



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JULY 15, 2015
4:00 P.M.**

**Sierra View Library
4001 S. Virginia Street
Reno, NV 89502**

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

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

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

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

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

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

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

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) *For Possible Action:* Approval of Minutes from the Library Board Meeting of June 17, 2015
- 4) Old Business
 - a. *For Possible Action:* Appointment/Reappointment of Board Liaisons and Committees
- 5) New Business
 - a. *For Possible Action:* Identification of Desired Qualities in the Next Library Director, Opportunities or Challenges He or She May Face , and Any Other Information Deemed Helpful for a Successful Recruitment (Appearance by Mike Tanner of Strategic Government Resources)
 - b. *For Possible Action:* Status Report on the Library Materials Budget
 - c. *For Possible Action:* Annual Review of and Possible Direction to Staff Regarding WCLS Policies
 - d. *For Possible Action:* Approval of Revised Posting, Exhibit, and Display Policy
 - e. *For Possible Action:* Acknowledgement of Donations Received Between April 1 and June 30, 2015
 - f. *For Possible Action:* Acknowledgement of Director-Approved Gift Fund Purchases Between January 1 and June 30, 2015
- 6) Reports
 - a. Library Director's Report to Include Administration and Collaborations, Programs and Activities
 - b. Sierra View Library Programs, Activities and Operation
 - c. Friends Activities – (*No meeting was held in July 2015*)
 - d. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
 - e. Monthly Library Usage
 - f. Online Resources Usage
- 7) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 8) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 9) Adjournment

LIBRARY BOARD OF TRUSTEES MEETING MINUTES
June 17, 2015

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

Vice Chair Stoess called the meeting to order at 4:03 p.m.

ROLL CALL

Board Members Present: Al Stoess, Fred Lokken, John Kupersmith, Derek Wilson via conference call, Sara Sattler arrived at 4:05 p.m.

County Staff Present: Assistant District Attorney Herb Kaplan, Training and Development Manager Kathy Hart

Public Present: Trinity Wrights, Tevien Porter, Minister Lou (*unable to read last name*), Reverend Don Butler, Cami Hawkins, Dr. Greg Juhl, Susan Ke Lee, Susan Robinson, Morgan Gottier, De Ann Radcliffe, George Hardaway, Marilyn Jones, Darryl Feemster, Dolores Feemster, Petra Segraves, Frank Perez, Van Tieu, Don Gallimore, Pat Gallimore, Roberto Nerey, Theresa Navarro, Carlis Lloyd

PUBLIC COMMENT

Darryl Feemster, lifetime resident of northeast Reno is concerned about Agenda Item 5 regarding Duncan-Traner Library closing. He said that the branch is used to maximum capacity by the lowest income community in Washoe County when it is open. He stated the residents of this community do not have transportation and use the library during the summer months the hours it is open. He stated the the new principal at Glenn Duncan School has done great job in creating the STEM academy and getting the kids involved in academics. He said if not for the joint use-agreement, the library would close the full length of summer without academic and educational resources access for parents and their children. He would like the library to seriously consider the impact closing it would have on that community.

Reverend Don Butler, local pastor and resident since 1966, has lived in the neighborhood for over 30 years across the street from the library. All of his children graduated from Hug High School, and he has a grandson who will be going to school next door to the library. He echoed what Mr. Feemster said about the community desperately needing the library. He said the library is heavily used and is in one of the poorest communities, and the residents do not have transportation. He, too, asked that the community impact of closing the library be considered.

Don Gallimore, Reno resident for 35 years currently living in northwest Reno, stated the potential closure was a surprise. He understands that most of the books are free or have some sort of maintenance fee, although he is not sure of the actual amount, and for most part the library is well used. He asked that the library hold off closure or try to understand that there are some people in the community interested in helping to foot some of the bills for maintenance and salaries to try to ensure it remains for a community that is starving for information.

Frank Perez, who works at a Title 1 elementary school and is a UNR student, stated that this library is crucial to the community. He asked that staffing resources be pulled from somewhere else.

Roberto Nerey-Diaz stated he has been in that community since 1976 and he is very proud of it. He said that closing the Duncan-Traner Library would take away the only thing that the local students have to direct them to an education and learn to become responsible. The library allows them to learn and research and do homework. He said that he used that library four years ago with a tutor so that he could graduate from the university. He said that libraries are an educational alternative and taking it away would be detrimental not only to the kids in that area, but their families.

Susan Robinson, Northern Nevada Literacy Council Executive Director, informed the Board that NNLC is a school for adult learners located on the corner of Wedekind and Centennial, which is near Duncan and Traner schools. They educate adults and provide free classes for them to pass the HSE testing (*formally known as GED*) and are great partners with the Library System. She said they were just awarded a large United Way grant to work with libraries to increase library usage with the goal of having more children read at proficiency level by third grade. They are working with the neighborhood people and children to go to the library. They are focusing on the library and really do not want it to close. They have provided ESL classes at Traner Middle School and have had a great response from parents. NNLC has some programs for the summer, encouraging parents to read with their children. It is a really rough neighborhood with kids just running around, and they need positive things to do. She said that if there is anything their school can do to help the library, like a book drive, to let them know.

Dee Ann Radcliffe, Verdi resident, stated she has always lived in Reno and is a major library user, going with her children at least once a week. She states that a holds-only approach would limit access and not be beneficial to her children. They frequently have 40-50 items out per week on her card. She said that first and fourth graders are required to read every night and her children are huge readers. She said her nine-year-old has read at least 10 books last week from the library shelf. She said she can view the books on the shelf to determine if they are appropriate for her children and receives recommendations from staff. Closing the library would be a loss to the community. The library was created in partnership with the Department of Wildlife and the School District, along with a grant to build a community center, and losing the library would close access to the community center also. She implored the Board to not close the Verdi Library.

Cami Hawkins, Verdi resident and teacher at Verdi Elementary, noted that they have access to library books that she and her students would not have if the library were to close. As a parent she goes there often to enjoy the library. Closing the library would impact families. She stated she would be willing to work at the library on Wednesday nights or do whatever is needed to keep the library open.

Morgan Gottier, Verdi resident and PFA president, stated closure would be detrimental to students. Her daughter, who is in second grade, reads at a third-grade level because she goes to the library. As the PFA president, she said they don't have a large budget but would be willing to add to it to help keep the library open. She stated that the students love going to the library and feels it would be detrimental to her daughter's learning if they were not able to do that on a daily basis. She said they go at least three times a week.

Patricia Gallimore, NAACP President, stated that both libraries are important to their communities. She said that access to transportation is an issue and that access to computers is important to seniors. She said that she has grandchildren in both communities who would not be able to get out and get books. She stated she believes that libraries should be maintained and in all communities. They are a resource center and a place for kids to learn, and to read a book outside.

Theresa Navarro, member of Guiding a New Generation, stated that she is a community activist in Reno and works with many families in the Duncan-Traner area. She believes the library it is very important to the whole community, not just the kids, as a lot of parents go there to learn English and they do it at libraries where they can get books and be surrounded by people. Libraries are very important to the community and are needed.

George Hardaway, community leader and retired WCSO educator of 36 years, stated that he has worked in northeast Reno for over 35 years and is totally committed to make sure every child in that area has access to resources. He says it is important that the community realize the importance of resources and facilities where they can be accommodated and is really upset about the possibility these young people will not have the opportunity to access the library and its resources. He stated he hopes the Library can find resources to keep the Glenn Duncan branch open.

Petra Segraves said she doesn't understand how we can close libraries. She said libraries are a place where people gather and talk. She asked how someone can be so ignorant as to close libraries. She said there is a large Hispanic population where parents do not speak English and they go to the library as well as take computer classes.

Carlis Lloyd, retired court clerk/community citizen, stated she grew up in northeast Reno and had no access to a library as a little girl, only when she went to high school. She said residents of that community don't have the transportation to go outside their communities to other libraries, and that is the only source of knowledge they have. She supports all other comments made so far.

Director Maurins read a letter (*see attachment A*) from Heather Cook into the public record regarding the Verdi Library. Her letter recommends reducing the open public hours to Wednesday afternoon and evening in lieu of closing the branch.

APPROVAL OF MINUTES

Trustee Wilson noted the first bullet, second sentence on page six should read, "The Library has completed additional studies"

On motion by Trustee Lokken, seconded by Trustee Kupersmith, which motion duly carried, the Board approved the minutes from May 20, 2015.

OLD BUSINESS

REVIEW AND APPROVAL OF SUMMARY LETTER OF DIRECTOR'S JOB PERFORMANCE

The Library Board reviewed the information submitted in the packet.

Upon questioning by Chair Sattler regarding her personal comments and opinion in the second to last paragraph in the letter, Deputy District Attorney Kaplan stated he believed the letter could say whatever the Board wanted.

Trustee Kupersmith stated he felt that Chair Sattler's summary of his remarks from the last meeting, although not worded exactly, was satisfactory.

Trustee Lokken thanked Trustee Stoess for his thorough review of the key elements during last month's meeting, noting they made it easier to summarize the Director's ratings.

On motion by Trustee Lokken, seconded by Trustee Kupersmith, which motion duly carried, the Board approved the summary letter to the Library Director as written. All in favor, none opposed.

APPROVAL OF A PROCESS AND TIMELINE TO RECRUIT AND APPOINT THE NEXT LIBRARY DIRECTOR

The Library Board reviewed the information submitted in the packet.

Director Maurins briefly clarified the following dates from the recruitment timeline provided by Michael Tanner from Strategic Government Resources (SGR):

- September 16, 2015 – this is the date of the scheduled September Board meeting. SGR would spend two to three days with the Trustees and other Stakeholders to finalize a written questionnaire and online interview questions.
- September 28 - October 6, 2015 – the Board would not meet as a group until October 7, 2015, which would require a special meeting to review final candidates.
- November 3, 2015 – the date for a panel of five to seven stakeholders (including perhaps one or two Trustees) who would interview the finalists.

- November 4, 2015 – the date of a special Board meeting to discuss the top candidates and make a tentative selection.

Director Maurins initial proposed list of stakeholders included:

- President of the Friends of WCL
- One to two Friends members
- Kevin Schiller, Assistant County Manager or John Slaughter , County Manager
- Commissioner Kitty Jung
- Grady Tarbutton, Senior Services Director
- Susan Robinson, Northern Nevada Literacy Council Director
- Karen Barsell, United Way of Northern Nevada Director
- Senior Administrator from the Washoe County School District
- Arnie Maurins, Library Director

The Board discussed adding the following representatives to the stakeholder list:

- UNR Library dean or senior administrator
- Representative from the minority community, such as Susan Robinson, who spoke during public comment.
- Two WCLS branch managers
- Senior administrator from Truckee Meadows Community College
- City Mayors

Director Maurins reviewed the full list of proposed stakeholders, included those added. Mr. Tanner of SGR did not supply a recommendation on the size of the stakeholder list and although the list is long, it may be reduced by lack of availability of those invited to participate. The final list includes:

- President of the Friends of WCL
- One to two Friends members
- Kevin Schiller, Assistant County Manager
- Grady Tarbutton, Senior Services Director
- Commissioner Kitty Jung
- John Slaughter, County Manager
- Susan Robinson, Literacy Council
- Karen Barsell, United Way of Northern Nevada Director
- Traci Davis, Washoe County School District
- Kathlin Rae, University of Nevada-Reno
- Representative from EDAWN
- Representative from the Law Library
- Reno City Mayor
- Sparks City Mayor
- Scottie Wallace, Downtown Reno Managing Librarian
- Corinne Dickman, Sparks Managing Librarian
- Arnie Maurins, Library Director

Upon questioning by the Board, Director Maurins clarified the following:

- The Library Board of Trustees, not the Board of County Commissioners, has the final approval to appoint the new Library Director.
- The recruitment timeline allows for an approximate two-week overlap in which Director Maurins would work with his replacement to help acclimate him or her.

Upon questioning by the Board, Kathy Hart, Training and Development Manager, clarified the following:

- The process is designed to hold off the release of candidate information and names until necessary.
- The candidate information would become public once the agenda is posted for the meeting at which candidates were to be interviewed.
- The recruitment is not scheduled to be launched until July 31, 2015. The earliest County Human Resources would receive any names would be August 2015.

Trustee Lokken noted that the list of stakeholders should reflect categories instead of names until they know who is available to participate.

Director Maurins advised the list will likely be reduced based on availability of those invited to become a stakeholder. He also recommended the Board make separate motions when approving the process and list of stakeholders.

On motion by Trustee Lokken, seconded by Trustee Stoess, which motion duly carried, the Board approved the process and timeline to recruit and appoint the next Library Director as discussed and modified. All in favor, none opposed.

On motion by Trustee Lokken, seconded by Trustee Stoess, which motion duly carried, the Board approved the identification of the stakeholders listed above. All in favor, none opposed.

NEW BUSINESS

DIRECTION TO STAFF TO PURSUE TERMINATION OF TWO INTERLOCAL AGREEMENTS INVOLVING THE WASHOE COUNTY LIBRARY SYSTEM, THE WASHOE COUNTY SCHOOL DISTRICT, AND THE NEVADA DEPARTMENT OF WILDLIFE, AS APPLIED TO THE JOINT-USE LIBRARIES AT THE DUNCAN STEM ACADEMY AND THE VERDI ELEMENTARY SCHOOL

The Library Board reviewed the information submitted in the packet.

Director Maurins started off this agenda item by stating the following:

- This agenda item is not requesting the Board to approve termination of any agreements today. This item asks for approval to do necessary work to pursue termination. There are a series of legal and financial obligations to consider before a decision of this magnitude is able to be made and acted upon.

- This item is not a new issue. These closures were recommended in the Facility Master Plan adopted by the Board in December 2014. This issue surfaced three and five years ago as well.
- No one who works in a library wants to close any library. Philosophically and emotionally it goes against everything librarians believe in. However, as the stewards of public tax dollars, the Library is obligated to allocate those dollars and resources responsibly.
- The Library will look into terminating any agreements as objectively as possible.
- People will perceive what they choose, but the Library is obligated to make decisions that benefit the entire Library System.
- Termination of these two agreements could result in the re-allocation of approximately 2 full time employees and other resources. This re-allocation of hours could provide outreach to more schools and educational groups than the Library is currently able to do.
- If Duncan-Traner and Verdi closed as public libraries, both communities would still have resources available for the residents.
- The school libraries would remain open and would retain the books in those partnership branches, as was done when Billingshurst Elementary, Mendive Middle and Galena High School Partnership Libraries were closed.
- Duncan-Traner and Verdi students would still have the same online access available to all students throughout the school district.
- Licensing fees for the school districts integrated catalog system have already been paid through February 2015 for both Duncan-Traner and Verdi. If the Library withdraws, the expense for converting data to the school catalog would belong to the Library.
- Termination of the Duncan-Traner Partnership Library would not leave students void of support. They would still have access to online and STEM resources through the school and other nearby libraries. The Sparks Library, open 40 hours per week, is just over two miles away while the Senior Center Library is only half a mile away. The library hopes to add more open hours at the Senior Center branch in the future. Additionally, the Boys and Girls Club is able to exceed the support and resources provided by the Washoe County Library System. As noted in the Staff Report to the Board, the following resources are available through the Boys and Girls Club:
 - Free bus transportation to the Duncan-Traner neighborhood.
 - Tutors to help with homework
 - Volunteers who help assist in building reading skills
 - Computer lab with 27 available computers
 - A library with a reading incentive program similar to the Summer Reading Program available from the Library System
 - An out-door playground and organized sports and athletic activities
 - Nutrition program including full meals

- In late September 2015, the Verdi Partnership Library patrons will have access to holds lockers 24 hours a day, seven days per week. A vast majority of the Verdi Library usage is pick-up of holds. Courier service will be maintained.
- Verdi residents already drive for shopping needs and the Northwest Reno Library is approximately eight miles away, fifteen minutes by car.
- There are still issues that need to be addressed before the Library is able to come before the Board to request official termination of the Verdi and Duncan-Traner Partnership Library branches. Some of these issues include potential financial obligations attached to grants that were obtained in constructing these branches, which have been identified in the Staff Report. These issues will need to be fully explored by all parties before any official decisions are made or actions taken.

Other issues identified by the Director at this time include:

- The contract terms for the partnership agreements state agreed-upon termination is effective June 30 of that year unless all parties agree to a different date.
- The last fully executed agreement with Verdi appears to be from 2003. The date of the agreement currently in effect needs to be researched.
- The cost of withdrawing public library service includes removing the Library's catalog system. The Library System would pay the cost of transferring the information to the school catalog system for materials left with the school library.
- Should the financial grant obligations and liabilities to the County exceed reasonable costs, the Library would not likely request closure dependent upon available resources.

Upon questioning by the Board, Director Maurins acknowledged that maintaining hold lockers would require staff time; however, the amount of time is not yet known. The Library would like time to get a better estimate of hours required once the lockers are installed this fall.

Trustee Wilson acknowledged and thanked the public for attending the meeting to comment on this agenda item. He stated that none of the Trustees are happy to discuss closure of libraries and he hopes that people recognize that their obligation is to ensure that Library dollars are spent in the most effective manner that serves the maximum number of people. He hopes that people realize that there are many issues involved, and this is a part of a bigger picture. He stated he was happy so many people came to the meeting and that he felt this could be the start of discussion into options. He stated his willingness to meet with those who attended and discuss requests to increase the Library's budget with the County Commissioners.

Upon questioning by the Board, Deputy District Attorney Kaplan replied that he did not believe a motion was required on this agenda item, as the Director was requesting direction to pursue termination of contracts, with the intent to explore options prior to making a firm decision once the benefits and liabilities were revealed.

Trustee Lokken addressed this issue reminding all present that this item has been discussed frequently in the last eight years. He reminded the public that 40% of the Library budget and a third of library staff were lost over the last five years. He additionally noted that the Library system receives over one million visits annually. Of those million visits, Duncan-Traner and Verdi Libraries account for only 6,000. He noted that the dilemma of the Board and Library staff is how to expand hours at the branches that more people go to while keeping within the resources available. He recognized the participation in this meeting and stated he is always pleased when a community responds. He stated he would like to keep the dialog going and help the community to find ways to increase facility usage. He stated he was willing to meet with community members and bring back options to the Board while Library staff looks into their options. He addressed the public saying that based on the statistics today, he would support closing Verdi and Duncan-Traner Partnership branches because that would be the best use of current resources.

Trustee Kupersmith stated, as a former librarian, he was not happy about any closure options and was particularly reluctant to do anything that takes away from an area that has so little. This is a consideration for him even though it doesn't play out in the numbers. He stated he was reluctant to do anything that would lock into closures, but hopes the Library will look into some options for further exploration.

Trustee Stoess noted his agreement with Trustee Lokken's statements. He also noted that he would ask the Director to follow the process to its logical end.

Chair Sattler stated she was excited to see so many people show up and that she would like more information on the relevant issues.

Chair Sattler re-opened Public Comment.

PUBLIC COMMENT

Cami Hawkins stated that she seconds Heather Cook's notion of dropping Saturday hours.

Morgan Gottier stated that she grew up in Verdi and lives there for a reason. She said she loves their community. She understands the 15-minute drive to food, but that it doesn't always work with a nine-year old wanting to go to the Library to get some books. She wants the community to have resources and opportunity. She agreed with Cami Hawkins to drop Saturday hours. She stated she goes to the Northwest Reno Branch sometimes but is not able to get all the books they want to read because they are popular and Heather has worked hard to ensure those materials are available at the Verdi branch.

Roberto Nerey reiterated that he has lived in northeast Reno since 1977 and is a product of that neighborhood. The Boys and Girls Club doesn't target low-income minorities, cousins, neighbors and friends who need the library resources. It is not a matter of money or transportation; the Club just doesn't want to deal with them. Education is important; libraries are open doors to help kids become what they want.

Darryl Feemster stated he was a part of the group that worked to get the Duncan-Traner Library placed into the community 20 years ago. He stated that he is going on record to begin an effort to form a Non-Profit Friends of Duncan-Traner Library and wants the Board to let him know the budget so they can raise funds to maintain the facility. He stated he felt insulted that this was not a budget issue but better use of resources and asked how to quantify a human life. He said that for the 6,000 served annually, it is a small library, and if you go during public hours, you will not see an empty seat. He stated that the intent 20 years ago was to add on to the current branch but they were never able to raise the additional funds to expand.

Frank Perez stated he believes that Reno and Washoe County are moving forward to decrease poverty in this area. He works with these kids every day and believes the Library should re-think the whole process as there are alternatives to closing resources in a community that needs it the most.

Chair Sattler closed Public Comment.

Upon request by Chair Sattler, Director Maurins confirmed he would provide budgetary information and operating costs for both the Duncan-Traner and Verdi Partnership Libraries when this agenda item is revisited. Additionally, Director Maurins stated he would look more into the operating hours of the Boys and Girls Club.

REVIEW AND POSSIBLE REVISION OF BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, the following issues were clarified:

- Article IV E - The language changes to the meeting notice provisions would not change the process, but align the verbiage with what is stated in the applicable NRS.
- Article 2B 7 – Current Bylaws allow for the removal of a Trustee after three unexcused absences with a reference to NRS 379.020. To the Director's knowledge, there have not been any past issues of this nature.

On motion by Trustee Lokken, seconded by Trustee Kupersmith, which motion duly carried, the Board approved the changes as proposed. All in favor, none opposed.

APPROVAL OF LIBRARY BOARD OF TRUSTEES 2015/2016 MEETING CALENDAR

The Library Board reviewed the information submitted in packet.

On motion by Trustee Lokken, seconded by Trustee Stoess, which motion duly carried, the Board approved the meeting calendar as submitted. All in favor, none opposed.

ELECTION OF CHAIR FOR THE LIBRARY BOARD OF TRUSTEES

Trustee Lokken nominated Trustee Stoess, and the nomination was seconded by Trustee Wilson. Trustee Stoess was unanimously elected to serve as the Library Board Chair.

ELECTION OF VICE CHAIR FOR THE LIBRARY BOARD OF TRUSTEES

Trustee Stoess nominated Trustee Wilson, and the nomination was seconded by Trustee Kupersmith. Trustee Wilson was unanimously elected to serve as the Library Board Vice Chair.

APPOINTMENT/REAPPOINTMENT OF BOARD LIAISONS AND COMMITTEES

Director Maurins suggested the Board may want to defer this agenda item until the next Board meeting in order to include the two newly appointed Trustees. The Trustees agreed with this suggestion.

REPORTS

LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION AND COLLABORATIONS, PROGRAMS AND ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the following:

- The Board of County Commissioners appointed Wendy Alderman and Zanny Marsh as the two new Library Board Trustees effective July 1, 2015.
- He thanked Trustees Lokken and Kupersmith for their service on the Board.
- Spanish Springs Library birthday party was well done. He thanked Trustee Stoess for attending as well.
- Incline Village Library will be celebrating its 10th birthday is Saturday, June 20.
- The staff of Sierra View Library represents the Library System once a quarter, not every week, at the Family Homeless Shelter's parent education sessions.

Chair Sattler stated she was excited about the Community Heroes programming.

SOUTH VALLEYS LIBRARY PROGRAMS, ACTIVITIES AND OPERATION

The Library Board reviewed the information submitted in the packet.

Julie Ullman, Managing Librarian, highlighted the following:

- Attendance for the first time at the Summit Sierra Farmer's Market, where staff issued 14 library cards and talked to 63 people. They are working at becoming more visible within the community.
- Summer Reading Program sign-up for the month was 421 people.
- From August 17 through October 9, South Valleys Library will take part in the Nevada Arts Council Nevada Touring Initiative. During this time, local artists will be invited to show their arts to highlight local artists.
- Ms. Ullman thanked Trustees Lokken and Kupersmith for their service on the Board.

Chair Sattler congratulated Ms. Ullman on her promotion to Managing Librarian.

FRIENDS ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Trustee Wilson noted that the Friend's lease for space has been signed and finalized. He noted the County Commissioners can be a big ally for saving money.

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

The Library Board reviewed the information submitted in the packet.

MONTHLY LIBRARY USAGE STATISTICS

The Library Board reviewed the information submitted in the packet.

Director Maurins noted that the statistics were passed out just prior to the meeting.

ONLINE RESOURCES USAGE REPORT

The Library Board reviewed the information submitted in the packet.

PUBLIC COMMENT

None

BOARD COMMENT

Trustee Stoess noted he will be starting his eighth year on the Board and has served with 11 different Trustees. He told Trustee Kupersmith that it has been a pleasure to work with him and appreciated his very insightful comments. He stated that Trustee Lokken has proven to be one of the most valuable Trustees the Board has had. He also said that although they have not always agreed with each other, it has been his pleasure to serve with him and he hates to see him leave.

Trustee Wilson stated that he looked forward to working with new members, but was going to miss Trustees Lokken and Kupersmith. He told Trustee Kupersmith that he wished his short time with them had been longer.

Chair Sattler thanked Trustee Kupersmith and wished him the best. She thanked Trustee Lokken for his two terms and told him they value him and would miss his expertise and the countless hours he has donated.

Trustee Kupersmith told the Board that it had been an honor to serve this year and that he valued the opportunity to do so.

ITEM 3

Trustee Lokken stated that it had been an honor and an experience. He noted that they survived through trying times and that he has not been as concerned for anything as much as the Library System.

ADJOURNMENT

Chair Sattler adjourned the meeting at 5:52 pm.

June 15, 2015

Dear Washoe County Library Board of Trustees,

Unfortunately I am not available to attend the Library Board of Trustees Meeting on Wednesday, June 17, 2015. Therefore, I am writing this letter to express my concern regarding the possible action of "Direction to Staff to Pursue Termination of Two Interlocal Agreements Involving the Washoe County Library System, the Washoe County School District, and the Nevada Department of Wildlife, as Applied to the Joint-Use Libraries at the Duncan STEM Academy and the Verdi Elementary School" that is listed under new business on the Library Board of Trustees Meeting Agenda.

I am writing this letter to ask you not to pursue termination of the Interlocal Agreement involving the Washoe County Library System, the Washoe County School District, and the Nevada Department of Wildlife as applied to the joint-use library at Verdi Elementary School. The Verdi Community Library is an anchor for the Verdi community, which includes the students, staff, and parents at Verdi Elementary School as well as the citizens who live in Verdi, Mogul, and Belli Ranch. I am an advocate for the Verdi Community Library because I am a Verdi Resident and the school librarian at Verdi Elementary School.

I served on the Washoe County Library System Partnership Libraries Advisory Committee in 2007 and 2008 as a representative of the general public, confirmed by the Washoe County School Board. While serving on the Washoe County Library System Partnership Libraries Advisory Committee we worked on revising the Interlocal Agreement for the Verdi Community Library. Therefore, I would like to see the current Interlocal Agreement that is signed by the Washoe County Library System, the Washoe County School District, and the Nevada Department of Wildlife that is currently being enforced before any possible action to terminate the Interlocal Agreement for the Verdi Community Library begins. I believe that the bylaws in the Interlocal Agreement for the Verdi Community Library need to be followed to allow all three entities adequate time to prepare for a termination of the agreement. The last signed copy of the Interlocal Agreement for the Verdi Community Library that I saw stated "This Agreement shall be automatically renewed for one-year periods from July 1 to June 30 of each successive year, unless a party notifies the other parties in writing, delivered no later than 60 days prior to June 30, that it desires to terminate the Agreement. In the event termination is requested by one or more parties, this Agreement shall terminate on the succeeding June 30, unless otherwise mutually agreed to by respective parties...." In my opinion rushing to terminate the Interlocal Agreement will not benefit the Verdi Community Library public and school patrons.

After reviewing the Partnership Library Handbook that I was given when I served on the Washoe County Library System Partnership Libraries Advisory Committee there are a few key points that I would like to address. The welcome letter I received when I joined the Washoe County Library System Partnership Libraries Advisory Committee states "Partnerships efficiently utilize tax-supported structures and funding, increasing service to public and school patrons alike. We've been able to increase library services to many people in areas of the community who otherwise might not have easy access to a library." This statement is true for the Verdi Community Library patrons. There is no public transportation available to the Verdi Community Library patrons who live in Verdi, Mogul, and Belli Ranch. Therefore the Verdi Community Library patrons do not have easy access to other Washoe County public libraries. Most other Washoe County Libraries are near a bus route that patrons can take to visit the library. The welcome letter also states "This handbook was created to encourage others to seek ways of bringing library services to outlying communities that might otherwise go unserved." I

**WASHOE COUNTY LIBRARY
BOARD OF TRUSTEES
2015/16**

FINANCE

**Vacant
Derek Wilson**

**FRIENDS OF WASHOE
COUNTY LIBRARY**

Derek Wilson

GOVERNMENT RELATIONS COMMITTEE

Vacant

**PARTNERSHIP LIBRARY ADVISORY
COMMITTEE**

[Committee is on hiatus]

TO: Library Board of Trustees

FROM: Arnie Maurins, Director

RE: Identification of Desired Qualities in the Next Library Director,
Opportunities or Challenges He or She May Face, and Any Other
Information Deemed Helpful for a Successful Recruitment
(Appearance by Mike Tanner of Strategic Government Resources)

DATE: July 15, 2015

Mike Tanner from Strategic Government Resources, the firm retained to recruit the next Library Director, will be in Reno July 13-17. During that time, he will be interviewing stakeholders identified by the Library Board, asking them to identify the qualities that the next Director should have, along with any special challenges or opportunities that he/she may encounter. (Please see the attached invitation that Kathy Hart from Human Resources sent to the stakeholders.)

As the key stakeholders in the hiring process, your input is critical. Most of you indicated to me that you would prefer to address the above questions during the Board meeting, rather than in private interviews. Accordingly, Mr. Tanner will be attending the meeting to collect your thoughts and comments. He will also address any questions or concerns you may have about the recruitment process.

Good Afternoon,

As you may know, the process for recruiting the new Washoe County Library Director is about to be underway. The executive search firm, Strategic Government Resources (SGR) has been engaged to conduct the nationwide recruitment, but before the search can begin, it is important for the project manager, Mike Tanner, to meet with stakeholders to gather information. I am hoping you are both interested and available to meet with Mr. Tanner on [DATE/TIME] to provide him with your valuable input.

The purpose of the discussion with Mr. Tanner will be to share your thoughts on the qualities ideal candidates should possess to be successful in the position, any opportunities or challenges the new director may face, and any additional information you believe will be helpful.

This information will be used to create the advertising materials and give Mr. Tanner details he can use to market the opening and answer candidate questions.

Here are the details for the meeting we have scheduled for you:

- DATE
- TIME (From/To)
- LOCATION

Please reply to this message with your acceptance or regrets by [DATE]. I will follow up with a confirmation and further details at that time.

If you are not available at the specified time, we would still like your input. Please feel free to send me your ideas on the ideal candidate and challenges or opportunities as mentioned above. I will pass the information along to Mr. Tanner.

Thank you in advance for your assistance with this critical recruitment process. If you have any questions, please feel free to contact me.

Regards,

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Status Report on the Library Materials Budget
DATE: July 15, 2015

Budget Standards

The Nevada State Library and Archives sets minimum public library standards for the state. Item 7 specifically addresses budget allocation for materials:

The Library Board of Trustees shall select from one of three listed options as a means by which to validate and document the library's efforts to maintain a collection appropriate to community needs. The option selected by a jurisdiction may be revised each year.

Option I: Meet or exceed at 90% - The five-year average of amounts spent on collections.

Option II: Meet or exceed at 30% - Amount spent on collections divided by Total Services and Supplies budget.

Option III: Meet or exceed at 10% - Adjusted total operating budget divided by collection budget.

For Washoe County Library System the state standards for 2015/2016 are:

Option I minimum = \$550,452

Option II minimum = \$427,402

Option III minimum = \$1,085,393

When we look at our peer libraries (those serving a population between 355,000 and 495,000), we see that the average materials expenditure is \$2,499,886 which equates to 12.3% of the overall operating budget. (See document entitled 2014 National Comparison Data for detailed report).

Washoe County Library System Materials Spending

For 2015/2016 the materials budget is \$670,320. This is 6.2% of our overall budget (general fund and expansion fund combined). While this does meet state minimum standards by satisfying both Options I and II, it falls significantly short of meeting the 10% minimum standard in Option III as well as the 12.3% average of overall budget spending for our peers.

The Board has asked for insight about why our usage statistics are trending downward. We know that reduced library hours impact those statistics. I would also like argue that our under-funded materials budget further contributes to declining usage. Our limited materials budget means that we are not able to purchase both the breadth and quantity of items our patrons seek. Hold queues for top authors often translate to a six-month wait. Furthermore, we have

not been able to expand into new formats of materials such as Blu-ray movies or streaming services for music and film.

If we were to use the 10% of overall budget as our standard for what we should allocate to materials spending we would be facing a \$415,073 shortfall for the 2016 fiscal year. This significant shortfall certainly makes it difficult to try to meet the demands of our community. It is not sufficient, though, to just look at our current shortfall. When we look back over the last five years, we see that each year of inadequate materials spending creates a cumulative effect. If you take this year's shortfall and add to it our limited spending for the five years prior, it comes to more than \$2.5 million of materials we lack in our current collection.

Shortfall Compounded Over Time

Year	Materials Budget	10% of Overall Budget	Shortfall
2010/2011	\$600,000	\$1,090,313	\$490,313
2011/2012	\$600,000	\$1,045,422	\$445,422
2012/2013	\$530,450	\$1,017,548	\$487,098
2013/2014	\$639,186	\$997,089	\$357,903
2014/2015	\$688,435	\$1,012,547	\$324,112
2015/2016	\$670,320	\$1,085,393	\$415,073
Cumulative Shortfall			\$2,519,921

What would a healthy materials budget look like for WCLS?

If we were to fund the materials budget at 10% of the overall budget, it would have a huge impact on the services and materials we could provide our residents. Below is what would be possible if we could eliminate the \$415,073 shortfall:

Expand our print material collection:

- Cut wait times in half for popular items
- Create a "Lucky Day" collection in each branch that would enable patrons to find the latest, hottest books on the shelf with no wait time
- Identify outdated material and update it with fresh, relevant titles

Offer new formats:

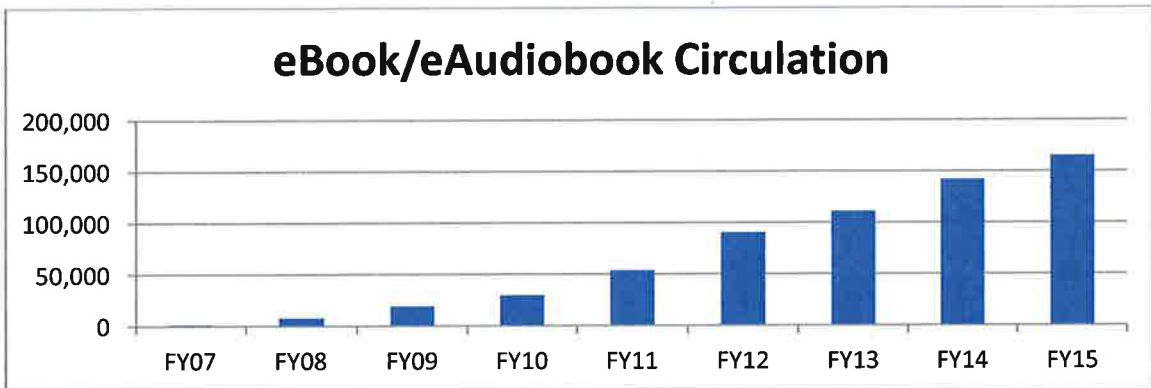
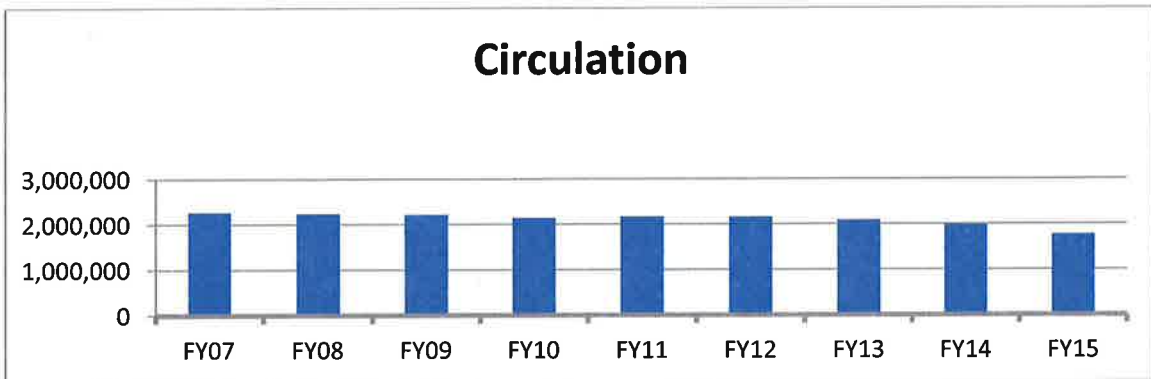
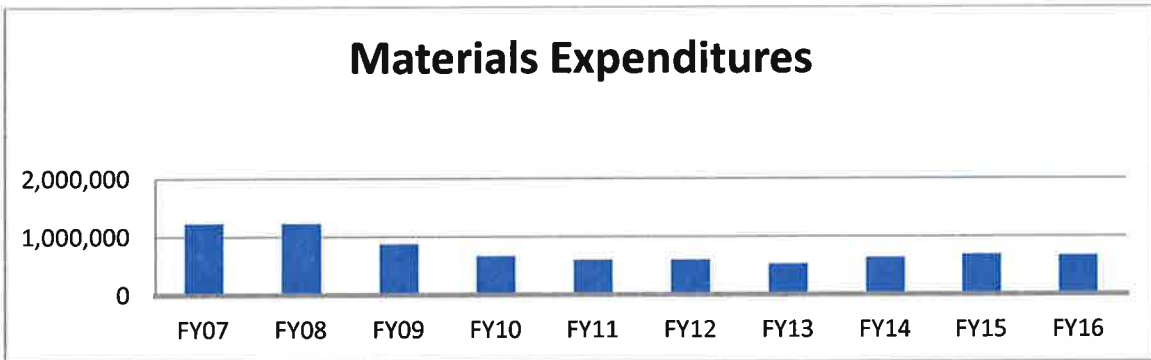
- Create a Blu-ray collection of popular films
- Stream music and movies directly to patrons' devices

Increase digital content:

- Expand digital magazine coverage from 26 titles to more than 100 titles
- Quadruple our e-book and e-audiobook offerings.

Support staff and patrons in discovering what we have:

- Subscribe to a catalog enhancements service that would provide users with recommendations, series information and reviews of all the titles we have in our collection.



2014 National Comparison Data

Library	Population	Operating Expenditures	Library Materials Expenditures	Ebook Expenditure	Materials as % of Total Expend.	Circ per Capita	Visits per Capita
Akron-Summit County Public Library (OH)	377,588	\$23,234,233	\$3,019,257	\$166,615	13.0%	15.1	7.4
Allen County Public Library (IN)	355,329	\$22,292,409	\$3,214,847	\$391,975	14.4%		7.4
Carnegie Library of Pittsburgh (PA)	446,308	\$29,304,848	\$4,682,414	\$478,399	13.4%	15.7	6.7
East Baton Rouge Parish (LA)	441,438	\$33,581,285	\$4,196,285	\$626,122	12.5%	5.5	5.0
Halifax Public Libraries (NS)	390,096	\$23,488,011	\$2,439,494	not reported	10.4%	12.1	n/a
Jefferson Parish Library (LA)	432,552	\$18,375,273	\$2,206,462	\$150,764	12.0%	4.8	2.8
Johnson County Library (KS)	430,999	\$17,468,223	\$3,285,673	\$475,935	18.8%	15.5	5.6
Kent District Library (MI)	395,660	\$14,754,544	\$2,237,226	\$362,000	15.2%	15.4	7.2
Live Oak Public Library System (GA)	400,345	\$8,790,516	\$688,669	\$12,099	7.6%	4.9	3.8
New Orleans Public Library (LA)	369,250	\$11,080,955	\$1,070,862	\$129,935	9.7%	2.6	2.7
Oakland Public Library (CA)	416,348	\$22,816,939	\$1,686,565	not reported	7.4%	6.4	5.2
St. Charles City-County Library District (MO)	360,485	\$15,764,464	\$2,822,217	\$97,077	17.9%	20.0	5.7
Toledo-Lucas County Public Library (OH)	441,815	\$35,068,093	\$4,682,414	\$478,399	13.4%	15.7	6.7
Ventura County Library (CA)	375,153	\$7,758,192	\$763,907	\$13,788	9.8%	3.2	4.2
Volusia County Public Library (FL)	494,593	\$16,418,305	\$2,256,658	not reported	13.7%	8.3	5.7
Washoe County Library System (NV)	434,120	\$10,117,130	\$745,220	\$45,473	7.4%	5.0	2.9
Average	410,130	\$19,394,589	\$2,499,886	\$263,737	12.3%	10.0	5.3
Washoe County Ranking	5	14	15	11	15 (tie)	11	13

ITEM 5b

TO: Library Board of Trustees
FROM: Arnie Maurins, Library Director
RE: Annual Review of and Possible Direction to Staff Regarding WCLS Policies
DATE: July 17, 2015

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

Recommendation: Review WCLS policies and advise if the Board believes any specific policies should be reassessed by the Policy Review Team.

Washoe County Library System

Policy Manual

April 16, 2015

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ADULT PATRON USE OF YOUTH AREAS POLICY

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

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

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

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

APPROVED: June 15, 2005

ANIMALS IN THE LIBRARY POLICY

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

Approved: July 15, 2009

CASH POLICY

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

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

APPROVED: April 20, 1995

REVISED: October 16, 2014

COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

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

Scope of the Collection

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

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

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

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

Collection Development and Management Criteria

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

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

Gifts of Library Materials

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

Collection Structure

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

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

Collection Responsibilities

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

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

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

Intellectual Freedom

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

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

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

Reconsideration of Library Materials

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

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

APPROVED: December 15, 2004

REVISED: May 19, 2010

CITIZEN REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS AND ARTWORK

Author/Artist _____

Title _____

Book _____ Periodical _____ Other _____ Publisher/Date _____

Please state the reason for your request. _____

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

What are the positive points of this material? _____

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

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

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

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

Request initiated by: _____

Address _____

State _____ Zip _____ Phone _____

Do you represent:

_____ Yourself
_____ Organization (name) _____

Date: _____ Signature of Patron: _____

Date: _____ Received by Staff Member: _____

CONDUCT POLICY

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

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

APPROVED: July 18, 2007

REVISED: May 22, 2014

CONFIDENTIALITY POLICY

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

Nevada Revised Statute 239.013 states:

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

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

APPROVED OCTOBER 20, 1993

REVISED MAY 18, 2011

FINES, FEES AND CHARGES POLICY

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

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

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

Overdue Library Material Fines

Adult library cardholders: 25 cents per day per item, maximum fine per item \$9.00, not to exceed replacement cost of item.

Minor library cardholders: 10 cents per day per item, maximum fine per item \$2.00, not to exceed replacement cost of item. (Age 17 and younger)

E-Readers: \$2.00 per day per item, maximum fine per item \$10.00, regardless of age of cardholder, not to exceed replacement cost of item.

If a patron renews items that are already overdue, the overdue amount is automatically charged. Fines on overdue items that have been renewed may therefore be up to double the maximum amount.

Fines accrue on days the library is closed.

Patrons owing \$10.00 or more in overdue fines cannot check out any library materials, except by special arrangements made with a Library supervisor.

Lost Materials and Materials Damaged Beyond Repair

Patrons with one or more lost library items cannot check out any library materials, except by special arrangements made with a library supervisor.

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

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

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

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

Library Fees

Library card fees:

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

External storage device	\$ 2.00 above cost
Headphone purchase	\$ 2.00 above cost
Holds not picked up	\$ 1.00 per item
Meeting room	\$20.00 per reservation
Print fees	\$.25 per page (other than staff-initiated library business)

*Includes printing of received faxes

Default Replacement Charges

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

Audiobook set	\$40.00
CD set (music)	\$40.00
CD (music)	\$15.00
Computer software	\$50.00
DVD set	\$40.00
DVD	\$25.00
Hard cover book	\$25.00
Kinder/theme kit	\$50.00
Kindle Touch/Nook E-readers	\$80.00
Kindle Touch/Nook E-reader casing	\$15.00
Kindle Touch/Nook E-reader USB cord	\$ 3.00
Magazine	\$ 3.00
Paperback	\$10.00
Read-along	\$10.00
Reference material	\$50.00
Vertical file material	\$ 5.00

Other replacement charges:

Audio-Video casing	\$ 1.00
Computer lock	\$35.00
Other Locks	\$ 5.00
Engravers/etching tool	\$20.00
Missing pieces	\$ 1.00 (i.e., inserts, barcodes, labels)

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

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

APPROVED: February 15, 2006
REVISED: October 16, 2014

FUND RAISING POLICY

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

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

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

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

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

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

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

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

GIFT POLICY

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

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

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

APPROVED: February 20, 2013

GIFT FUND POLICY

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

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

Expenditures may be made as follows:

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

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

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

INTERLIBRARY LOAN POLICY

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

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

APPROVED: June 16, 1999

REVISED: January 15, 2014

Library Card and Materials Borrowing Policy

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

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

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

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

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

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

Borrowing privileges are extended to all formats of library materials.

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

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

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

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

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

APPROVED: June 16, 2010

REVISED: May 22, 2014

PROCEDURES FOR VERIFICATION OF ADDRESS (ISSUANCE OF LIBRARY CARD)

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

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

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

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

LIBRARY PROGRAMS AND PRESENTERS POLICY

Purpose

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

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

Foundations for Policy

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

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

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

There are two basic types of library programs:

Library-initiated programs

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

Library-cooperative programs

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

Library-cooperative programs must meet these criteria:

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

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

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

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

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

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

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

APPROVED: February 21, 2007

REVISED: February 15, 2012

MEETING ROOM POLICY

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

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

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

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

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

Approved: February 15, 2006

Revised: October 16, 2014

NAMING LIBRARIES POLICY

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

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

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

APPROVED: *August 20, 1997*

PATRON SUSPENSION POLICY

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

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

APPROVED: March 19, 2003

REVISED: July 18, 2007

POSTING, EXHIBIT AND DISPLAY POLICY

Postings, exhibits and displays must comply with Washoe County Code 80.520 governing solicitation on County property, will be placed in predetermined areas in the Library and must be approved by Library Administration, the Managing Librarian or other authorized Library staff. The Library will designate public posting, exhibiting and display areas within the facility, and will establish size and time limits for any posting, exhibit or display. The Library assumes no responsibility for notifying any individual, group or organization of the status of any posting. Specifically, the Library does not acknowledge that any particular posting has been received, displayed or removed.

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

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

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

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

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

APPROVED: February 21, 2007
REVISED: June 20, 2012

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.

Linksto Other Sites

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

Policy Changes and Revisions

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

For more information:

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

Approved: May 18, 2011

PUBLIC USE OF LIBRARY TECHNOLOGY POLICY

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

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

APPROVED: *September 19, 2007*

REVISED: *August 21, 2014*

SCHOLARSHIP POLICY

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

Eligibility

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

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

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

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

APPROVED: April 20, 2005

REVISED: April 16, 2015

UNATTENDED CHILDREN POLICY

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

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

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

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

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

APPROVED: June 15, 2005

REVISED: May 22, 2014

VOLUNTEER POLICY

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

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

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

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

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

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

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

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

APPROVED: July 19, 2000

REVISED: June 17, 2009

TO: Washoe County Library Board
FROM: Arnie Maurins, Library Director
RE: Approval of Revised Posting, Exhibit, and Display Policy
DATE: July 15, 2015

Background: The Library is a heavily used venue for the posting of agendas, meetings, and programs around the community. In the last legislative session, changes were made to the Open Meeting Law requiring written confirmation by recipients when they are asked to post public-meeting agendas.

The Library Posting, Exhibit, and Display Policy currently states that the Library does not acknowledge receipt of any particular posting. Based upon the new requirements, a line has been added to the effect that the Library will acknowledge receipt if the posting in question is subject to the new law.

Recommendation: That the Board approve the Revised Posting, Exhibit, and Display Policy effective July 16, 2015.



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. The Library assumes no responsibility for notifying any individual, group or organization of the status of any posting. Specifically, the Library does not acknowledge that any particular posting has been received, displayed or removed, unless it is an agenda subject to Open Meeting Law requirements as outlined in NRS 241.

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

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

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

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

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

APPROVED: February 21, 2007

REVISED: ~~June 20, 2012~~ July 16, 2015

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. The Library assumes no responsibility for notifying any individual, group or organization of the status of any posting. Specifically, the Library does not acknowledge that any particular posting has been received, displayed or removed, unless it is an agenda subject to Open Meeting Law requirements as outlined in NRS 241.

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APPROVED: February 21, 2007

REVISED: July 16, 2015

TO: Library Board of Trustees
FROM: Jennifer Oliver, Development and Public Information
RE: Acknowledgement of Donations Received Between April 1 and June 30, 2015
DATE: July 15, 2015

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

In this acknowledgment, the list includes the names of donors from April 1 – June 30, 2015. The attached document identifies all cash donations and grants totaling \$58,975 and in-kind support.

Recommendation: Staff recommends that the Trustees accept the attached report and acknowledge the named library supporters for the fourth quarter of Fiscal Year 2014-2015.

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, 2015 through June 30, 2015

CASH DONATIONS 3,583

Anonymous	Frank Bender Charitable Endowment Fund	FWCL
JoD Davison	Sandy Goldstein	SaveMart
		Lolita West

GRANTS RECEIVED: \$ 48,675

Nevada Energy	LSTA Idea Boxes	Safeway
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NON-CASH DONATIONS

Anonymous		Reno Fiber Guild
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NON-CASH DONATIONS - FREE PROGRAMS

Engrid Barnett, Ph.D.	Community Foundation of Western NV	Food Bank of Northern Nevada
Historic Reno Preservation Society	Barbara Longshore	Jessica McVey
Sierra Nevada Chapter of the Society for Neuroscience		Sparks High School Drama Club
		Reno Tahoe Rescue

AMAZON WISH LIST.COM

Anonymous	Denise Brun	Adam Drost	Jayne Findlen
Genine Franklin-Clark	Lisa Hickman	Laura Huntley	Meghan Ireland
Alvin Izuno	Nancyann Leeder	Rose Luankaw	Marlene McLachlan
Nedra	Susan M. Orr	Robert Rhodes	Tiffany Rivard
Carol Ruden	Amy Schemenauer	Katherine Scott	Tyna Sloan
Sally G. Timperley	Virginia	Adam and Diana Welmerink	Jian Zhang

PERIODICALS DRIVE 2015 \$ 3,000

Karen and David Arms	Rose Barnes	Carol M. Brennan
Jane Burnham	Tamera Cirrincione	Barbara Curry
Diana L. Davis	John Davis	Mary E. Drager
Ann Ebner	Philip Griffith	Shannon and Mike Hess
Paula Hocker	Sondra Humphries	Elsie Jackson
Russell Johnson	Ruth Johnstone	Jeffrey Kirst
Knitting & Crochet Club	John Kupersmith	Kathleen Lowe
Paul A. Lucas	John and Chandra McCool	Gene and Sandra Mellor
Eric Middleton	Cynthia Olive	Gene Perkins
Gil and Janet Potter	Sarah Ptaschek	Vivian Roberts
Robert Roth	Nancy J. Simkin	Louise Soffrong
Patricia Stich	Brian Suen	Ronald Turner
Linda Witherspoon	Susan Woodward	Phyllis Balis Young
	Joan S. Zenan	

SUMMER READING PROGRAM 2015 PRIZE DONORS: \$3,717 cash donations plus in-kind

Cinemark (Parklane, Riverside, & Sparks)	Clorox Company/Hidden Valley	Costco Sparks	Creations by Sallyann
Dermody Properties Foundation	Eldorado Hotel & Casino	Fleischman Planetarium	Friends of Washoe County Library
Grand Sierra Resort	Historic Reno Preservation Society	Kinder Morgan Foundation	Mt. Rose Ski Tahoe
Nevada Energy	Nevada Museum of Art	Raising Cane	Raley's
Rocksport	Round Table	Scheels	Suzanne McMann
Tahoe Donner	Terry Lee Wells Discovery Museum	The Erwin Family	Wild Island
	Yogurt Beach		

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

2015 Gift Fund Expenditures over \$100.00

UNDESIGNATED GIFT-FUND EXPENDITURES, January 1 - June 30, 2015			
<u>BRANCH</u>	<u>DESCRIPTION</u>		<u>EXPENDITURE</u>
Downtown Reno	Website Design	\$	100.00
Downtown Reno	Frost Film Panes	\$	761.00
Downtown Reno	File Cabinet	\$	426.00
Downtown Reno	Summer Reading Supplies	\$	129.00
Incline Village	Anniversary Supplies	\$	101.00
Incline Village	Website Design	\$	248.00
Incline Village	Website Design	\$	252.00
Incline Village	Musical Performance	\$	300.00
Incline Village	IMAC & Care Plan	\$	1,518.00
Incline Village	Parts for Platten Press	\$	257.00
Incline Village	Bookmarks	\$	100.00
North Valleys	Website Design	\$	500.00
North Valleys	Website Design	\$	1,000.00
North Valleys	Bookmarks	\$	185.00
North Valleys	Program Supplies	\$	105.00
North Valleys	Summer Reading Supplies	\$	127.00
Northwest	Website Design	\$	500.00
Northwest	Chairs	\$	264.00
Northwest	Install Apple TV	\$	300.00
Northwest	Booktruck	\$	192.00
Northwest	Booktruck	\$	174.00
Northwest	Booktruck	\$	192.00
Northwest	Booktruck	\$	180.00
Northwest	Booktruck	\$	205.00
Northwest	Booktruck	\$	205.00
Northwest	Booktruck	\$	180.00
Sierra View	Website Design	\$	428.00
Sierra View	Website Design	\$	572.00
Sierra View	Library Supplies	\$	192.00
Sierra View	Storytime Rug	\$	385.00
Sierra View	Sign Holder	\$	115.00
Sierra View	Library Supplies	\$	126.00
Sierra View	Volunteer Appreciation	\$	100.00
South Valleys	Website Design	\$	906.00
South Valleys	Bookmarks	\$	207.00
South Valleys	Trapezoid Tables	\$	522.00
South Valleys	Mobile Cubby	\$	296.00
South Valleys	Chairs	\$	133.00
South Valleys	Loveseat	\$	748.00
South Valleys	3D Glasses/ Photo Digitizer	\$	198.00
South Valleys	Feather Flag	\$	199.00
South Valleys	Library Supplies	\$	184.00
South Valleys	Program Supplies	\$	115.00
South Valleys	Library Supplies	\$	115.00
South Valleys	Program Supplies	\$	113.00
South Valleys	Volunteer Appreciation	\$	204.00

LIBRARY DIRECTOR'S REPORT June-July 2015

ADMINISTRATION

- The Koha integrated library system was upgraded on July 9. The new version includes searching enhancements in the public catalog and improved display of bibliographic record elements.
- Patrons have been able to pay fines online using a credit or debit card since early June. After resolving some bugs and customizing the payment screens to make the process easier, we will officially announce the availability of the service later this summer.

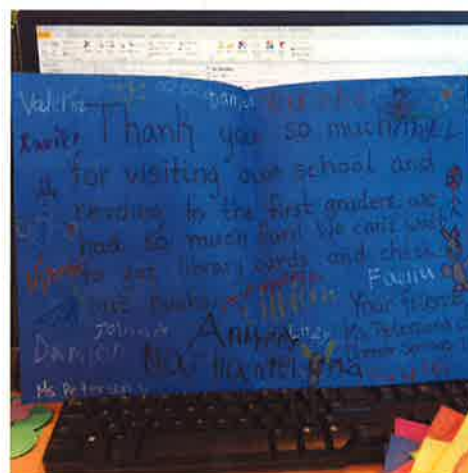
COLLABORATIONS, PROGRAMS AND ACTIVITIES

- Incline Village Library held its 10th birthday party on Saturday, June 20. Managing Librarian Pam Rasmussen arranged several activities, including: MacAvoy Lane appearing as Mark Twain and reading the celebratory proclamation approved by the Washoe County Commission; music performed by Shiloh; demonstrations of something old—a 19th-century platen press donated by a local resident—and something new—the Flipster digital periodical service; and a presentation by landscape photographer Mike Clasen, whose work was on exhibit at the library.
- WCLS and the Economic Development Authority of Western Nevada (EDAWN) have obtained a free one-year joint membership in the Entrepreneurship Outreach Network (EON), a program coordinated by Arizona State University (ASU). The Library System and EDAWN will collaborate on providing training to individuals interested in starting their own business, and will also work together to offer other types of assistive programs and resources. The no-cost membership, valued at \$1,500 and made possible by funding from the Institute of Museum and Library Services, will also entitle staff from both WCLS and EDAWN to attend a forum at ASU to brainstorm and learn about other ways to support entrepreneurship in the local community.
- With qualified individuals needed to fill future jobs at Tesla and other manufacturers, WCLS has obtained a grant from EDAWN and the Governor's Office of Economic Development (GOED) to support the Carson City Library's LSTA-grant-funded "Nevada's Working Capital" project. The GOED/EDAWN grant will enable two WCLS employees to be trained as instructors in the Manufacturing Technician 1 curriculum, and in turn teach that curriculum to people who are working towards MT-1 certification.
- WCLS added two new online resources this month. **Lynda.com** offers 5,000 video training courses in software development, graphic design and publishing, web design, business software, business and career development, education, 3D and animation, and audio and video production. Anyone with a valid Washoe County library card is able to use this valuable tool. In addition, back by popular demand is **ReferenceUSA**, a powerful reference and research tool providing access to information on 24 million U.S. businesses and 235 million U.S. residents. Patrons can use this service to find new business opportunities, research executives and companies, read news articles and topical papers, perform job searches, locate addresses and phone numbers, and conduct market research.
- In support of statewide early-literacy efforts, this spring WCLS worked with the Washoe County School District to get a library card in the hands of as many first graders as possible, as a way to encourage using library resources to practice hard-earned literacy skills during summer vacation. This project is the first community-wide, grade-specific outreach effort WCLS has pursued in a number of years. Out of approximately 5,500 first-graders (including public, charter, private and other non-traditional learners),

WCLS reached 4,399 students (80%), and issued 959 new library cards, with 121 free prize books redeemed at libraries. One first-grade teacher gave this feedback: "Partnering with the libraries is so important for students and families. The fact that first graders are the focus is so important to me because learning to read is the main focus in our grade. My students need access to many types of books so they can decide what they like to read, and many students don't have reading materials available to them at home. This will give my students and their parents knowledge about the resources available to them at the library and opportunities they may not have been aware of. Visiting the libraries and having a library card will allow my students to expose themselves to new genres and types of books, as well as children's programming and activities that may interest them . . . I hope that they are able to continue their learning in the months we are out of school . . . Many of our parents were not aware of the resources available through the library system, and now I feel like they would be more encouraged to discover those things with their children. I appreciate the commitment to literacy that the library system shows and I know my students will be stronger readers if they are able to make use of the library materials available to them."

- Summer Reading Program update: 2,951 total signups in May and June, with 741 completed logs.
- Upcoming Friends-sponsored programs:
 - Local crafters and authors will be in the Reno Town Mall on Saturday, July 18, from 10:00 until 5:00. Sierra View staff will present three Story Times.
 - Wild Kingdom Heroes with Wild Things Inc., a nonprofit wildlife rescue center, will present mammals, birds and reptiles from five different continents, July 22-26 at seven different libraries
- Other programs of note:
 - As part of Artown, WCLS will host Reno Little Theater's *The Great Alphabet Adventure* at several branches throughout July.
 - WCLS will collaborate with KNPB TV to host 10 different Ready to Learn Workshops between August and November, with sessions aimed at either pre-school or elementary-age children.
- A Friends fundraiser is in progress for the Tuesday, August 25, 2015, game between the Reno Aces and the Nashville Sounds. General admission tickets are \$12, with a portion of the proceeds benefiting the Friends. Tickets may be purchased at the July FWCL book sale, at Secondhand Prose or online at <http://www.washoelibraryfriends.org/aces-tickets-august-25>.

My thanks to Nancy Keener, Pam Rasmussen, Debi Stears and Beate Weinert for their contributions to this report. - Arnie Maurins, Library Director





**Sierra View Library Branch Report
To the Library Board of Trustees, July, 2015**

Branch or department highlights, accomplishments, significant changes:

- In March, Sierra View began offering early literacy programming as a Saturday morning story time with stories and activities in English and Spanish. We chose to offer a bilingual story time as a result of analyzing CommunityConnect market segmentation data at the WCLS All Staff Day in August, 2014. This analysis showed that Sierra View's largest market segment of patrons and potential patrons is young Hispanic families. We use Spanish-speaking staff to host the story time, create marketing materials and promote the program.



- Sierra View continues to offer basic computer classes each Friday with Nevada JobConnect referring many job seekers to the classes. In May, we began offering a Resume Workshop where the instructor uses library resources such as JobNow and Nevada Career Information System to help students create and improve their resumes.
- In January, Sierra View began visiting the Family Shelter for a quarterly story time and informational visit
- Sierra View continues to collaborate with Reno Town Mall neighbors by appearing on America Matters Radio



programs to promote library resources and events, by coordinating a book display with the mall Homegrown Home Show event, and by offering story times in conjunction with the Friends of WCLS Authors and Artists event.

- Sierra View engages patrons with fun passive programs including March's Battle of the Books and Summer Reading Program's Superhero Smackdown where voters choose their favorite book/superhero in head to head matchups
- Sierra View staff along with Jennifer Oliver and Aurora Partridge represented WCLS on the Core Planning Team of the 2nd Annual Reno Mini Maker Faire held May 30
- This spring, Sierra View participated in the 1st Grade Outreach Initiative and visited 36 classes and 199 students in the service area



Staffing/volunteers/support :

- Sierra View continues to be the main component of Partnership Libraries management with Sarah Jaeck managing operations, Sierra View staff rotating shifts at the Partnerships, and other branches including Northwest Reno, South Valleys, and Tech Services contributing regular Partnership shifts.
- In April, Library Aide Patricia McQueen retired after 7 years of service with WCLS. Over the past year Sierra View welcomed new staff members including Library Assistant III Pam Larsen, Library Assistant IIs Juliana Aneiros and Stella Moncaleano-Nicholls, and Library Aide Rose Molina.

Facility-related projects completed or in progress (e.g. remodels, new layouts, reorganization of furnishings) and newly identified challenges to be addressed.

- In May, the property managers installed new plumbing and higher flush capacity toilets to the public restrooms. This change has resulted in less clogging and overflowing of toilets. Patrons and staff continue to report overwhelming smells from the bathroom due to a lack of ventilation. Unlike any other branch in Washoe County, Sierra View staff do not have easy access to a staff bathroom which causes stress and health issues and decreases productivity.

TO: Washoe County Library Board
FROM: Arnie Maurins, Library Director
RE: Friends Report
DATE: July 15, 2015

There is no written material on this agenda item.
There was no Friends meeting in the month of July.

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

FY 2014 / 2015

9-Jul-15

TITLE	<u>CURRENT YEAR</u>			<u>PRIOR YEAR</u>				
	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 5,324,211	\$ 5,242,617	\$ 81,594	98%	\$ 5,154,326	\$ 5,094,383	\$ 59,943	99%
EMPLOYEE BENEFITS	\$ 2,176,225	\$ 2,092,257	\$ 83,968	96%	\$ 2,117,911	\$ 2,072,132	\$ 45,779	98%
SERVICES & SUPPLIES	\$ 705,568	\$ 625,743	\$ 79,825	89%	\$ 705,825	\$ 704,522	\$ 1,303	100%
CAPITAL OUTLAY								
TOTAL:	\$ 8,206,004	\$ 7,960,617	\$ 245,387	97%	\$ 7,978,062	\$ 7,871,037	\$ 107,025	99%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

FY 2014 / 2015

9-Jul-15

PRIOR YEAR

CURRENT YEAR

TITLE	BUDGET	EXPENDITURE	BALANCE	%	BUDGET	EXPENDITURE	BALANCE	%
SALARIES/WAGES	\$ 679,995	\$ 631,706	\$ 48,289	93%	\$ 718,326	\$ 693,369	\$ 24,957	97%
EMPLOYEE BENEFITS	\$ 301,577	\$ 281,078	\$ 20,499	93%	\$ 312,303	\$ 301,594	\$ 10,709	97%
SERVICES & SUPPLIES	\$ 915,661	\$ 895,977	\$ 19,684	98%	\$ 1,095,374	\$ 899,990	\$ 195,384	82%
CAPITAL OUTLAY		\$ -						

TOTAL:	\$ 1,897,233	\$ 1,808,761	\$ 88,472	95%	\$ 2,126,003	\$ 1,894,953	\$ 231,050	89%
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GIFT FUND BALANCE AS OF JUNE 30, 2015					ITEM 6d
<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>		
CHILDREN'S COORDINATOR	\$ 5,616.59	\$ 5,616.59	\$ -		
DOWNTOWN RENO	\$ 17,157.35	\$ 7,360.51	\$ 9,796.84		
DUNCAN / TRANER	\$ 848.25	\$ 848.25	\$ -		
INCLINE	\$ 7,473.05	\$ 2,100.00	\$ 5,373.05		
INTERNET	\$ 1,485.81	\$ -	\$ 1,485.81		
NORTHWEST	\$ 12,096.22	\$ 295.63	\$ 11,800.59		
NORTH VALLEYS	\$ 17,148.02	\$ -	\$ 17,148.02		
SENIOR CENTER	\$ 2,442.50	\$ -	\$ 2,442.50		
SIERRA VIEW	\$ 13,032.91	\$ -	\$ 13,032.91		
SOUTH VALLEYS	\$ 13,335.23	\$ 1,121.00	\$ 12,214.23		
SPANISH SPRINGS	\$ 21,492.07	\$ 1,531.34	\$ 19,960.73		
SPARKS	\$ 20,198.63	\$ -	\$ 20,198.63		
SYSTEMS OFFICE	\$ 52,480.60	\$ 52,344.16	\$ 136.44		
SYSTEMWIDE	\$ 177,147.71	\$ 177,029.69	\$ 118.02		
SYSTEMWIDE INTEREST	\$ 119,803.14	\$ -	\$ 119,803.14		
TECHNICAL SERVICES	\$ 24,941.21	\$ 24,755.10	\$ 186.11		
VERDI	\$ 3,100.85	\$ -	\$ 3,100.85		
TOTALS:	\$ 509,800.14	\$ 273,002.27	\$ 236,797.87		

Washoe County Library System

Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2013-2014/2014-2015

Accumulative	Checkouts			Library Visits			Patron Computer Use			Program Attendance			Internet Library		
	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change	2013 - 2014	2014 - 2015	% Change
	178,295	166,953	-6.36%	103,078	98,714	-4.23%	23,937	25,347	5.89%	4,679	6,956	48.66%	84,141	62,611	-25.59%
181,910	157,069	-13.66%	107,015	94,781	-11.43%	24,468	22,807	-6.79%	4,741	6,308	33.05%	83,571	60,398	-27.73%	
166,011	155,234	-6.49%	97,489	91,907	-5.73%	22,083	23,022	4.25%	4,533	5,379	18.66%	80,565	60,831	-24.49%	
169,560	163,330	-3.67%	102,301	111,021	8.52%	23,632	23,360	-1.15%	7,656	21,231	177.31%	79,775	60,523	-24.13%	
160,387	142,699	-11.03%	91,071	79,964	-12.20%	20,665	20,666	0.00%	5,339	6,749	26.41%	73,202	55,779	-23.80%	
149,581	140,348	-6.17%	83,180	81,286	-2.28%	20,741	21,187	2.15%	4,295	5,407	25.89%	71,369	55,189	-22.67%	
172,531	161,353	-6.48%	98,883	92,700	-6.25%	23,837	22,790	-4.39%	5,546	6,116	10.28%	83,077	62,482	-24.79%	
158,261	142,907	-9.70%	95,937	87,713	-8.57%	21,267	20,447	-3.86%	7,025	7,545	7.40%	72,501	57,413	-20.81%	
169,443	151,184	-10.78%	102,032	95,841	-6.07%	23,090	22,988	-0.44%	8,798	10,615	20.65%	75,445	74,544	-1.19%	
165,242	146,691	-11.23%	103,162	91,129	-11.66%	20,957	23,070	10.08%	6,099	8,682	42.35%	67,390	71,607	6.26%	
157,794	143,844	-8.84%	92,531	82,361	-10.99%	23,049	21,919	-4.90%	8,963	7,299	-18.57%	65,409	70,110	7.19%	
157,949	137,787	-12.76%	96,040	85,910	-10.55%	23,198	22,678	-2.24%	10,670	5,871	-44.98%	59,813	64,586	7.98%	
Totals	1,986,964	-8.94%	1,172,719	1,093,327	-6.77%	270,924	270,281	-0.24%	78,344	98,158	25.29%	896,258	756,073	-15.64%	
Totals to Date	1,986,964		1,172,719			270,924			78,344			896,258			

Note 1: FY 14/15 Checkout totals including all partnership/Collection Development: 1,812,034

Note 2: FY 14/15 GRAND TOTAL (includes Library, Partnership, Coll. Dev., Downloadable Books and Ebooks, and Read & Share Checkouts): 2,045,419

ITEM 6e

****PLEASE NOTE:**

CHECKOUT TOTALS

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

Washoe County Library System										
Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total- Thru June										
System Total Comparison For Fiscal Years 2013-2014 / 2014-2015										
Meeting Room Use										
2013-2014	2014-2015	% Change	2013-2014	2014-2015	% Change	2013-2014	2014-2015	2013-2014	2014-2015	% Change
# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance	Attendance
0	0	0	0	0	0	0	0	0	0	0
85	71	-16.47%	1,328	866	-34.79%	1,328	866	1,328	866	-34.79%
13	13	0.00%	43	256	495.35%	43	256	43	256	495.35%
96	57	-40.63%	1,190	767	-35.55%	1,190	767	1,190	767	-35.55%
198	122	-38.38%	2,939	2,143	-27.08%	2,939	2,143	2,939	2,143	-27.08%
0	0	0	0	0	0	0	0	0	0	0
26	12	-53.85%	484	40	-91.74%	484	40	484	40	-91.74%
238	244	2.52%	4,576	4,813	5.18%	4,576	4,813	4,576	4,813	5.18%
139	147	5.76%	2,861	3,305	15.52%	2,861	3,305	2,861	3,305	15.52%
20	19	-5.00%	397	298	-24.94%	397	298	397	298	-24.94%
1	0	0	0	0	0	0	0	0	0	0
816	685	-16.05%	13,818	12,488	-9.63%	13,818	12,488	13,818	12,488	-9.63%

ITEM 6e

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

Washoe County Library System

Monthly Statistics Report for Fiscal Year 2014-2015

For The Month Of: MAY

	Library Visits		Checkouts		Patron Computer Use		Program Attendance			
	# visits	YTD	# checkouts	YTD	# signups	YTD	# adult	YTD	# youth	YTD
Administration Outreach	273	4,121	270	2,458	80	819	160	1,410	0	1,025
Duncan/Traner: Public hrs	2,265	18,225	2,395	19,803			0	112	0	0
Duncan/Traner: School hrs	53	801	180	1,540						
Gerlach (total)	4,625	55,914	5,278	63,314	401	5,053	108	2,197	230	4,209
Incline	6,482	82,752	11,860	142,436	1,023	13,328	18	3,280	299	5,296
North Valleys	10,505	115,729	19,806	231,448	1,910	18,847	277	3,320	840	10,944
Northwest	11,008	146,987	22,015	257,200	4,805	54,231	170	1,991	140	2,329
Reno	2,168	22,010	1,114	15,432	359	3,361	0	0	0	0
Senior Center	11,427	166,622	18,813	217,876	5,637	60,544	123	1,969	115	1,034
Sierra View	13,482	148,275	23,029	253,321	693	7,715	399	7,054	1,070	12,102
South Valleys	8,341	104,690	13,853	164,896	1,464	16,000	343	4,151	2,179	18,127
Spanish Springs	13,806	158,259	24,193	289,388	5,533	67,591	57	3,514	771	8,223
Sparks	244	2,058	392	5,172	14	71	0	0	0	0
Verdi: Public hrs	1,603	12,990	826	8,868						
Verdi: School hrs										
Total:	86,282	1,039,433	144,024	1,673,152	21,919	247,560	1,495	27,588	5,644	62,264

Collection Development	74	866
Downloadable Books	6,179	59,389
Downloadable Ebooks	9,593	92,389
Read & Share	4,281	60,584
Total:	20,127	213,228

GRAND TOTALS	86,282	1,039,433	164,151	1,886,380	21,919	247,560	1,495	27,588	5,644	62,264
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Internet Library
Total number of Site Hits

70,110

DRAFT FORMAT EFFECTIVE AUG
FOR JULY 2015 STATS.

TO: Washoe County Library Board
FROM: Arnie Maurins, Library Director
RE: Online Resources Usage Report
DATE: July 15, 2015

There is no written material on this agenda item.

Usage statistics for both June and July will be provided
at the August Library Board of Trustees Meeting.