



**VIRTUAL LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, AUGUST 19, 2020  
4:00 P.M.**

**VIRTUAL ZOOM MEETING**

PURSUANT TO NRS 241.020, THE AGENDA FOR THE TRUSTEES MEETING HAS BEEN POSTED ELECTRONICALLY AT THE FOLLOWING LOCATIONS: [www.washoecountylibrary.us](http://www.washoecountylibrary.us); and <https://notice.nv.gov>. PURSUANT TO SECTION 3 OF THE DECLARATION OF EMERGENCY DIRECTIVE 0006, THE REQUIREMENT IN NRS THAT NOTICE AGENDAS BE PHYSICALLY

POSTED WITHIN THE STATED OF NEVADA HAS BEEN SUSPENDED.

SUPPORT DOCUMENTATION FOR ITEMS ON THE AGENDA PROVIDED TO THE LIBRARY BOARD OF TRUSTEES IS AVAILABLE TO MEMBERS OF THE PUBLIC AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR [tgaston@washoecounty.us](mailto:tgaston@washoecounty.us). **NO MEMBERS WILL BE MEETING IN PERSON AND THERE WILL BE NO PHYSICAL LOCATION FOR THE PUBLIC TO ATTEND DUE TO CONCERNS FOR PUBLIC SAFETY RESULTING FROM THE COVID-19 EMERGENCY AND PURSUANT TO THE GOVERNOR OF NEVADA'S DECLARATION OF EMERGENCY DIRECTIVE 0006 SECTION 1 WHICH SUSPENDS THE REQUIREMENT IN NRS 241.023(1)(B) THAT THERE BE A PHYSICAL LOCATION DESIGNATED FOR MEETING OF PUBLIC BODIES WHERE MEMBER OF THE PUBLIC ARE PERMITTED TO ATTEND AND PARTICIPATE. THIS MEETING WILL BE HELD BY TELECONFERENCE ONLY.** 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.

**MEMBERS OF THE PUBLIC MAY ATTEND THIS MEETING BY TELECONFERENCE BY LOGGING INTO THE ZOOM WEBINAR ACCESSIBLE THROUGH THE FOLLOWING LINK: <https://us02web.zoom.us/j/84224131597> Password: 889408**

**PUBLIC COMMENT.** As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment via teleconference by logging into the Zoom webinar link above. NOTE. This option will require video and audio capabilities. Additionally, public comment can be submitted via email to [tgaston@washoecounty.us](mailto:tgaston@washoecounty.us). Please try to provide email or voicemail comments by 4:00 p.m. on the day prior to 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 ~~ADMINISTRATIVE~~ RESTRICTIONS MAY BE IMPOSED UPON THE TIME, PLACE AND MANNER OF SPEECH.

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

IRRELEVANT AND UNDULY REPETITIOUS STATEMENTS AND PERSONAL ATTACKS WHICH ANTAGONIZE OR INCITE OTHERS ARE EXAMPLES OF SPEECH THAT MAY BE REASONABLY LIMITED.

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

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

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person  
*No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.*
- 3) Approval of Meeting Minutes
  - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of July 15, 2020
- 4) Old Business  
none
- 5) New Business
  - a. *Informational:* Washoe County Library Packet of Library Policies to Include Any Approved Changes to the Fines, Fees and Charges Policy
  - b. *For Possible Action:* Acknowledgement of 4<sup>th</sup> Quarter Fiscal Year 2019/2020 Cash and Non-Cash Donations Received by Washoe County Library System Between April 1 and June 30, 2020 for a Combined Total of \$879.62
  - c. *For Possible Action:* Approval of Application by Pam Larsen for a Board Scholarship Not to Exceed \$2000
  - d. *For Possible Action:* Approval of Fines, Fees and Charges Policy to Include Removing All Verbiage Associated with Fines Throughout the Policy, and Reduction of Time Before an Item is Determined to Be Lost to Be Effective August 20, 2020
- 6) Reports –
  - a. Library Director's Report
  - b. Youth Services and Library Events Virtual Services Update
  - c. Tacchino Trust Update
  - d. Quarterly Stats Report
  - e. Quarterly Financial Report
  - f. Board Task Report
- 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 and Discussion Thereon – Three Minute Time Limit Per Person  
*No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.*
- 9) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 10) Adjournment

**LIBRARY BOARD OF TRUSTEE MEETING MINUTES  
WEDNESDAY, JULY 15, 2020  
4:00 PM**

**The Board met in regular session virtually via Zoom Webinar**

Chair Marsh called the meeting to order at 4:03 pm.

**1) ROLL CALL**

Board Members Present: Amy Ghilieri, Wayne Holland, Zanny Marsh, and Jean Stoess

Board Members Absent: Ted Parkhill

County Staff Present: Assistant County Manager David Solaro, Assistant District Attorney Lindsay Liddell

Public Present: None noted

**2) PUBLIC COMMENT**

None

**3) APPROVAL OF MEETING MINUTES**

**APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JUNE 17, 2020**

On motion by Trustee Holland, seconded by Trustee Ghilieri, motion which duly carried, the Board approved the meeting minutes for June 17, 2020. All in favor, none opposed.

**4) OLD BUSINESS**

None

**5) NEW BUSINESS**

**a) ACKNOWLEDGEMENT OF 3<sup>RD</sup> QUARTER FISCAL YEAR 2019/2020 CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN JANUARY 1 AND MARCH 31, 2020 FOR A COMBINED TOTAL OF \$10,655.07**

Development Officer and PIO Andrea Tavener reviewed the information provided in the staff report of the Board packet.

Upon questioning by Trustee Holland, Ms. Tavener explained that although the Library System has not been able to receive in branch donations during the closure for April, May and June 2020, there have been donations that will be reported at the next meeting during the 4<sup>th</sup> Quarter Donation report. She also thanked Trustee Holland for his monthly donation to the Library System.

On motion by Trustee Holland, seconded by Trustee Ghilieri, motion which duly carried, the Board acknowledged the 3<sup>rd</sup> quarter fiscal 2019/2020 donations.

6) **REPORTS**a) **LIBRARY DIRECTOR'S REPORT**

Director Scott reviewed the staff report provided in the Board packet.

Board Comment included acknowledgement and thanks to Director Scott and the Library System staff for the ability to provide service during a worldwide pandemic and the ease in which Grab and Go services were accessed.

b) **MAKER SERVICES PRESENTATION**

South Valley Branch Manager Julie Ullman reviewed the staff report provided in the Board packet.

Board comment included:

- Impressed that staff was able to use technology already available to provide support to the community
- Thanks to staff for all their effort
- Commend staff on looking ahead towards 2022

c) **REFERENCE, TRAINING, AND TECHNOLOGY TEAM PRESENTATION**

Assistant Library Director Joan Dalusung referred the staff report provided in the Board packet.

Upon questioning by the Board, Ms. Dalusung stated the following:

- Back to Work pages: She has not heard of many calls or responses at this time. She clarified that many of the library patrons come to the Library to use public computers and access the internet to search for work and suspects access to these resources will climb when the library opens to the public. Ms. Dalusung noted that library staff are aware that workforce development and restoration will be big moving forward and they are continuing to look at ways to provide these services.

During the report, Ms. Dalusung provided a shout out to various staff members for their instrumental rolls in these projects to include: Librarian Theresa Trainer (North Valleys Library), Library Assistant III Toni McLaughlin (South Valleys Library), Sparks Manager Corinne Dickman and all 35 staff members who learned and are using technology to provide Storytimes and Telereference to the community. She noted that both projects appear to be long term and are sustainable.

Board Comment included thanking Ms. Dalusung for providing a wonderful report and provides another great example of Washoe County Library System taking the library to the people.

d) **COLLECTIONS UPDATE**

Collection Manager Debi Stears referred to the staff report provided in the Board packet. She provided the following detail:

- The Library System is trying to meet demand for Black Lives Matter (BLM) movement and that each title on slide have simultaneous use and currently have between 100-300 checkouts.

- Tumblebooks expanded products and granted the Library user free access to their AudioBookCloud, RomanceBookCloud and TeenBookCloud; however, there will not be any statistical information available.

Upon questioning by Trustee Ghilieri, Ms. Stears stated that audio books are still popular, however they are the most expensive format and publishers have shortened licenses making it difficult to meet demand. Ms. Stears noted the Library System has gained 5,000 new users on Overdrive since COVID closure of the Library System.

e) **TECHNOLOGY UPDATE**

Department Systems Specialist Max Conelly provided an oral report for the Board. He provided the following updates:

- Budget: The Library System will not be getting the annual Friends of Washoe County Library (FWCL) allocation which will hinder system technology purchases this fiscal year due to cancellation of FWCL book sales for the remainder of 2020.
  - The FWCL allocation funds projects like the public PC refresh project. He said that the Systems office has replacement hardware to complete some updates; however, it will be very little. He reminded the Board that South Valleys, Northwest Reno and Incline Village Libraries have been refreshed.
  - Smart Chutes purchase: He informed the Board that final payment funding thought to have been purchased from last fiscal year was held up and the remaining balance will now come from the current year budget.
- Aspen: The Library System is looking at catalog overlay software that will create ease across the catalog and digital database searches. Mr. Conelly stated there will be costs associated with installation as well as annual maintenance fees.
- KOHA: The Library System continues to update the KOHA catalog system and has two annually.
- Printing: Systems is looking at reducing printing costs (\$800 per branch annually) by looking at other printing options for staff and public computers as the return on investment of the current software is minimal.

Internet Librarian John Andrews had lost computer connection and made a request to provide a quick update on digital library cards. Mr. Andrews stated there are approximately 6,300 digital cards as of today since the launch of them on March 20, 2020.

Trustee Holland stated it is wonderful that staff has been able to anticipate needs of the community and have gotten there first.

f) **TACCHINO TRUST UPDATE**

Director Scott referred to the staff report provided in the Board packet. He stated the Library System is working with Washoe County to attempt to complete the associated capital improvement project for Sparks and Northwest Reno Libraries while the Library System is closed.

g) **QUARTERLY FINANCIAL REPORT**

Director Scott noted that the gift fund balance is in good shape at this time. He stated the Library System has been conservative since the COVID closures and that we are planning for the worst even as we have had no word of any cuts at this time. He stated the Gift Fund balance being in good shape is an asset to the branches who may utilize them towards completion of projects.

h) **QUARTERLY STATISTICAL REPORT**

Chair Marsh noted she was interested to see how future statistical data may collected and measured in the changing environment.

Upon questioning by Chair Marsh, Director Scott stated he wants to be able to show digital usage measures from the pre-COVID environment to post-COVID closures. He also staff have done a great job maintaining personal connections to their patrons as part of the Library System's marketing campaign and programming efforts

Chair Marsh stated she wanted to thank all those who provided a report for the depth of information provided and ability to update the Board on events from the last six months. She specifically thanked, Julie Ullman, Joan Dalusung, Max Conelly, Debi Stears, and Jeff Scott.

i) **BOARD TASK REPORT**

Board discussion concluded items listed on the Board Task report will remain incomplete indefinitely during the pandemic closure phases as noted in the report.

**7) STAFF ANNOUNCEMENTS**

None

**8) PUBLIC COMMENT**

None

**9) BOARD COMMENT**

None

**10) ADJOURNMENT**

Chair Marsh adjourned the meeting at 5:41 pm.

Washoe County

Library System

Policy Manual

February 1, 2020

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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. 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 up to 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 up to two renewals. Maximum fine per item will not exceed replacement cost.

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

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

### **Lost Materials**

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

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.

- If the item is not returned, the patron owes the replacement charge.
- If the lost item is returned, the patron owes any applicable overdue fines. (Patrons will pay EITHER a replacement charge OR overdue fines for the same item)
- 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

**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
- REVISED: February 1, 2020



## 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.

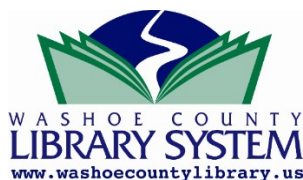
Acceptance or rejection of material for posting, exhibit or display does not imply approval or disapproval by the Library of the ideas or opinions expressed. The Library does not assume responsibility or liability for material(s) posted, exhibited or displayed in Library facilities. The Library reserves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

**TO:** Washoe County Library Board  
**FROM:** Andrea Tavener, Development and Public Information Officer  
**RE:** Acknowledgement of 4th Quarter Fiscal Year 2019/2020 Cash and Non-Cash Donations Received by the Library System Between April 1 and June 30, 2020 for a Combined Total of \$879.62  
**DATE:** August 19, 2020

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

In this acknowledgment, the list includes the names of donors from April 1, 2020 – June 30, 2020. The attached document identifies all cash donations and grants totaling \$ 879.62 and in-kind support.

As a note of record, the Washoe County Library System closed indefinitely effective March 14, 2020, due to the COVID 19 pandemic. Book drop access opened with limited hours on June 8, 2020, and the Library System offered Express Grab and Go services starting June 15, 2020. All Library events moved to a virtual platform.

**Recommendation:** Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the 4th Quarter of Fiscal Year 2019-2020.



We receive monetary and in-kind donations throughout the year that assist in providing services and materials. These donations are greatly appreciated by the Library Board of Trustees, staff and the public. The list includes the names of donors from April 1, 2020 through June 30, 2020.

**Cash Donations: \$ 879.62**

- Alec Holland - \$300.00 (SYS)
- Frank Bender Charitable Fund through the Community Foundation – \$579.62 (SYS)

**Non-Cash Donations**

- Sheriff Darin Balaam – Virtual Story Time Presenter (CC)
- Kim Burgess – Tahoe Talks (IV)
- Children’s Cabinet – Parent-Child Activities program (RN / SV)
- Community Foundation of Western Nevada - Family Estate Planning (SYS)
- Tami Covington – Virtual Program Presenter (CC)
- Historic Reno Preservation Society – HRPS programs (RN / NW)
- HRPS Speakers - Dr. Christine Johnson, Sharon Honig-Bear, Dan Theilen, Jerry Wagner, Debbie Hinman, Jim Bonar (SYS)
- Sarah Hockensmith – Virtual Program speaker (IV)
- Betts Markle – Tahoe Talks (IV)
- Maureen McBride - 3-part young writers' workshop (SS)
- Dr. Kristen McNeill – Virtual Story Time Presenter (SYS)
- Stephanie Zoncki – Virtual Story Time Facilitator for (SYS)

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

**KEY**

CC – Children’s Coordinator

TS – Technical Services

NV – North Valleys

SC – Senior Center

SS – Spanish Springs

SYS – Systemwide

DT- Duncan-Traner

NW – Northwest Reno

SO – South Valleys

SV – Sierra View

TECH - Technology

IV – Incline Village

RN – Downtown Reno

SP – Sparks

VE - Verdi

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Approval of Application by Pam Larsen for a Board  
Scholarship Not to Exceed \$2000  
**DATE:** August 19, 2020

**Background:** North Valleys Library Assistant III Pam Larsen submitted a request for reimbursement through the Library Board of Trustee Scholarship Application on July 9, 2020. Per the Library Board of Trustee Scholarship Procedure, applicants for this reimbursement must meet certain criteria in order to be eligible to receive up to \$2000 per year if funding is available and it must be approved by the Library Board.

Ms. Larsen has met the requirements and is requesting reimbursement for the full \$2000.

**Recommendation and Suggested Motion:** That the Board approve reimbursement up to \$2000 for Pam Larsen.

**TO:** Library Board of Trustees  
**FROM:** Pam Larsen, Library Assistant III  
**RE:** Library Board of Trustee Scholarship Application  
**DATE:** July 9, 2020

**Name:** Pamela Larsen

**Branch:** North Valleys

**Amount requested:** \$2000


I have been accepted to a graduate school of Library and Information Science

I have been accepted in a Librarian Certification Program

**Name of graduate school or certification program:** Master of Library and Information Science Degree at Valdosta State University in Valdosta Georgia

I have completed a year of employment (2080 hours) with WCLS and have a "Meets Expectations" or above on my most recent performance appraisal.

I have read the Scholarship Policy and agree to abide by the conditions set forth regarding repayment of the scholarship amount(s) as they relate to completion of the program and WCLS employment following completion of the program.

**Write a paragraph indicating the benefit to WCLS if you receive a scholarship:**

I have worked for the Washoe County Library System since 2005, first as a Library Assistant II and now as a Library Assistant III. In May of 2017, I completed my bachelor's degree, and in February of 2018, I received my Certification for Public Librarians from the State of Nevada. After returning from a month long Spanish emersion study abroad program in Quintana Roo, Mexico last year, I decided to return to school to get my master's degree in library science. I applied to and was accepted into the ALA accredited MLIS program at Valdosta State University in Valdosta, Georgia for the fall of 2018.

To date, I have completed ten of my library courses, which is 77 percent of my degree program, and I am on schedule to graduate next spring. This summer I am taking Electronic Resources, and in the fall I will be taking Research Methods.

Although I had taken undergraduate courses in library science, I found all of the courses I have taken to be extremely beneficial, especially the management courses, which has inspired me to concentrate my studies on the Management of Public Libraries track. I feel that continuing with my master's degree is essential not just for me but for the system, my co-workers, and our patrons.

**Recommendation:**

Date Awarded

For Administrative Use

## Degreeworks Production Environment

**Student View** AD27H1L8 as of 07/09/2020 at 06:40

<b>Student</b>	Larsen, Pamela	<b>School</b>	Graduate-Semester
<b>ID</b>	870603241	<b>Degree</b>	Master of Library/Inform Sci
<b>Level</b>	Graduate	<b>College</b>	Col of Education/Human Service
<b>Advisor</b>		<b>Major</b>	Library & Information Science
<b>Overall GPA</b>	4.00	<b>Minor</b>	

### Degree Progress



<input type="checkbox"/> <b>Master of Library Science</b>	Catalog Year: 2017-2018	GPA: 4.00
<input checked="" type="checkbox"/> Classified as a Regular Graduate Student		
<input checked="" type="checkbox"/> You meet the minimum GPA requirement		
<input type="checkbox"/> Degree Requirements	<b>Still Needed: See Major in Library Science section</b>	

<input type="checkbox"/> <b>Major in Library Science</b>	Catalog Year: 2017-2018	Credits Required: 39			
	GPA: 4.00	Credits Applied: 36			
<b>Unmet conditions for this set of requirements:</b> 39 credits are required. You currently have 36, you still need 3 more credits.					
<input type="checkbox"/> Core Courses	MLIS 7000	Foundations of Lib & Info Sci	A	3	Fall 2018
	MLIS 7100	Information Sources & Services	A	3	Spring 2019
	MLIS 7200	Management of Lib & Info Ctrs	A	3	Fall 2018
	MLIS 7300	Organization of Information	A	3	Fall 2019
	MLIS 7700	Research Methods	NA	(3)	Fall 2020
	<b>Still Needed: 1 Class in MLIS 7800</b>				
<input type="checkbox"/> Required MLIS Elective	MLIS 7440	Electronic Resources	NA	(3)	Summer 2020
<input checked="" type="checkbox"/> MLIS Electives	MLIS 7125	Genealogy for Librarians	A	3	Summer 2019
	MLIS 7220	Public Libraries	A	3	Spring 2019
	MLIS 7240	Marketing Library Services	A	3	Spring 2020
	MLIS 7250	Human Resources Management	A	3	Fall 2019
	MLIS 7260	Lead in Lib & Info Ctrs	A	3	Summer 2019
	MLIS 7422	Programming Child Young Teen	A	3	Spring 2020

<b>In-progress</b>			Credits Applied: 6	Classes Applied: 2
MLIS 7440	Electronic Resources	NA	3	Summer 2020
MLIS 7700	Research Methods	NA	3	Fall 2020

**Legend**

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any course number

**Disclaimer**

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is



Attn: Student Accounts  
 1500 N. Patterson St.  
 Valdosta, GA 31698  
 229.333.5725  
<http://www.valdosta.edu>

STATEMENT DATE	TERM	DUE DATE	AMOUNT DUE
01/06/2020	Spring 2020	01/16/2020	\$ 2,118.00

Pamela Larsen  
 1597 WESTFIELD AVENUE  
 RENO NV, 89506  
 Student ID: 870603241

### Account Summary

CHARGES		CREDITS/ANTICIPATED CREDITS	
Institutional Fee	295.00		
E-Rate Tuition Graduate	1758.00		
Technology Fee - GR Spring	65.00		
<b>Total Charges:</b>	<b>\$ 2,118.00</b>	<b>Total Credits/Anticipated Credits:</b>	<b>\$ 0.00</b>

CURRENT HOLDS	PREVIOUS BALANCE	CURRENT TERM BALANCE	AMOUNT DUE
0	\$ 0.00	\$ 2,118.00	\$ 2,118.00

### Spring 2020 Schedule

CRN	SUBJ	CRSE	SEQ	COURSE TITLE	CREDITS	DAYS	START/STOP	LOCATION	INSTRUCTOR
20774	MLIS	7422	IA	Programming Child Young Teen	3	TBA	TBA	TBA	Carruth
24470	MLIS	7240	IA	Marketing Library Services	3	TBA	TBA	TBA	Suddeth

Account charges and credits on this statement reflect information as of the statement date (no additional statements will be posted for this semester). To view activity after this statement, and the most current account balance, select "Account Activity" in the Online Student Account Center. Account balances must be paid in full by the fee payment deadline to avoid class cancellation. For information concerning fee payment, tuition and fee schedules, excess disbursement, and other related items, visit the Bursary web page at <http://www.valdosta.edu/administration/finance-admin/financial-services/students> or email questions to the Bursary at [studentaccounts@valdosta.edu](mailto:studentaccounts@valdosta.edu).

If you have a question about Financial Aid amounts posted on your student account, contact Financial Aid at 800-618-1878 (option 2), or submit an email using the "Contact Us" option from their web page at <http://www.valdosta.edu/admissions/financial-aid>.

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Approval of Fines, Fees and Charges Policy to Include Removing All Verbiage Associated with Fines Throughout the Policy, and Reduction of Time Before an Item is Determined to Be Lost to Be Effective August 20, 2020  
**DATE:** August 19, 2020

**Background:** Library closures during the COVID-19 pandemic required all industries to review processes and implement changes to better serve the people in their communities during the crisis and following the extended duration of time that has yet to be determined.

Public libraries strive to serve our citizens, and a healthy collection is part of that process. The primary goal of the Washoe County Library System is to have materials returned in a timely manner in order to serve our community. In light of these tumultuous times, the Library System believes that the elimination of fines supports our goal while providing some semblance of relief and access to our patrons.

These changes will create a consistent positive user experience throughout the system.

The Policy Review and Leadership Teams recommend approval to the revisions completed to the Fines, Fees and Charges Policy. Changes noted are:

- Removal of the word “Fines” from the title
- Removal of all language associated with fines from the policy
- Addition of the goal statement
- Reduction of time from 52 days to 30 days before an item not returned moves to the lost category.
- Addition of the revised date to the bottom of the document

**Recommendation and Suggested Motion:** Approve the Fees and Charges Policy, effective August 20, 2020.



## **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 ~~finer and~~ fees that may be imposed pursuant to NRS Chapter 379.

Public libraries strive to serve our all citizens, and a healthy collection is part of that process. Our primary goal is to have materials returned in a timely manner in order to serve our community.

All patrons will be held responsible for lost materials. 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 up to 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 up to two renewals. Maximum fine per item will not exceed replacement cost.~~

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

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

### **Lost Materials**

'Lost materials' are items that have been overdue for 5430 days.

(Add some statement that Public libraries strive to serve all citizens, a healthy collection is part of that process. It is not our intent to penalize citizens, but to have materials returned in a timely manner to serve all users)

Public libraries strive to serve our citizens, and a healthy collection is part of that process. Our primary goal is to have materials returned in a timely manner in order to serve our community.

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.

- If the item is not returned, the patron owes the replacement charge.
- ~~If the lost item is returned, the patron owes any applicable overdue fines. (Patrons will pay EITHER a replacement charge OR overdue fines for the same item)~~
- 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

**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  
REVISED: February 1, 2020  
REVISED: August 20, 2020



## FEES AND CHARGES POLICY

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**Public libraries strive to serve all citizens, and a healthy collection is part of that process. Our primary goal is to have materials returned in a timely manner in order to serve our community.**

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

### Lost Materials

'Lost materials' are items that have been overdue for 30 days.

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.

- If the item is not returned, the patron owes the replacement charge.
- 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.

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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

**Fees and charges may be adjusted by the branch manager or her/his designee.**

**APPROVED: February 15, 2006**  
**REVISED: June 21, 2012**  
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**REVISED: October 16, 2014**  
**REVISED: December 8, 2016**  
**REVISED: September 20, 2018**  
**REVISED: February 1, 2020**  
**REVISED: August 20, 2020**

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Library Director's Update  
**DATE:** August 19, 2020

### **Grab and Go/Drive Through Services**

Grab and Go/Drive Through Services continue to go well. Staff have really mastered the process and the public understands the procedure and the need. We have 100% mask compliance even though we still occasionally receive negative feedback. Library Managers are currently reviewing their schedules to add days starting after Labor Day. The Goal is to provide varying hours in the evening and the weekend since that is the biggest request for services.

We recently extended our book return hours to Monday through Friday and we have been encouraging patrons to return their items.

Partnership Libraries will continue to remain closed as we are working closely with the school district on safe practices. Verdi Lockers will soon be available, and Gerlach Library will soon provide Grab and Go Services.

### **Washoe County Library Safe Reopening Plan Revision**

I am also revising our reopening plan since some of the guidelines have changed. I am monitoring the Washoe Covid site <https://covid19washoe.com/> as well as the Nevada Independent Site: <https://thenevadaindependent.com/coronavirus-data-nevada> and using Governor Sisolak's Guidelines <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/08/Road-to-Recovery.pdf>

A county is flagged for elevated disease transmission if it meets two of the three criteria in consecutive weeks:

- Average number of tests per day (per 100,000) < 150
- Case rate (per 100,000) > 200
- Case rate (per 100,000) > 50 AND testing positivity > 7.0%

Washoe County is meeting with state officials on a weekly basis to work on mitigation issues. We will monitor this situation with the overall plan to determine best safe practices.

### **Washoe County Best Places to Work Survey: 81.2 for Library**

Washoe County has conducted a Best Places to Work Survey the last few years. This year, the survey was broken out by County Department. Washoe County Library scored an 81.2 in their survey which indicates Washoe County Library System is one of the best

places to work in Northern Nevada. Organization just need to score above an 80 to be considered a Best Places to Work. I have the information from the county and will be sharing that at a future board meeting after our Leadership Team has a chance to review it. While this is a great score and I am very proud of the work we have done to make this library a great place to work, there is always work to do. I am looking forward to making the library an even better place to work.

### **Washoe County Strategic Plan: Vulnerable Population**

I have been asked to lead on the Washoe County Strategic Initiatives for Vulnerable Populations. As you know, the library is often at the forefront on assisting those who are vulnerable in Washoe County from the Houseless, to the food insecure, and many others. We hope to play a key role in assisting the county for next steps in this important initiative.

### **Frozen Positions**

As a result of the hiring freeze, Washoe County Library System currently has 11 positions frozen. This is a cost savings to the county of \$663,884 or 6% of the library's budget. These are uncertain times. I am grateful that Washoe County has unfrozen key library management positions and we are in the hiring process for those. This includes our Library Technology Manager position previously held by the now retired Nancy Keener. We are watching the budget closely in key areas and are prepared to make adjustments as we get more information.

### **Student Newsletter Enhancement**

The student newsletter will be going out with special instructions for obtaining digital access. Students cannot get a physical card at this time, so we will encourage signing up for a Digital Card. We will continue to import student records into KOHA. We will then add them to the distribution list of a special student digital newsletter and encourage them to get a card.

### **Summer Reading Prizes**

Summer Reading Prizes will start going out on August 3rd (prizes and book vouchers) as part of Grab and Go and Drive-Through services.

### **Grab Bag of Books**

Though some patrons have expressed their desire to browse the collection, we aren't quite ready for that yet. However, we are experimenting with a "Grab Bag" in place of browsing. These will be gift wrapped books with a common theme. Patrons have been thrilled with this addition!

**Public Access Computing Options (CARES project)**

We will be receiving funding from the Nevada State Library through the CARES Act. This funding will allow us to experiment with public access computing safely. We are still working out the details of that plan. It should allow patrons limited internet access and printing ability.

**Other Updates**

- Our Jail Library Services Grant was recently approved by the Nevada State Library. This will allow us to create an opening day collection at the Jail Library. The Detention Center is also in the process of hiring a Detention Center Library Aide.
- We are currently working with the librarians at the Washoe County School District to explore options for providing safe library services at the schools.
- Our Capital Improvement Projects were approved by the County. We are planning for both Sparks and Northwest renovations. These projects will likely not be underway until the Fall.

# Washoe County Library System

# SUMMER READING ADVENTURE

June 1 - July 31, 2020



Imagine Your Story

Reading Logs Distributed

23,800

Minutes Read\*

343,525



Registration\*

889

Badges Earned\*

3,761

Books Read\*

2,444



Virtual Event Attendance

All Ages - Cumulative Views

Live & On Demand

June/July 2020

43,343



SUMMER LEARNING = SCHOOL READINESS!



\*Beanstack/Online Participation

Connect, Gather, Explore

WASHOE COUNTY LIBRARY SYSTEM washoecountylibrary.us



# Washoe County Library System SUMMER READING ADVENTURE!

June 1 - July 31, 2020

**Congratulations!**

Imagine  
Your Story

You have earned a free book!

Bring this voucher to any Washoe County Library System location to claim your free book(s) when we FULLY REOPEN.  
Please check our website for more information & updates. [www.washoecountylibrary.us/reopen](http://www.washoecountylibrary.us/reopen)

**Connect, Gather, Explore**

WASHOE COUNTY LIBRARY SYSTEM [washoecountylibrary.us](http://washoecountylibrary.us)

# Washoe County Library System ¡AVENTURA DE LECTURA DE VERANO!

1° de junio - 31° de julio, 2020

**¡Felicidades!**

Cuéntame  
tu historia

¡Te has ganado un libro gratis!

Lleva este cupón a cualquier sucursal del Sistema de Bibliotecas del Condado de Washoe para reclamar tu (s) libro (s) gratis cuando ABRIMOS TOTALMENTE.  
Consulte nuestro sitio web para obtener más información y actualizaciones. [www.washoecountylibrary.us/reopen](http://www.washoecountylibrary.us/reopen)

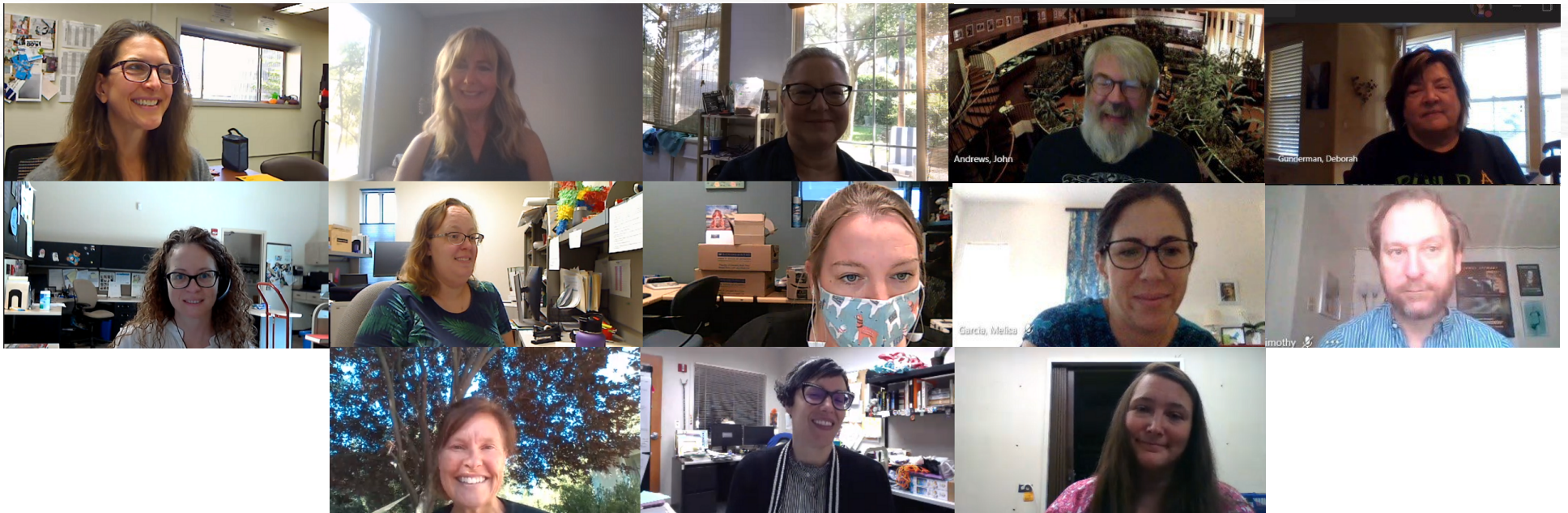
**Connect, Gather, Explore**

WASHOE COUNTY LIBRARY SYSTEM [washoecountylibrary.us](http://washoecountylibrary.us)



*Here is Your*

# Youth Services & Library *Virtual* Events Team!



**Providing virtual event opportunities that focus on art, cultural, STEAM and educational enrichment.**

**TO:** Washoe County Library Board  
**FROM:** Jeff Scott, Library Director  
**RE:** Tacchino Trust Expenditure Update  
**DATE:** August 19, 2020

**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.

There were no expenditures for the months of July 2020.

To date, Tacchino Trust funds has expended a total of \$471,768.72 with \$99,999.18 of those funds spent on Children's Materials.

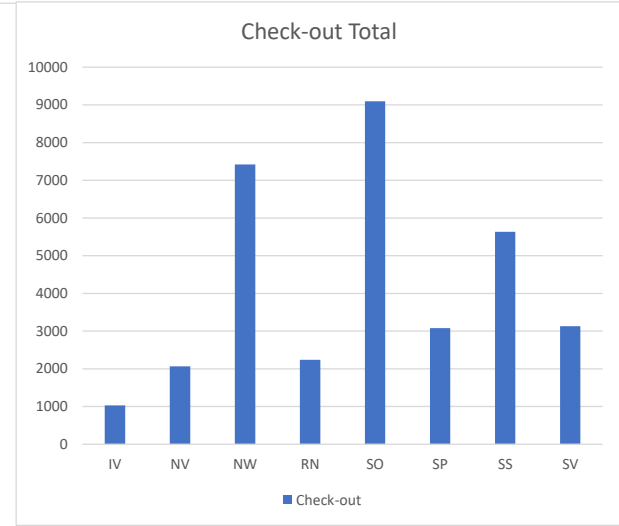
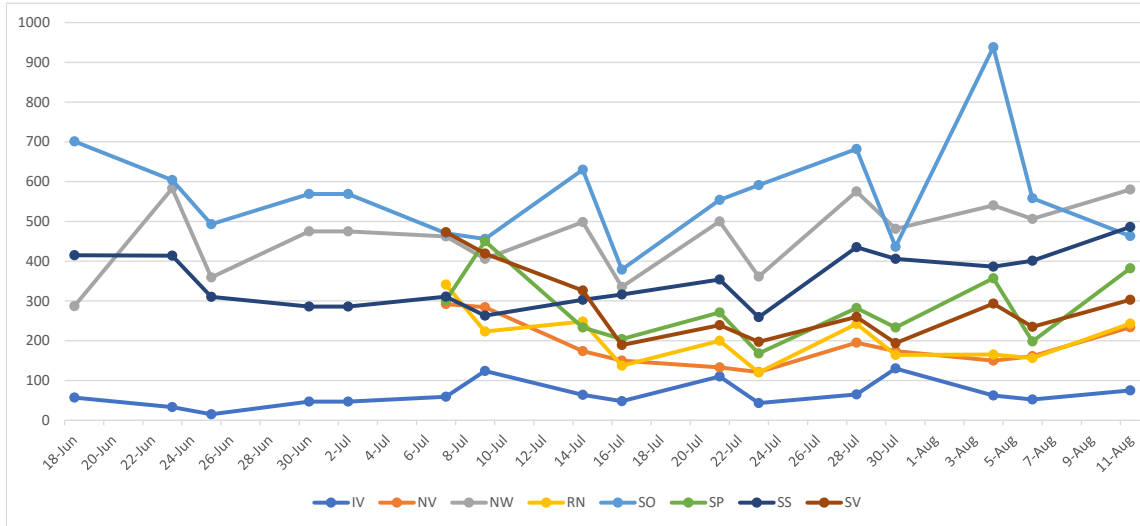
The total Tacchino Trust funds available the beginning of August 2020 is \$440,481.28.

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

Washoe County Library System Drive Thru and Grab and Go Services Check-out Statistics  
 Started June 16, 2020

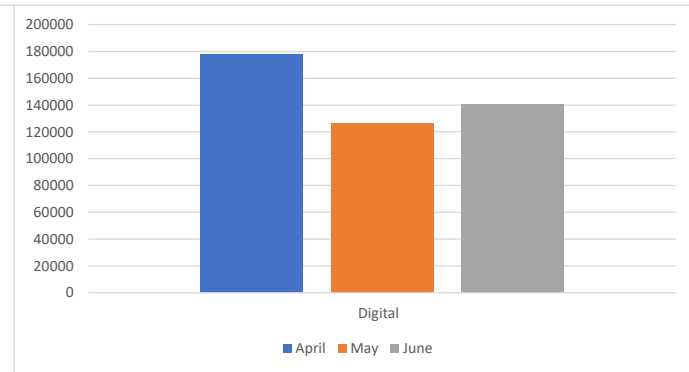
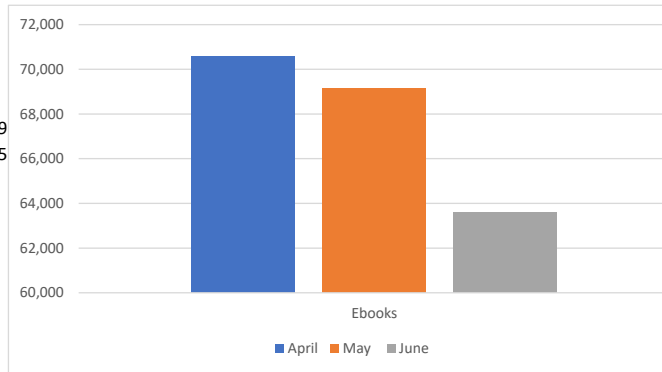
	18-Jun	23-Jun	25-Jun	30-Jun	2-Jul	7-Jul	9-Jul	14-Jul	16-Jul	21-Jul	23-Jul	28-Jul	30-Jul	4-Aug	6-Aug	11-Aug	Total
IV	57	33	15	47	47	59	124	64	48	110	43	65	130	62	52	75	1031
NV						292	284	174	150	133	121	195	174	150	161	234	2068
NW	287	583	359	475	475	462	406	498	335	500	361	575	481	540	506	580	7423
RN						341	223	248	137	200	120	242	164	165	156	243	2239
SO	701	604	493	569	569	470	456	630	379	554	591	682	436	938	558	463	9093
SP						301	450	233	204	271	168	282	233	357	198	382	3079
SS	415	414	310	286	286	311	263	303	316	354	259	435	406	386	401	486	5631
SV						473	419	326	189	239	197	260	194	293	235	303	3128

	June / July 2020 WhoFI	
	July 2020	June 2020
Total Session Count	6402	6078
Total Visits	5078	4914
Unique Visitors	1563	1468



Digital Branch Visits

	April	May	June
Ebooks	70,576	69,151	63,619
Digital	178,102	126,319	140,365



# 4 th QUARTER FINANCIAL REPORT

April 1, 2020 - June 30, 2020

<b>FWCL ALLOCATION GIFT FUND BALANCES</b>		<i>FWCL Allocations are provided annually between Nov and Jan dependent upon yearly book sales totals</i>										
		<b>Donations</b>			<b>Donation</b>	<b>Expenditures</b>			<b>Expenses</b>	<b>Difference</b>		
		<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>	<b>Balance</b>		
Friends Allocation 2020	\$ 100,000.00											
Friends Carryover	\$ 76,328.67											
<b>TOTAL ALL FRIENDS</b>	<b>\$ 176,328.67</b>											
<b>TECH:Technology (38%)</b>												
Carryover	\$ 50,674.49											
2020 Allocation												
<b>TOTAL START</b>	<b>\$ 34,830.56</b>											
Expenses prior to												
Makerspace Supplies		\$ -	\$ -	\$ -	\$ -				\$ -			
Tech Supplies		\$ -	\$ -		\$ -				\$ -			
System Office OTHER												
		See Schedule B										
Totals		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -				
	<b>\$ 50,674.49</b>								<b>\$ -</b>	<b>\$ 34,830.56</b>		
<b>TS:Materials (32%)</b>												
Carryover	\$ 20,290.50											
2020 Allocation	\$ 32,000.00											
<b>TOTAL START</b>	<b>\$ 52,290.50</b>											
Technical Services Material Budget encompasses all Friends of Washoe County Library Allocations and donations to Gift Funds for materials for all Library Branches.												
Friends allocations are generally expended between the months of May and July each year when County expenditures cease between fiscal budget years.												
<b>Programs (9%)</b>												
Carryover	\$ 13,132.64											
2020 Allocation												
<b>TOTAL START</b>	<b>\$ 13,432.64</b>											
Expenses prior to Current Qtr	\$ -											
Programs Payments		\$ -		\$ -	\$ -	\$ 1,050.00		\$ 1,850.00	\$ 2,900.00			
Totals		\$ -	\$ -	\$ -		\$ 1,050.00	\$ -	\$ 1,850.00				
	<b>\$ 13,432.64</b>					<b>\$ -</b>			<b>\$ 2,900.00</b>	<b>\$ 10,532.64</b>		
<b>Marketing (7%)</b>												
Carryover	\$ 11,517.73											
2020 Allocation												
<b>TOTAL START</b>	<b>\$ 11,517.73</b>											
Expenses prior to Current Qtr												
Program Supplies					\$ -				\$ -			
Social Media/Subscriptions					\$ -				\$ -			
SWAG					\$ -		\$ 102.12		\$ 102.12			
Operating Supplies				\$ 1,000.00	\$ 1,000.00		\$ 479.84		\$ 479.84			
Totals		\$ -	\$ -	\$ 1,000.00		\$ -	\$ 581.96	\$ -				
	<b>\$ 11,517.73</b>					<b>\$ 1,000.00</b>			<b>\$ 581.96</b>	<b>\$ 11,935.77</b>		
<b>FRIENDS SUBTOTAL</b>	<b>\$ 59,780.93</b>	<i>TS Not Inc.</i>									<b>\$ 3,481.96</b>	<b>\$ 57,298.97</b>



# 4 th QUARTER FINANCIAL REPORT

April 1, 2020 - June 30, 2020

<b>BRANCH GIFT FUND TOTALS</b>		<i>Gift Funds are not maintained on any cycle, but on a continuous basis, until fully expended</i>									
	Beginning Balance	Beginning Balance	Donations			Donation	Expenditures			Expenses	Ending Balance
		4/1/2020	April	May	June	Total	April	May	June	Total	
<b>(SYS) SYSTEMWIDE</b>	\$ 653,246.01										
UN-DESIGNATED		\$ 2,133.34			\$ 879.62	\$ 879.62	\$ -			\$ -	\$ 3,012.96
BOOK BAG SALES		\$ 2,093.50			\$ 4.00	\$ 4.00				\$ -	\$ 2,097.50
DISTRICT 3		\$ 500.00				\$ -				\$ -	\$ 500.00
HEADPHONE SALES		\$ 2,344.00			\$ 15.00	\$ 15.00				\$ -	\$ 2,359.00
FWCL HOLDING		\$ 728.39				\$ -				\$ -	\$ 728.39
INTEREST		\$ 6,912.22	\$ 1,048.68	\$ 1,172.20	\$ 1,555.02	\$ 3,775.90				\$ -	\$ 10,688.12
TACCHINO		\$ 218,367.28				\$ -				\$ -	
FURN, FIX & EQUIP		\$ 218,367.28				\$ -				\$ -	
MATERIALS		\$ 200,000.00				\$ -				\$ -	
TACCHINO TOTAL						\$ -					\$ 418,367.28
WHYMAN (BOOK PAGES)		\$ 1,800.00				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00
<b>Totals</b>			\$ 1,048.68	\$ 1,172.20	\$ 2,453.64		\$ -	\$ -	\$ -		\$ 439,553.25
<b>(RN) DOWNTOWN</b>	\$ 5,198.74										
UN-DESIGNATED		\$ 2,158.83			\$ 7.70	\$ 7.70				\$ -	\$ 2,166.53
BENNETT		\$ 3,039.91				\$ -				\$ -	\$ 3,039.91
<b>Totals</b>			\$ -	\$ -	\$ 7.70		\$ -	\$ -	\$ -		\$ 5,206.44
<b>(DT) DUNCAN/TRAI</b>	\$ 1,544.58										
UN-DESIGNATED		\$ 659.33		\$ -	\$ -	\$ -				\$ -	\$ 659.33
BERKBIGLER		\$ 885.25	\$ -	\$ -	\$ -	\$ -				\$ -	\$ 885.25
<b>Totals</b>			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ 1,544.58
<b>(IV) INCLINE VILLA</b>	\$ 15,897.51										
UN-DESIGNATED		\$ 12,124.00			\$ 14.00	\$ 14.00		\$ 34.87	\$ 30.00	\$ 64.87	\$ 12,073.13
ROSENBERG		\$ 100.00				\$ -				\$ -	\$ 100.00
SMALLWOOD		\$ 3,673.51				\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,673.51
<b>Totals</b>			\$ -	\$ -	\$ 14.00		\$ -	\$ 34.87	\$ 30.00		\$ 15,846.64
<b>(NV) NORTH VALLE</b>	\$ 4,939.51										
UN-DESIGNATED		\$ 2,069.64			\$ 2.75	\$ 2.75				\$ -	\$ 2,072.39
WEBER		\$ 1,800.00				\$ -				\$ -	\$ 1,800.00
HYDRATION STATION		\$ 1,069.87								\$ -	\$ 1,069.87
<b>Totals</b>			\$ -	\$ -	\$ 2.75		\$ -	\$ -	\$ -		\$ 4,942.26
<b>(NW) NORTHWEST</b>	\$ 5,011.74										
UN-DESIGNATED		\$ 4,951.16			\$ 39.85	\$ 39.85				\$ -	\$ 4,991.01
GALLERY		\$ 60.58				\$ -			\$ -	\$ -	\$ 60.58
<b>Totals</b>			\$ -	\$ -	\$ 39.85		\$ -	\$ -	\$ -		\$ 5,051.59

# 4 th QUARTER FINANCIAL REPORT

April 1, 2020 - June 30, 2020

<b>BRANCH GIFT FUND TOTALS</b>										
<i>Gift Funds are not maintained on any cycle, but on a continuous basis, until fully expended</i>										
	Beginning Balance	Beginning Balance 4/1/2020	Donations			Total	Expenditures			Ending Balance
			April	My	June		April	May	June	
<b>(SC) SENIOR CENTE</b>	\$ 1,045.55									
UN-DESIGNATED		\$ 1,045.55				\$ -	\$ -		\$ -	\$ 1,045.55
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 1,045.55
<b>(SV) SIERRA VIEW</b>	\$ 7,351.07									
UN-DESIGNATED		\$ 7,351.07			\$ 98.60	\$ 98.60			\$ -	\$ 7,449.67
Totals			\$ -	\$ -	\$ 98.60		\$ -	\$ -	\$ -	\$ 7,449.67
<b>(SO) SOUTH VALLE</b>	\$ 15,840.65									
UN-DESIGNATED		\$ 14,477.36			\$ 165.57	\$ 165.57	\$ 104.97	\$ 44.97	\$ 149.94	\$ 14,492.99
GALLERY		\$ 486.79				\$ -			\$ -	\$ 486.79
STEAM		\$ 876.50			\$ 5,000.00	\$ 5,000.00	\$ 1,051.74		\$ 1,051.74	\$ 4,824.76
Totals			\$ -	\$ -	\$ 5,165.57		\$ 1,051.74	\$ 104.97	\$ 44.97	\$ 19,804.54
<b>(SS) SPANISH SPRIN</b>	\$ 16,439.19									
UN-DESIGNATED		\$ 13,880.80			\$ 47.50	\$ 47.50		\$ 47.99	\$ 47.99	\$ 13,880.31
KERMOADE		\$ 58.39				\$ -			\$ -	\$ 58.39
HARTUNG		\$ 2,500.00				\$ -			\$ -	\$ 2,500.00
Totals			\$ -	\$ -	\$ 47.50		\$ -	\$ -	\$ 47.99	\$ 16,438.70
<b>(SP) SPARKS</b>	\$ 21,005.97									
UN-DESIGNATED		\$ 21,005.97			\$ 51.82	\$ 51.82			\$ -	\$ 21,057.79
Totals			\$ -	\$ -	\$ 51.82		\$ -	\$ -	\$ -	\$ 21,057.79
<b>(VE) VERDI</b>	\$ 304.28									
UN-DESIGNATED		\$ 304.28	\$ -			\$ -	\$ -	\$ -	\$ -	\$ 304.28
Totals			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 304.28
<b>ANCH GIFT TOTALS:</b>		\$ 791,746.80	\$ 1,048.68	\$ 1,172.20	\$ 7,881.43		\$ 1,051.74	\$ 139.84	\$ 122.96	\$ 538,245.29
<b>GRAND TOTAL GIFT FUNDS</b>										\$ 679,204.05

# LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6f

FY2019/20

DATE ASSIGNED	TRUSTEE	TASK / AGENDA ITEM REQUESTED	ANTICIPATED COMPLETION	DATE COMPLETED
9/18/19	Chair Holland	Regular updates on Library progress towards 2024 Tax Initiative – <span style="color: blue;">From June 2020: need to start messaging by November 2021, after getting a sustainable plan from CDC on how to keep services safe</span>	<del>To be determined</del> <span style="color: blue;">once new Strategic Plan is created</span>	
9/18/19	Vice Chair Marsh	Created Adhoc committee consisting of herself and Trustee Parkhill to determine metric in which Library Director should be evaluation upon to present for recommendation. From June 2020: plan to address at physical meeting after reopening in Phase IV of State Reopening Plan	<del>October November 2019 Feb 2020</del> <span style="color: blue;">by June 2020 – CLOSED COVID – TBD for next physical Board meeting</span>	