 is \$460,594.97.

Recommendation and Suggested Motion: This agenda item is informational and does not require any action.

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6e

FY2019/20

DATE ASSIGNED	TRUSTEE	TASK / AGENDA ITEM REQUESTED	ANTICIPATED COMPLETION	DATE COMPLETED
2/20/19	Not Applicable	Assistant County Manager Solaro to return to Board in Summer to Fall 2019 to report progress upon Leadership Training	August/September 2019	
2/20/19	Trustee Parkhill	UPDATE: Request update on Security Report from February Meeting for update and proactive trainings for Library personnel in light of shooting at library in Sacramento	None provided – After beginning of FY19/20	
12/19/18	(Past) Chair Alderman	Tracking of children using issued children’s cards is a great start to building metric for Growing Young Readers Strat Plan Initiative – added on request to Board Task Record for tracking (Nancy/Debi)	June Sept 2019 - to allow for completion of Library card signup	
12/19/18	(Past) Chair Alderman	Chair Alderman requested baseline metrics for Downtown Reno from now through completion of renovation for comparisons – moved to August for clearer information since remodel completed June 2019	August 2019	
12/19/18	Trustee Holland	Requested a future agenda item on how change of public hours is progressing - moved to August for clearer information since remodel completed June 2019, which affected public hours	None provided – July or August 2019	
11/15/18	Chair Alderman	Debi Stears to bring report with System/branch circulation numbers – request from NV circulation slide (no time to add to January Agenda)	January 2019 – moved to Apr May 2019	5/15/19 - LBOT
3/20/19	Chair Alderman / Trustee Parkhill	Request Director Scott to provide general budget comparison (Salaries/benefits to total budget) for regional or similar sized Library system	Before May 2019	5/15/19 – LBOT
3/20/19	Chair Alderman / Trustee Holland	Budget and Expansion discussion and update after Washoe County FY19/20 Budget approved by BCC	May 2019	5/15/19 – LBOT
2/20/19	Trustee Stoess	UPDATE: agendize discussion and possible action item for March 2019 Board meeting item to discuss decreasing frequency of board meetings (Items from per Trustee Stoess at 12/19/18 & 2/20/19)	Mar 2019 - Tabled until Apr 2019	4/17/19 - LBOT

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6e

FY2019/20

		meetings)		
12/19/18	Chair Alderman	Requests more thorough reporting for Tacchino Trust expenditures and balances specific to associated projects	January or February 2019	2/20/19 - LBOT
9/19/18	Not Applicable	Assistant County Manager Solaro to return to Board in January 2019 to report upon training progress (no time to add to January Agenda)	January 2019 – moved to Feb 2019	2/20/19 - LBOT
9/19/18	Trustee Parkhill	Requested Board Task Record to be included in agenda	November Meeting	11/15/18 - LBOT
7/18/18 – LBOT Meeting	Chair Alderman Trustee Parkhill	Non-cash donations be set in a grid vs a list for the Board to see how the programs were attended in the branches - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	11/15/18 – LBOT 11/6/18 – Trustee Alderman met with Director Scott
7/18/18 – LBOT Meeting	Chair Alderman Trustee Parkhill	See financial report consolidated so that the Board can see where the donations and grants in the Donation report correspond in the Financial Report - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	11/15/18 – LBOT 10/30/18 - Trustee Parkhill and Holland met with Director Scott
7/18/18 – LBOT Meeting	Chair Alderman	Would like statistical reports to quantify results to Strategic Plan so that the Board can see the impact - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	11/15/18 – LBOT 11/6/18 – Trustee Alderman met with Director Scott
8/15/18	Trustee Stoess	Resignation as FWCL liaison, appointment of Trustee Holland to FWCL liaison	September meeting	9/19/18 - LBOT
8/15/18	Trustee Parkhill	To meet with Director Scott and discuss financial report	Meeting scheduled 9/20/18	9/20/18 – Director Office

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6e

FY2019/20

7/23/18 – Chair one-on-one	Chair Alderman	Library Director mandatory Leadership Training – Director Scott showed the Chair the webinar/training list provided by WCHR. Both agreed on something on-going. Jeff to contact trainer at UNR to provide one-on-one continuous coaching. Chair Alderman requested to speak with her also.	September Meeting	9/19/18 - LBOT
7/23/18 – Chair one-on-one	Chair Alderman	Overall Team report for YLSE – Director Scott noted that programming information is included in every monthly update of the Director’s Report	---	---
7/18/18 – LBOT Meeting	Chair Alderman	Agendize discussion for Financial report in August LBOT meeting - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	Meeting scheduled 9/20/18	9/20/18 – Director Office
7/18/18 – LBOT Meeting	Chair Alderman	Return Financial report to September LBOT meeting - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	Meeting scheduled 9/20/18	9/20/18 – Director Office
7/18/18 – LBOT Meeting	Chair Alderman	Agendize dissolution Partnership Advisory Committee next Board meeting	August Meeting	8/15/18
7/18/18 – LBOT Meeting	Trustee Parkhill Chair Alderman	Would like to see a running list of accountability	August Meeting – TG	

JUNE 19, 2019

Jeff Scott
Library Director
Washoe County Library System
P.O. Box 2151
Reno, NV 89505

Dear Mr. Scott,

We'd like to take this opportunity to congratulate you and your team on the tremendous growth and success you've achieved in digital lending. In the last twelve months, your digital circulation grew 38% year-over-year, and your unique user count reached 16,639. These impressive statistics are included in a recap of your key performance metrics on page 2.

Your staff, including Debi Stears and John Andrews, have done an excellent job selecting content that meets your readers' interests; curating for quick and easy discoverability; and spreading the word across your community.

Initiatives like Big Library Read and the Libby app have provided new and exciting ways to engage with your community, and we commend your library for participating and promoting through these opportunities and many others.

We appreciate the investment and trust you've instilled in OverDrive, and look forward to continuing to help you serve readers digitally for years to come.

If you have any questions or would like to discuss further, we welcome the opportunity for a call. Please feel free to contact us anytime.

Sincerely,



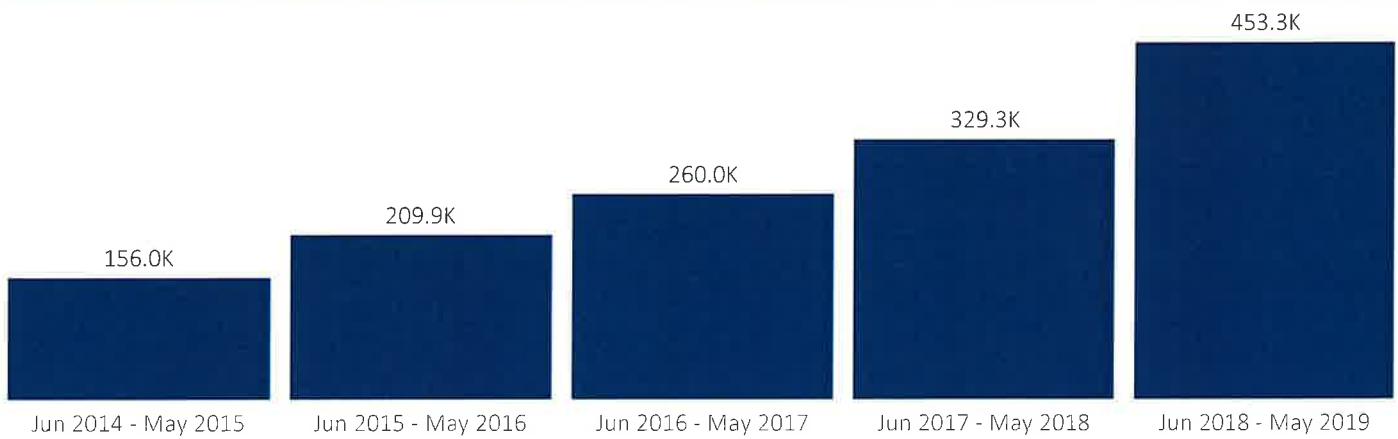
Steve Potash, OverDrive President & CEO
spotash@overdrive.com | 216-573-6886 x1201



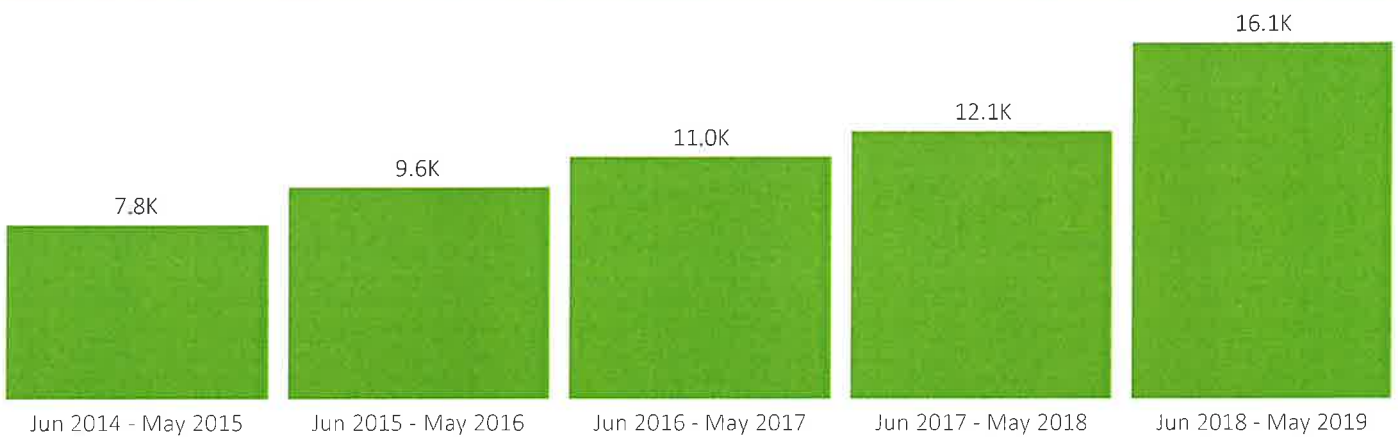
Abbey Deckard, Account Manager
adeckard@rakuten.overdrive.com | 216-573-6886 x1299

Washoe County Library System

Checkouts

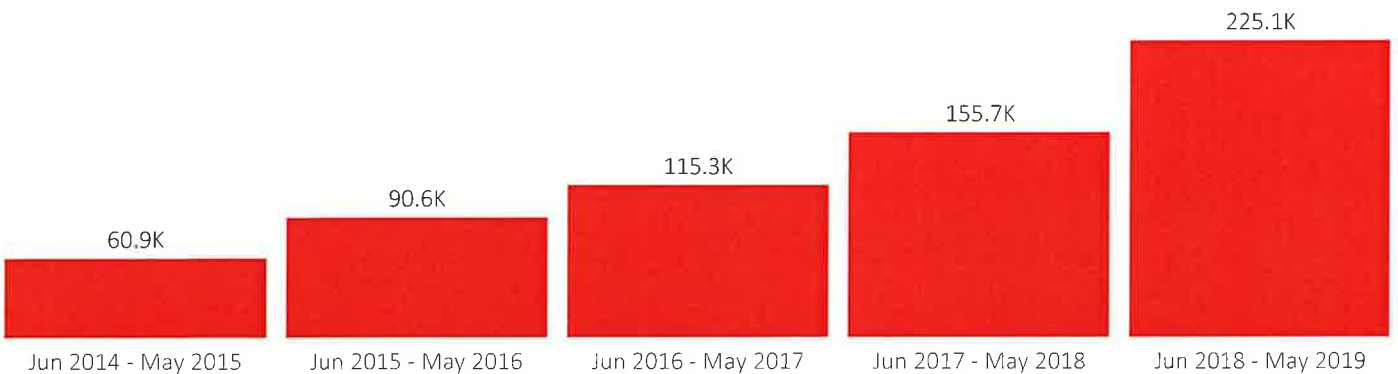


Unique users



Holds

Current average waiting period: 36.1 days



Mary C. Schmitt & Jenny Swartz
Spanish Springs Clickets
Crochet Connection
2270 Lenticular Drive
Sparks, NV 89441

July 17, 2019

Washoe County Library Board of Trustees
Administration

Board of Trustees:

We are representatives of two Needlework groups at the Spanish Springs Library. The "Clickets" (knitting) has been a functioning group for the last 14 years, meeting twice a month, and "The Crochet Connection" (crochet, knitting and anything string) for the last 11 years, meeting weekly. They both have widely varied demographics.

The Washoe County Library Director has posted on social media that the "library is for everyone". We believe that our groups and others like them in the other County Libraries contribute to that goal with little or no taxpayer expense, just the provision of a place and time to meet on a regular basis. They provide a great means for socialization across age groups, different cultures and educational levels. We are concerned that with the current emphasis on programs for children, the programs for adults and seniors are being lost.

We have been advised that the Library System is planning on changing its sponsorship of these programs by not advertising them. This is hard to understand, as we always have great attendance and positive feedback from the public. We believe that with the change in sponsorship, it will be harder for members of the public to find out about these programs and how to participate. The monthly calendars, previously available at individual libraries that advertised these programs are being phased out. At the very least, we believe that the Needlework Groups from all libraries should be included in the EXPLORER BROCHURE as an advertisement. We are not sure how the Director thinks that we

should do our own promotion of these programs. Our second concern is that if a lack of sponsorship occurs in the future, it may create hardships in maintaining a stable meeting space and time for these groups.

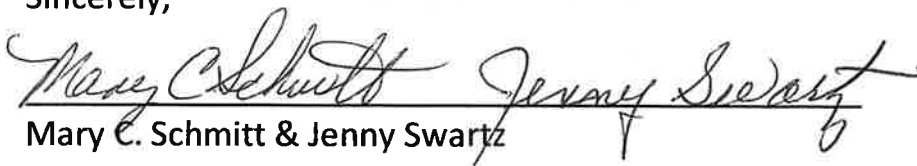
Both of our groups are open to anyone who would like to participate and we are willing to teach those that would like to learn to knit and/or crochet. We have had students, male and female as young as five (5) and others that were in their 80's. In many instances, we start them off with donated yarn, needles and patterns. Beyond the friendship and socialization that both of these groups provide, we also create items for donation to many of the local charities, including; Children's Cabinet, Eddy House, Veterans Guest House, the Washoe County Sheriff Department "Christmas on the Corridor", American Heart Association "Little Hats/Big Hearts", National Center for Shaken Baby Syndrome Awareness, Senior Center of Northern Nevada and the Hot August Nights Foundation, just to name a few. We also supported other Library Programs such as the Tech Away Faire.

Our groups have received numerous awards in recognition of this participation from Washoe County Sheriff's Office, American Legion, Congressional Recognition/U.S. House of Representatives, Veterans of Foreign Wars, and the U.S. Senate Certificate of Senatorial Recognition and others.

We hope that the Washoe County Library System will rethink their position on these groups and continue to offer their sponsorship to them so the Clickets, Crochet Connection and other similar groups can continue to bring people of all ages and cultures together to get to know one another better, and continue our work for the charities of the community. We consider the groups to be an integral part of the community.

Thank you for your time and consideration of this matter.

Sincerely,


Mary C. Schmitt & Jenny Swartz