

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, August 16, 2017
4:00 P.M.**

**Incline Village Library
845 Alder Avenue
Incline Village, NV 89451**

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

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

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

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

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

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

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) Approval of Meeting Minutes
 - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of July 19, 2017
- 4) Old Business
 - a. *Informational:* Partnership Branches Presentation Report
- 5) New Business
 - a. *For Possible Action:* Annual Review of and Possible Direction to Staff Regarding WCLS Policies
 - b. *For Possible Action:* Acknowledgement of Director-Approved Gift Fund Purchases Between January 1 and June 30, 2017
 - c. *For Possible Action:* Approval to Close All Washoe County Libraries October 18th, 2017 for Staff to Attend NLA/MPLA Conference.
 - d. *For Possible Action:* Approval of Proposal Not to Exceed \$8,000 for Gustin and Associates to Begin Conceptual Work for Public Library Art as Part of the Downtown Reno Library Renovation Project.
- 6) Reports
 - a. Library Director's Presentation to Include System Programs and Activities, and Friends Report for July 2017
 - b. Incline Village Library Programs, Activities and Operations
 - c. Tacchino Trust Update
 - d. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances for July 2017
 - e. Monthly Library Usage for July 2017
- 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) Staff Announcements - 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.
- 10) Adjournment

LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, July 19, 2017

The Board met in regular session at the South Valleys Library, 15650A Wedge Parkway, Reno, NV 89523

Chair Wilson called the meeting at 4:05 pm

1) ROLL CALL

Board Member Present: Wendy Alderman, Zanny Marsh, Ted Parkhill, Jean Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Nate Edwards Reid, County Manager John Slaughter

Public Present: Sara Sattler

2) PUBLIC COMMENT

John Crockett, Sierra View Managing Librarian, informed thanked Jeff Scott for the staff restroom that is now available to Sierra View Staff, as well as, a water fountain with bottle filler. He also invited the Board to the Duncan Traner Library to celebrate the Summer Reading Program end party and 20th Anniversary of the Duncan Traner Library on Sunday, August 6, 2017 from 2:00 pm to 4:00 pm.

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MAY 17, 2017

On motion by Trustee Stoess, seconded by Trustee Alderman, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of May 17, 2017. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. ELECTION OF CHAIR FOR THE LIBRARY BOARD OF TRUSTEES

Trustee Stoess nominated Vice-Chair Alderman for the position of Board Chair through June 30, 2018. Trustee Marsh seconded the nomination of Vice-Chair Alderman to the position of Board chair. All in favor, none opposed.

b. ELECTION OF VICE-CHAIR FOR THE LIBRARY BOARD OF TRUSTEES

Vice-Chair Alderman nominated Trustee Marsh for the position of Board Vice-Chair through June 30, 2018. Trustee Parkhill seconded the nomination of Trustee Marsh to the position of Vice-Chair. All in favor, none opposed.

c. **APPROVAL OF BYLAWS OF THE LIBRARY BOARD OF TRUSTEES UPDATED WITH CURRENT FISCAL YEAR INFORMATION, TRUSTEE INFORMATION AND THE ADDITION OF "STAFF ANNOUNCEMENTS" TO THE ORDER OF BUSINESS SECTION**

On motion by Trustee Stoess, seconded by Trustee Marsh, motion which duly carried, the Board approved Library Board of Trustee Bylaws and noted updates with an effective date of July 1, 2017. All in favor, none opposed.

d. **APPOINTMENT/REAPPOINTMENT OF BOARD LIAISONS AND COMMITTEES HELD BY ZANNY MARSH WITH FRIENDS OF WASHOE COUNTY LIBRARY AND SARA SATTLER WITH THE PARTNERSHIP LIBRARY ADVISORY COMMITTEE THROUGH JUNE 30, 2017**

Trustee Stoess expressed interest in the liaison position with Friends of the Washoe County Library.

Upon questioning by the Board regarding the purpose of the Partnership Liaison position, Sara Sattler, former Library Board of Trustee, approached the podium at the prompting of Chair Wilson. She stated the Partnerships have an early morning meeting around every three months. Discussion generally centers on how the partnerships are currently running and the best way to keep them operating in their communities. The Gerlach Partnership was not discussed in these meetings during her tenure.

Upon further committee liaison discussion, Legal Counsel Nate Edwards, reminded the Board that this agenda item is agendaized for appointment and reappointment of the noted committees not general discussion.

Trustee Stoess requested a report from the Library Director at the next meeting regarding the Gerlach Partnership Library and more information on the Budget/Finance liaison with the county.

Trustee Alderman expressed interest in the liaison position for the Partnership Committee.

Upon motion by Trustee Marsh, seconded by Trustee Alderman, the Board appointed Trustee Jean Stoess as the liaison to Friends of the Washoe County Library Committee and Trustee Alderman as the liaison to the Partnership Committee through June 30, 2018. All in favor, none opposed.

e. **ACKNOWLEDGEMENT OF CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN APRIL 1 AND JUNE 30, 2017 FOR A TOTAL OF \$23,330**

Upon questioning by the new Trustee Parkhill:

- Director Scott confirmed that donors for non-cash items receive a receipt of acknowledgement specific to the item(s) donated. He also noted that non-cash donations include time donated for programming.
- Chair Wilson noted that, although the Library has individuals that donate regularly, the total quarterly donation amounts fluctuate greatly.

6) **REPORTS**

a. **LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE THE WASHOE COUNTY LIBRARY SYSTEM MONTHLY REPORT ON SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS OF THE WASHOE COUNTY LIBRARY NON-PROFIT REPORT FOR MAY AND JUNE 2017. THIS**

ITEM WILL INCLUDE A REPORT AND INFORMATION ON THE FOLLOWING GENERAL ITEMS: SUMMER READING KICKOFF, STORYTIME AT THE WILBUR D. MAY ARBORETUM, LIBRARY SYSTEM-WIDE PROGRAMS AND BRANCH SPECIFIC PROGRAMS, NEWS STORIES ABOUT THE LIBRARY, OUTREACH EFFORTS IN THE COMMUNITY, ONGOING OPERATION AND FACILITY ISSUES BEING WORKED ON BY STAFF AT CERTAIN BRANCHES, AND STAFFING CHANGES AT VARIOUS BRANCHES

Director Scott provided a PowerPoint presentation updating the Board on Library System programs and activities, outreach and operations for the months of May and June 2017.

Upon questioning by new Trustee Parkhill about how library programs are measured, Director Scott provided a brief history of the Washoe County Library System and Washoe County Budget. He explained the difficulties in quantifying, measuring and comparing operations due to a variety of issues that include, but are not limited to; decrease/increase of staff due to budget restraints, services desired by their communities, and ability to compare to like Library/Library Systems. He stated that although there are surveys and metrics nationwide to help determine where a library system stands with its peers, that ultimately, the driving metric comes down to where a library stands as a resource in its community. The Washoe County Library System

To help provide more information for Trustee Parkhill, Chair Wilson stated that he believes that the Washoe County Library System is in a building phase. During his tenure on the Board, the Library System has begun to rebuild its staff and programs since the economic down turn. Much of the rebuilding has relied upon staff expertise and experience.

Trustee Alderman added the significance of the diversity between the branches and their communities as catalysts for some of the more branch specific programming.

b. SOUTH VALLEYS LIBRARY BRANCH REPORT. THIS ITEM WILL INCLUDE A REPORT AND INFORMATION ON THE FOLLOWING GENERAL ITEMS: STAFF HIGHLIGHTS, BRANCH HIGHLIGHTS, FACILITIES UPDATE, JUVENILE FICTION SHELVING EXPANSION AND ICE ARENA AT THE PARK NEXT TO THE LIBRARY, THE EARLY LITERACY INITIATIVE, THE SCIENCE TECHNOLOGY ENGINEERING ART MATH (STEAM) PROGRAM, ONGOING COMMUNITY PROGRAMS, AND OUTREACH EFFORTS AND TOURS

Julie Ullman, South Valleys Managing Librarian, highlighted the following from her report:

- South Valleys Library had over 180,000 visits and 280,000 checkouts last fiscal year
- Over 15,000 people attended programs and over 9,500 individuals attended Story and Toddler Time last fiscal year.
- New signage in several of the collections, expansion of shelving space and display area.
- New anticipated signage for conference rooms, picnic table and umbrella from donations.

Kristen Ryan, Librarian I, and Morgan Tiar, Library Assistant III, highlighted South Valleys Library Programming from the report:

- Donation to the Gift of Reading from the South Valleys booksale for a total of \$2,641.80.
- Partnerships with the Washoe County School District and Northern Nevada Literacy Counsel in relation to early literacy goals of the Washoe County Library System
- Programs to include S.T.E.A.M. and Summer Reading Program
- Partnership with the Alzheimer's Association and EDAWN

- Outreaches and Tours

Trustee Marsh departed the meeting at 5:01 pm.

c. TACCHINO TRUST LIBRARY RENOVATION PRESENTATION OF UPCOMING RENOVATIONS TO THE DOWNTOWN RENO, NORTHWEST AND SPARKS LIBRARIES DUE TO THE TACCHINO TRUST BEQUEATHMENT FUNDING

Director Scott provided a PowerPoint presentation updating the Tacchino Trust Library Renovation project with focus on the 2017-2018 renovation of the Downtown Reno Library. He did note that this renovation will result in some intermittent closures for the Downtown Reno Library during some of the phases.

Chair Wilson opened Agenda Item 7) Public Comment.

7) PUBLIC COMMENT

Sara Sattler, former Library Board Trustee, expressed her thanks and appreciation of being a part of the Board for the last four years. She stated it was a good experience and that she learned a lot during her tenure. She expressed her continued interest in seeing a new North Valleys Library built, stating too much money has been spent on a building that is not County owned. She congratulated Ted Parkhill, her replacement, noting that she had a lot of questions as a new Trustee. She stated that in her first several months she met with the Library Director after the agenda was created to help clarify any questions she had prior to the scheduled meeting.

Chair Wilson closed Agenda Item 7) Public Comment

d. FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES FOR MAY AND JUNE 2017

The Library Board reviewed the information submitted in the packet.

Upon questioning by Trustee Parkhill, Director Scott clarified that the % information is reflective of what remains, not what is spent in the Department Monthly Expenditure Comparison Reports.

e. MONTHLY LIBRARY USAGE FOR MAY AND JUNE 2017

The Library Board reviewed the information submitted in the packet.

7) PUBLIC COMMENT

Genevieve, a member of the "Screw Drivers", provided a presentation with the robot created by the 7-person FIRST Tech Challenge Team Sonic Screw Drivers, an FTCT electronic robotics Team. The team went to State and, although they did not win, they were 7 points shy of first place. She explained the basics of the Velocity Vortex Competition they competed in requiring them to build a robot that could perform several functions. She demonstrated the movements capable by driving the robot around during her presentation.

Julie Ullman, South Valleys Managing Librarian, thanked Patti, the robotics team Coach and stated that they actually won State but that they did not win the Robot Games. She noted that Patti is also a Library Volunteer and assists with the South Valleys Coding Camps.

Chair Wilson opened Agenda Item 9) Staff Announcements.

9) **STAFF ANNOUNCEMENTS**

Beate Weinert, Programs Coordinator, welcomed Ted Parkhill to the Board. After the Robotics demonstration, she addressed a comment made earlier by Trustee Parkhill asking what staff received from the programming efforts. She noted that she received personal satisfaction in what she does every day and in the relationships she forms with community members.

Chair Wilson closed Agenda Item 9) Staff Announcements.

8) **BOARD COMMENT**

Trustee Alderman commented on her desire to see the Robotics programming reach all branches

Trustee Parkhill stated he was excited to be a part of the Board.

9) **STAFF ANNOUNCEMENTS**

None

10) **ADJOURNMENT**

Chair Wilson adjourned the meeting at 6:00 pm.



WASHOE COUNTY
LIBRARY SYSTEM

Washoe County Library System

Partnership Library History



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Current Partnership Libraries

- **Duncan Traner**
 - M-Th: 3pm - 6pm
 - Sunday: 1:00 pm - 5:00 pm
- **Verdi**
 - Tues: 3pm - 6pm
 - Wed: 2pm - 6pm
 - Fri: 3pm - 6pm
- **Gerlach**
 - Wednesday night
- **Senior Center**
 - M-F: 9am-1pm



Duncan-Traner

- Opened in 1994
- 3,100 Square Feet
- Joint-Use Library with Duncan Elementary and Traner Middle School
- Circulation: 1,514
- Area Population: 20,402



Verdi

- Opened in 1992
- Joint-use Library with Verdi Elementary and Nevada Department of Wildlife
- Square Footage: 3,184
- Circulation: 4,823
- Area Population: 772



Gerlach

- Partnership began after Bookmobile services ended
- New facility built in 1996
- Judy Conley long time librarian retired in 2016
- Circulation: 1,756
- Population: 206



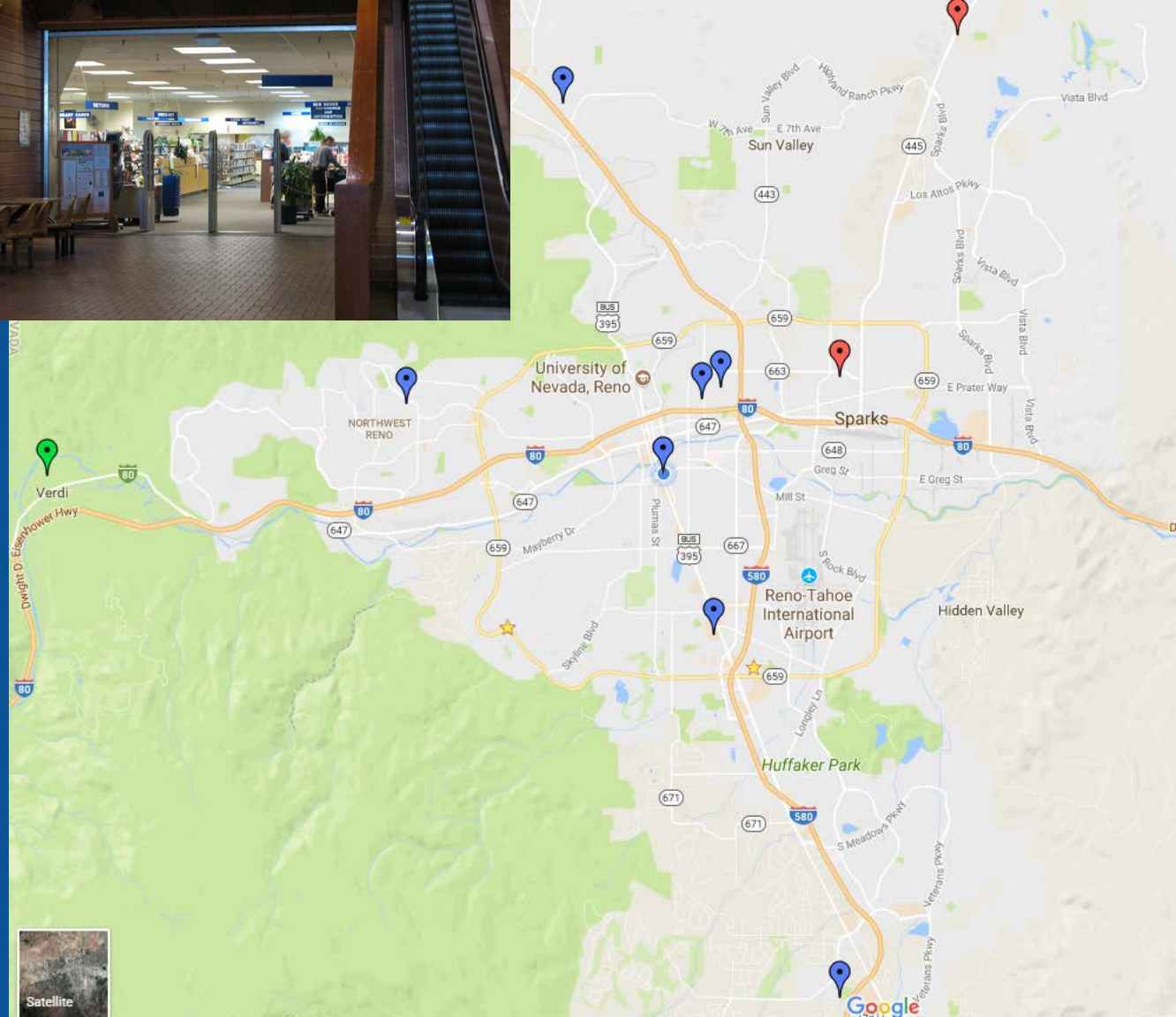
Senior Center

- Senior Center
- Inside Senior Center Complex on Ninth St.
- 800 square feet
- Circulation: 12,472
- Population: 19,075



Purpose

- WCLS one of first libraries to develop concept in 1980s:
 - Malls (Sierra View/North Valleys)
 - Schools
 - Other county facilities
- Allowed library to expand quickly and inexpensively
- Partnerships were not to be closed unless a main library replaced it



Historical Partnerships

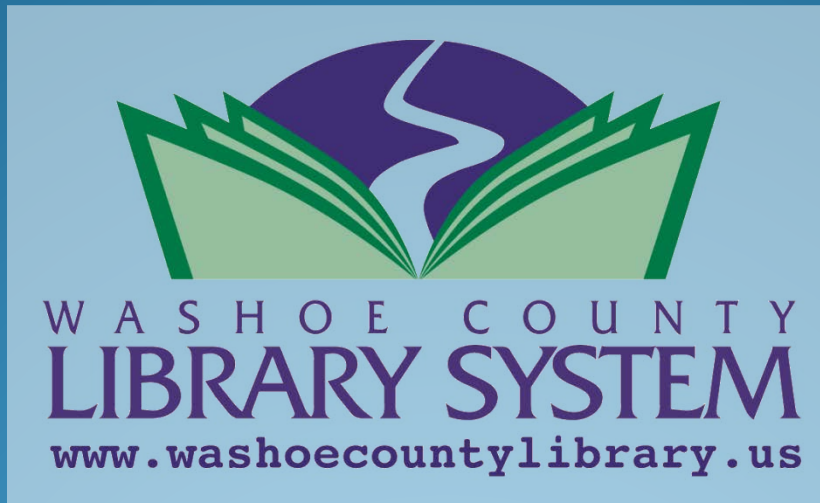
- Billingshurst-Replaced by Northwest Library
- Galena-Replaced by South Valleys
- Mendive-Replaced by Spanish Springs



Partnerships Renaissance

- Restored programming
- Positive Partnership Meetings
- Expanded/Adjusted hours:
 - Duncan Traner
 - Verdi
- Different Staff at Gerlach
- Combined Collection Development Efforts





Thank you!

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TO: Washoe County Library Board

FROM: Jeff Scott, Library Director

RE: Annual Review of and Possible Direction to Staff Regarding WCLS Policies

DATE: August 16, 2017

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 agendized and reviewed during a summer Board meeting, and a packet of policies will be provided at the meeting.

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

Washoe County Library System

Policy Manual

February 23, 2017

Contents

<u>ADULT PATRON USE OF YOUTH AREAS POLICY</u>	3
<u>ANIMALS IN THE LIBRARY POLICY</u>	4
<u>CASH POLICY</u>	5
<u>COLLECTION DEVELOPMENT AND MANAGEMENT POLICY</u>	6
<u>Scope of the Collection</u>	6
<u>Collection Development and Management Criteria</u>	6
<u>Gifts of Library Materials</u>	7
<u>Collection Structure</u>	7
<u>Collection Responsibilities</u>	7
<u>Intellectual Freedom</u>	8
<u>Reconsideration of Library Materials</u>	8
<u>CITIZEN REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS AND ARTWORK</u> ...	9
<u>CONDUCT POLICY</u>	10
<u>CONFIDENTIALITY POLICY</u>	11
<u>FINES, FEES AND CHARGES POLICY</u>	12
<u>FUND RAISING POLICY</u>	14
<u>GIFT POLICY</u>	15
<u>GIFT FUND POLICY</u>	16
<u>INTERLIBRARY LOAN POLICY</u>	17
<u>LIBRARY CARD AND MATERIALS BORROWING POLICY</u>	18
<u>PROCEDURES FOR VERIFICATION OF ADDRESS (ISSUANCE OF LIBRARY CARD)</u>	19
<u>LIBRARY PROGRAMS AND PRESENTERS POLICY</u>	20
<u>Library-initiated programs:</u>	20
<u>Library-cooperative programs:</u>	20
<u>MEETING ROOM POLICY</u>	22
<u>NAMING LIBRARIES POLICY</u>	24
<u>POSTING, EXHIBITION AND DISPLAY POLICY</u>	25
<u>PRIVACY POLICY</u>	26
<u>Emails and Web Forms</u>	26
<u>Cookies</u>	26
<u>Wireless Network</u>	27
<u>Links to Other Sites</u>	27
<u>Policy Changes and Revisions</u>	27
<u>PUBLIC USE OF LIBRARY TECHNOLOGY POLICY</u>	28
<u>SCHOLARSHIP POLICY</u>	30
<u>SUSPENSION POLICY</u>	31
<u>UNATTENDED CHILDREN POLICY</u>	32
<u>VOLUNTEER POLICY</u>	33

ADULT PATRON USE OF YOUTH AREAS POLICY

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

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

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

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

APPROVED: June 15, 2005

ANIMALS IN THE LIBRARY POLICY

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

APPROVED: July 15, 2009

CASH POLICY

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

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

APPROVED: April 20, 1995
REVISED October 16, 2014

COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

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

Scope of the Collection

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

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

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

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

Collection Development and Management Criteria

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

- Current and potential relevance to community needs
- Suitability of subject and style for intended audience
- Attention by critics and expert reviewers
- Cost
- Requests by the public

- Comprehensiveness
- Skill, competence, purpose of author
- Reputation and significance of author
- Objectivity
- Authenticity of history or social setting
- Consideration of the work as a whole
- Representation of diverse points of view
- Suitability in physical form for library use
- Technical quality

Gifts of Library Materials

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

Collection Structure

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

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

Collection Responsibilities

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

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

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

Intellectual Freedom

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

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

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

Reconsideration of Library Materials

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

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

APPROVED: December 15, 2004

REVISED: May 19, 2010

CITIZEN REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS AND ARTWORK

Author/Artist _____

Title _____

Book _____ Periodical _____ Other _____ Publisher/Date _____

Please state the reason for your request. _____

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

What are the positive points of this material? _____

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

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

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

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

Request initiated by: _____

Address _____

State _____ Zip _____ Phone _____

Do you represent:

- Yourself
- Organization (name) _____

Date: _____ Signature of Patron: _____

Date: _____ Received by Staff Member: _____

CONDUCT POLICY

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

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

APPROVED: July 18, 2007

REVISED: May 22, 2014

CONFIDENTIALITY POLICY

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

Nevada Revised Statute 239.013 states:

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

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

APPROVED: October 20, 1993

REVISED: May 18, 2011

FINES, FEES AND CHARGES POLICY

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

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

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

Overdue Library Material Fines

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

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

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

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

Lost Materials and Materials Damaged Beyond Repair

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

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

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

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

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

Library Fees

Library card fees:

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

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

Default Replacement Charges

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

Audiobook set	\$40.00
CD set (music)	\$40.00
CD (music)	\$15.00
Computer software	\$50.00
DVD set	\$40.00
DVD	\$25.00
Hard cover book	\$25.00
Kinder/theme kit	\$50.00
E-reader	\$80.00
E-reader case	\$15.00
E-reader USB cord	\$ 3.00
E-reader wall charger	\$20.00
Magazine	\$ 3.00
Paperback	\$10.00
Read-along	\$10.00
Reference material	\$50.00
Vertical file material	\$ 5.00

Other replacement charges:

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

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

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

APPROVED: February 15, 2006

REVISED: November 19, 2015

FUND RAISING POLICY

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

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

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

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

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

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

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

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

GIFT POLICY

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

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

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

APPROVED: *February 20, 2013*

GIFT FUND POLICY

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

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

Expenditures may be made as follows:

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

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

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

INTERLIBRARY LOAN POLICY

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

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

APPROVED: *June 16, 1999*

REVISED: *January 15, 2014*

LIBRARY CARD AND MATERIALS BORROWING POLICY

STANDARD CARD: Library cards are issued without charge to Washoe County residents, students attending school in Washoe County, non-residents working or owning real property in Washoe County.

RECIPROCAL BORROWER'S CARD: Residents of jurisdictions whose libraries issue free cards to Washoe County residents may apply for a borrower's card from Washoe County. Users may have some access to electronic resources.

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, which carry a fee according to the Fines, Fees and Charges Policy. Users may have access to some electronic resources.

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

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

Borrowing privileges are extended to physical formats of library materials.

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.

WCLS provides access to electronic resources to residents of Washoe County in accordance with vendor licensing agreements.

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

APPROVED: May 22, 2014

REVISED: February 23, 2017

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. By submitting a room reservation request, users agree to abide by all applicable laws and library policies, and release Washoe County and Washoe County Library System from all liability.

1. Meeting rooms may be used any time during the regular business hours of the Library. Some Library facilities have separate entrances to meeting rooms and can be reserved for meetings that may begin prior to or end after Library hours.
2. All programs and meetings must be free and open to the public. Meeting room users, groups and individuals may not charge or solicit fees, dues or donations as a condition of attending any meeting or program.
3. All Library-sponsored and Friends of Washoe County Library-sponsored meetings/programs take first priority on all meeting room schedules. The Library reserves the right to reschedule an existing reservation.
4. Reservations will be on a first-come, first-served basis. 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.
5. Payment is required within seven (7) days of booking. The reservation is confirmed at the time payment is made and is tentative until that time.
6. 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.
7. 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.
8. 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.

9. 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.
10. Groups must provide proof of adequate liability insurance coverage when any of its meetings or programs has more than 106 attendees.
11. 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.
12. 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: October 16, 2014

Revised: February 23, 2017

NAMING LIBRARIES POLICY

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

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

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

APPROVED: *August 20, 1997*

POSTING, EXHIBIT AND DISPLAY POLICY

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

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

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

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

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

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

APPROVED: February 21, 2007
REVISED: July 16, 2015

PRIVACY POLICY

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

Emails and Web Forms

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

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

Cookies

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

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

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

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

Wireless Network

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

Links to Other Sites

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

Policy Changes and Revisions

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

For more information:

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

Approved: May 18, 2011

PUBLIC USE OF LIBRARY TECHNOLOGY POLICY

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

- Security: Library users use Library computers at their own risk. The Library is not responsible for any information that is compromised, for loss of data or for any harm that may come, directly or indirectly, from the use of Library computers.
- Filtering: 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.
- 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.
- 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.)
- 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*

SUSPENSION POLICY

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

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

APPROVED: *March 19, 2003*

REVISED: *May 19, 2016*

UNATTENDED CHILDREN POLICY

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

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

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

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

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

APPROVED: June 15, 2005

REVISED: May 22, 2014

VOLUNTEER POLICY

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

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

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

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

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

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

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

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

APPROVED: July 19, 2000

REVISED: June 17, 2009

LIBRARY DIRECTOR APPROVED GIFT FUND PURCHASE OVER \$100 ITEM 5b
 JANUARY - JUNE 2017

<u>BRANCH</u>	<u>DESCRIPTION</u>	<u>EXPENDITURE</u>	
Downtown Reno	TV / Mount Kit	\$	1,226.65
Downtown Reno	Tree Pruning	\$	490.00
Downtown Reno	Stairway Plastic	\$	724.00
Downtown Reno	Receipt Printer	\$	271.99
Downtown Reno	Laptop	\$	499.00
Incline Village	Children's Shopping Carts	\$	175.59
North Valleys	Carpet	\$	10,454.51
Northwest	Helene Berr Exhibit	\$	2,194.50
Northwest	Helene Barre Exhibit	\$	200.00
Northwest	Helene Berr Exhibit	\$	1,681.93
Northwest	Helene Berr Exhibit	\$	432.00
Northwest	Helene Berr Exhibit	\$	115.00
Northwest	Exhibit Opening	\$	153.93
Northwest	SRP Toys	\$	106.92
Northwest	Program Supplies	\$	175.67
Northwest	Build It Programming	\$	497.29
Sierra View	Program Supplies	\$	181.57
Sierra View	Storytime Supplies	\$	106.28
South Valleys	Supplies	\$	296.82
South Valleys	Chairs	\$	428.34
South Valleys	Program Supplies	\$	167.79
South Valleys	Sound System	\$	207.87
South Valleys	Volunteer Appreciation	\$	135.00
South Valleys	Program Supplies	\$	104.63
Spanish Springs	Volunteer Appreciation	\$	200.75
Spanish Springs	Volunteer Appreciation	\$	150.00
Sparks	Furniture	\$	397.00
Total:		\$	21,775.03

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval to Close All Washoe County Libraries October 18th, 2017, for Staff to Attend NLA/MPLA Conference
DATE: August 16, 2017

Background: At the April LBOT meeting, the Board agreed to move the October 18, 2017, Library Board of Trustee Meeting for all Trustees to attend the joint Nevada Library Association (NLA)/Mountain Plains Library Association (MPLA) Conference at the Hard Rock Hotel in Stateline, Nevada. During this agenda item, Director Scott stated he was looking to close all Washoe County Libraries for all staff to attend the conference on one of the conference days.

Recommendation and Suggested Motion: Approve closure of all Washoe County Libraries to the public on Wednesday, October 18, 2017, for all staff to attend the NLA/MPLA Conference at the Hard Rock Hotel in Stateline, Nevada.

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval of Proposal Not to Exceed \$8,000 for Gustin and Associates to Begin Conceptual Work for Public Library Art as Part of the Downtown Reno Library Renovation Project
DATE: August 16, 2017

Background: As part of the Downtown Reno Library renovation, several public art components have been planned. The Library has spoken with Melinda Gustin and her firm about getting concepts. This proposal would allow them to start work on options, further expenditures would be approved by the board.

Scope of Work Includes: Conceptual Design, Entry Door Art Sculpture, Silhouetted Book Railing, Liberty Street/Gateway Art, Hardscape and Street Furniture, Existing Landscape Planters.

Total cost of conceptual work is at \$7,175 and would include future approvals once actual costs are determined.

Recommendation and Suggested Motion: Recommend that proposal be accepted and approved so work can begin on the public art pieces of the library.

Gustin & Associates, Inc.

July 13, 2017

Mr. Jeff Scott, Library Director,
Washoe County Library System
301 S. Center Street
Reno, Nv.

RE: Downtown Reno Library, Tacchino Trust Renovation Proposal

Dear Jeff,

Kreg Mebust and I are very pleased to have met with you, and for the opportunity to present this proposal for our services relating to the exterior renovation of the South Center Street library.

The following, outlines the scope of work, as we understand it, based upon our meeting and site visit, July 11, 2017.

SCOPE OF WORK

Task 1 – Conceptual Design: Kreg Mebust, and Melinda Gustin, will prepare preliminary design concepts for the Downtown Reno Library’s South Center Street frontage and main entrance areas, as well as the Liberty Street stairway approach.

Design concepts will honor the historical significance of the building, while incorporating a “family friendly” theme. Jeff Scott, Library Director, will provide copies of the original architectural drawings, as well as any existing, current base maps.

Concepts will include suggestions for:

A) Entry Door Art Sculpture - Freehand rendering(s) will be created for the outdoor volumetric space above the main entry door, facing South Center Street.

B) Silhouetted Book Railing – Please note, the time and expenses related to the design of our existing, “silhouetted book” railing concept, (which appears on page thirteen of the Washoe County Library System, Tacchino Trust Renovations presentation material), will be donated toward the advancement of the finished product, but may be further refined in the concept development task (Task-3).



Gustin & Associates, Inc.

C) Liberty Street Entry/Gateway Art – Freehand rendering(s) will be created for the Liberty Street stairway area. Theme is to promote a “family friendly” impression, which is intended to serve a visual marker for the South Virginia Street view corridor, as well as improve visibility from the Discovery Museum.

D) Hardscape and Street Furniture – Freehand rendering which incorporates flagpoles, facade banners, possible student art sculpture, and relocates existing bike rack and seat benches, with a new hardscape paving pattern complimentary to the historic architecture.

E) Existing Landscape Planters – We will make recommendations regarding the existing plants such as pruning and possible removal / replacements, in an effort to create an improved appearance.

Task 2 - Conceptual Design Presentation Meeting:

We will present the conceptual design elements for comment and possible revisions to Jeff Scott, Library Director.

Task 3 – Concept Development (Tasks 1A-1E)

The preferred design alternatives, will be revised as needed. In keeping with the “tight time frames”, the design renderings will be advanced to a point where either a general contractor, and/or metal fabricator, as selected by the Washoe County Library System procurement process, can further the design for construction and cost estimate purposes.

Completed design concepts will receive final client approval prior to delivery. Note that any revisions will be addressed on a time and materials basis as outlined in Task-5.

Task 4 - Coordination/ Hand-off of Design Renderings to General Contractor, and/or Metal Fabricator

We will meet with the selected parties, for design coordination.

Task 5 – Additional Meetings/ Revisions – Subsequent meetings/revisions, in addition to those listed above, may be required as this project progresses. We will provide ongoing consulting services on a time and materials basis, (T & M), with prior client approval, at a rate of \$85 per hour.

Reimbursement Expenses – Will include prints, copies, reproduction of artwork and presentation materials, as required to complete the above detailed Scope of Work. Expenses will be billed based upon direct costs, with no mark up.

Gustin & Associates, Inc.

FEE DETAIL

Task 1 –Conceptual Design Elements (A-E)	\$2,800
Task 2 - Conceptual Design Presentation Meeting	\$350
Task 3 – Concept Development (Includes site visit)	\$3,750
Task 4 - Coordination/ Hand-off Design to GC and/or Metal Fabricator	\$275
Task 5 – Additional Meetings/ Revisions/ Reimbursable Expenses	\$TBD
PRELIMINARY SUBTOTAL	\$7,175 + T&M

Again, we thank you for allowing us to present this proposal, and hope we've correctly detailed our understanding of the services you've requested. It's an exciting project, and we believe we have the unique, combined talents of historic preservation and landscape design skills which correlate perfectly with this project, and we'd love to be a member of the design team. If you have any questions or comments, please feel free to give me a call.

Sincerely,

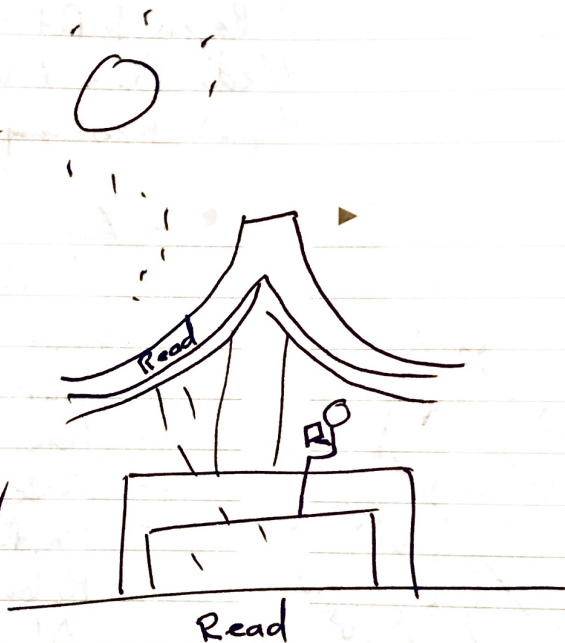
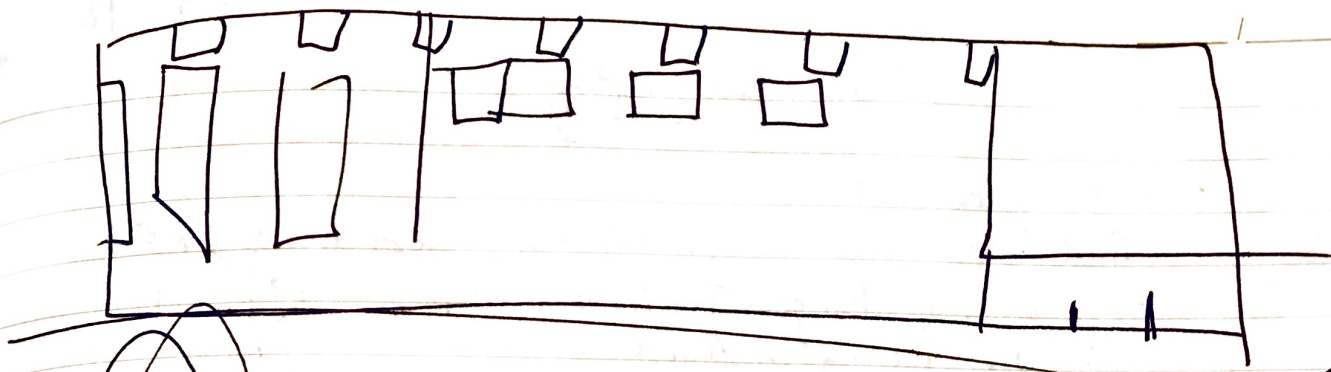


Melinda Gustin, SPHR, SHRM-SPC
Historic Preservation/Landscape Historian



Kreg Mebust, LEED AP, MaED
Landscape Architect NV# 384







WASHOE COUNTY
LIBRARY SYSTEM

Washoe County Library System Monthly Report

July 2017

Connect

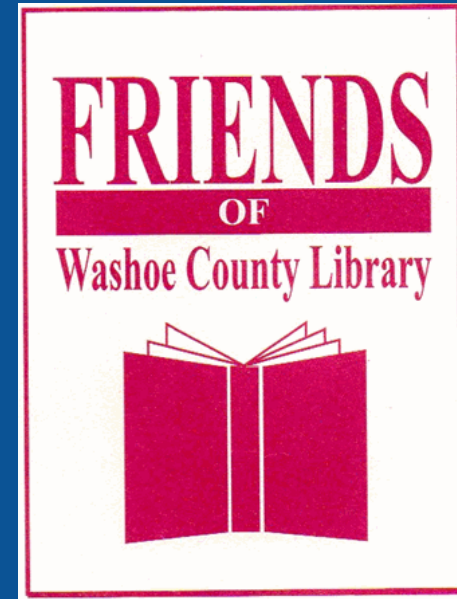
Gather

Explore



Friends of the Washoe County Library

- FWCL met on August 9th at Verdi Library
- June booksale raised \$17,451
- August booksale Aug 5-13
- FWCL approved increased number of grants written on their behalf by Andy Tavener
- Next meeting September 13th at Incline Village Library



Programs

System-wide

- Mad Science presents Fire and Ice
- Story Time at the Wilbur D. May Arboretum
- Washoe Reads: The Orphan Master's Son
- The Biggest Little Bug Adventure with Nevada Bugs and Butterflies
- Library Night at the Aces August 21st



Programs

Branches

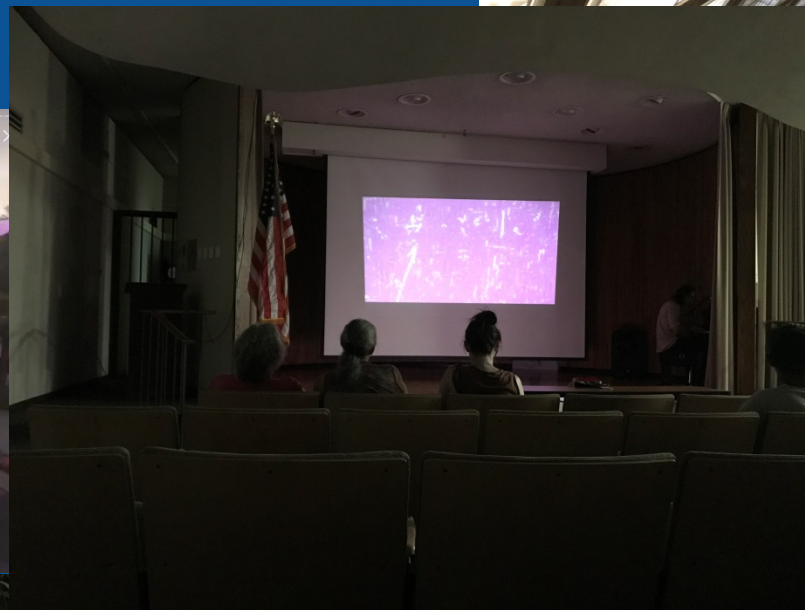
- IV Apartment Story Time
- RN High and Dry with Holland Project
- RN Flower Arranging
- SO Latin Jazz Group No Comprende
- SO Full STEAM Ahead: Bits & Bots
- July is Artown at South Valleys Library
- NV Thursday Night STEAM
- NW Artown presents: Constructing Memories



Programs

Branches

- Holland Project at Downtown Reno
- Pop-up Art
- Auditorium Performance
- Bomb Shelter Tour
- Performance in Bomb Shelter



Collections

- RFID tagging complete
- Working with vendors on Automated Materials Handling
- Hardware, gates, self-check, and staff stations forthcoming
- Next phase for hardware September to December
- Phase for Automated Materials Handler Spring 2018
- LSTA grant awarded \$96,000 for installation
- Will use grant with Tacchino funds for more Automated Materials Handlers



Washoe County Library in the News

- 7/11: Library Night with the Reno Aces, August 21, 2017
- 7/12: Opportunity Knocks with Washoe County Career Discovery Fair, July 27, 2017
- 7/28: Get a Free Pair of Eclipse Glasses at any Washoe County Library!



- 7/11: KOLO advised of Verdi Community Library and Community Center Closure due to the Farad Fire.
- 7/25: FOX advised of Holland Project Event at Downtown Reno Library.
- 7/28, 7/29, 7/30, 7/31: KOH-AM, KOLO, KTVN, KRNV advised of free solar eclipse glasses

Outreach

- IV Red, White and Tahoe Blue Community Faire outreach
- IV Farmers Market
- Northern Nevada Pride Festival
- Reno Mini-Maker Faire
- Reno City Council presentation on Tacchino Renovations

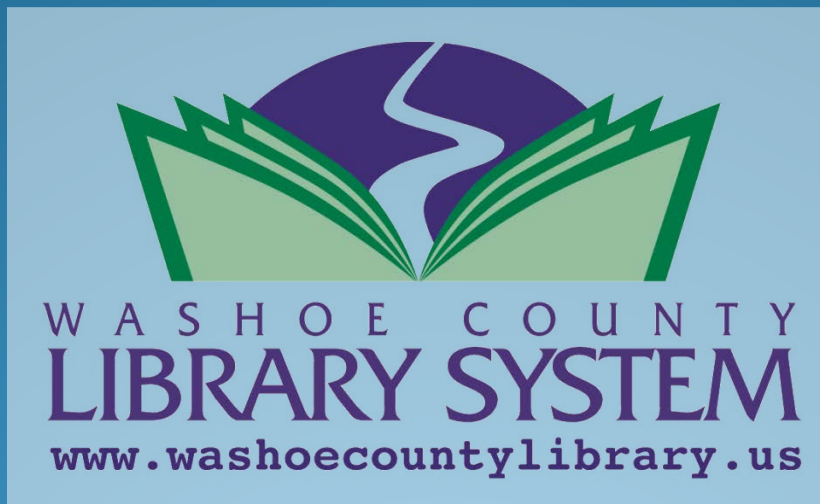


E.1 Washoe County Library System Branch Renovations
RENO CITY COUNCIL AND REDEVELOPMENT AGENCY BOARD
July 26, 2017

Operational

- New Sierra View Library Bathrooms!
- Downtown Reno:
 - Patrons bringing in oversized items
 - Patrons bringing in pets (non-service animals)
 - Renovation plans for March 2018





Thank you!

Connect

Gather

Explore

WCLS Board of Trustees Report
Incline Village Library 2016-2017

Submitted by: Pam Rasmussen, managing librarian

1. Branch or department highlights, accomplishments, significant changes or innovations.

- **Branch closures and new days open:** the Incline Village library became the first library in the Tahoe Basin to open on Mondays beginning January 2nd. We were also closed for four days due to blizzard and avalanche warnings, as well as snow removal issues.
- **Tahoe Talks:** A monthly series of community conversations on timely topics with guest experts and open discussion by all has evolved to include travel and gardening programs. Topics have included: *High Country Food Growing, Pacific Crest Trail, Fake News, Camino de Santiago, Off the Grid Travel & Photography, and Living with Wildlife.*
- **Quilt Expo:** Bee Inclined Quilt Club exhibited quilts and quilted art, as well as demonstration stations.
- **Early voting:** 3,150 citizens voted at the library for the general election in 2016.
- **Nevada Humanities Pop-up Salon:** with hometown boy and Nevada Reads author Mark Maynard.
- **Community outreaches** including We Care Volunteers Homeless Services Days, Red, White & Tahoe Blue Community Fair, Reno Mini Maker Faire, Chamber of Commerce mixers, Seniors Conversation Café, Bonanza community meetings, Village Pre-school story times, Incline Village Elementary School Literacy Fair, Tahoeberfest, Trail of Treats and Terror, IVGID Trustees Community Organizations meet & greets, and Latino apartment complex story times.
- **Senior Services Community Focus Group** expanded to include multiple county department representatives, Commissioner Berkbigler, IVGID staff, library staff, and community members. Plans are underway to enhance the old library building to serve as a senior/community center. IV Library will partner with the center to offer programming and services as needed.
- **4th Annual Edible Book Festival.** Bigger and better than ever with 100 tasters/voters and over 30 dishes!
- **Tiny Homes Panel Presentation.** In response to the housing crisis in Lake Tahoe, we organized a panel of experts to discuss the growing interest in tiny homes. The panelists included representatives from Washoe County, Tahoe Regional Planning Agency, a private architectural firm and tiny home owners.
- **Hour of Code and Coding Camps.**
- **Yoga Family Story Time:** 52 yogis, large and small, enjoyed this special story time with a certified yoga instructor.
- Hosted two **Washoe County Community Services Community meetings.**
- Currently hosting a **Farmer's Market** in the parking lot every Thursday from 4:00-7:00 through Labor Day.
- **High School Summer Reading Program.**
- Red White and Tahoe Blue kids bike parade **bike decorating program.**
- **Bi-lingual Story Time.**
- **Firemen Story Time.**
- **Harry Potter 20th Anniversary Party.**

2. Facility-related projects completed or in progress.

- New **marketing monitor** at front desk to advertise library programs.
- **Coloring and puzzle** stations.
- Creation of **Tahoe/Nevada permanent art exhibit**, local history, and information of interest board.

- New youth art exhibit space.
- Coffee/tea vending station.
- Parking lot asphalt repairs.

3. Upcoming programs/initiatives/projects/services, and ideas under consideration

- Bi-monthly adult DIY programs.
- Monthly story times at Latino apartment complex.
- Girls Who Code
- Teen programming such as cram nights, reading clubs, movie nights, enhanced tween area with digital offerings, and a teen advisory board.





TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: August 16, 2017

Background: The Tacchino Trust requests regular updates to ensure the Trust schedule is being complied with and the Library Board of Trustees agreed upon regular updates on the status of expenditures out of the Tacchino Trust bequeathment to the Washoe County Library System. The Library System decided to include the Tacchino Trust Updates as a monthly update provided with the Library Board of Trustee meetings.

There were no expenditures from Tacchino Trust funds for the month of July 2017.

Recommendation and Suggested Motion: This is a non-action item. No motion is required.

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

10-Aug-17

F/Y 2017 / 2018

CURRENT YEAR

PRIOR YEAR

<u>TITLE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 5,714,656	\$ 459,228	\$ 5,255,428	8%	\$ 5,450,444	\$ 436,488	\$ 5,013,956	8%
EMPLOYEE BENEFITS	\$ 3,163,491	\$ 249,653	\$ 2,913,838	8%	\$ 3,003,191	\$ 172,202	\$ 2,830,989	6%
SERVICES & SUPPLIES	\$ 881,281	\$ 58,761	\$ 822,520	7%	\$ 858,591	\$ 84,341	\$ 774,250	10%
CAPITAL OUTLAY								
TOTAL:	\$ 9,759,428	\$ 767,642	\$ 8,991,786	8%	\$ 9,312,226	\$ 693,031	\$ 8,619,195	7%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

10-Aug-17


F/Y 2017 / 2018

CURRENT YEAR

PRIOR YEAR

<u>TITLE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>BALANCE</u>	<u>%</u>
SALARIES/WAGES	\$ 918,300	\$ 75,755	\$ 842,545	8%	\$ 868,989	\$ 66,163	\$ 802,826	8%
EMPLOYEE BENEFITS	\$ 488,937	\$ 39,736	\$ 449,201	8%	\$ 450,274	\$ 22,900	\$ 427,374	5%
SERVICES & SUPPLIES	\$ 1,204,650	\$ 90,872	\$ 1,113,778	8%	\$ 1,103,828	\$ 197,610	\$ 906,218	18%
CAPITAL OUTLAY			\$ -					
TOTAL:	\$ 2,611,887	\$ 206,363	\$ 2,405,524	8%	\$ 2,423,091	\$ 286,673	\$ 2,136,418	12%

GIFT FUND BALANCE AS OF JULY 31, 2017				
<u>BRANCH</u>	<u>TOTAL</u>	<u>DESIGNATED RESTRICTED USE</u>	<u>AVAILABLE GENERAL</u>	
CHILDREN'S COORDINATOR	\$ 7,005.91	\$ 7,005.91	\$ -	
DOWNTOWN RENO	\$ 5,477.37	\$ 3,332.45	\$ 2,144.92	
DUNCAN / TRANER	\$ 1,651.72	\$ 1,607.20	\$ 44.52	
GERLACH	\$ -	\$ -	\$ -	
INCLINE	\$ 8,079.74	\$ 3,859.68	\$ 4,220.06	
INTERNET	\$ -	\$ -	\$ -	
NORTHWEST	\$ 1,190.88	\$ 295.63	\$ 895.25	
NORTH VALLEYS	\$ 4,377.02	\$ 3,375.85	\$ 1,001.17	
SENIOR CENTER	\$ -	\$ -	\$ -	
SIERRA VIEW	\$ 5,035.60	\$ -	\$ 5,035.60	
SOUTH VALLEYS	\$ 4,599.49	\$ 894.80	\$ 3,704.69	
SPANISH SPRINGS	\$ 9,411.64	\$ 2,829.55	\$ 6,582.09	
SPARKS	\$ 11,608.61	\$ -	\$ 11,608.61	
SYSTEMS OFFICE	\$ 45,726.32	\$ 45,589.88	\$ 136.44	
SYSTEMWIDE	\$ 541,365.76	\$ 540,748.55	\$ 617.21	
SYSTEMWIDE INTEREST	\$ 58,064.84	\$ -	\$ 58,064.84	
TECHNICAL SERVICES	\$ 22,304.77	\$ 22,243.66	\$ 61.11	
VERDI	\$ 484.85	\$ -	\$ 484.85	
TOTALS:	\$ 726,384.52	\$ 631,783.16	\$ 94,601.36	

Washoe County Library System															
Systemwide Monthly Library Usage Statistics Report Fiscal Yrs 2016-2017/2017-2018															
	Accumulative														
	Checkouts			Reference			Patron Computer Use			Library Visits			Digital Visits		
	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change
July	164,272	165,475	0.73%	23,910	17,607		20,228	14,600	-27.82%	92,084	79,730	-13.42%	199,582	174,972	-12.33%
August	167,937	0	0	25,481	0		19,942	0	0	103,611	0	0	235,008	0	0
September	164,949	0	0	26,409	0		20,426	0	0	94,506	0	0	208,290	0	0
October	169,212	0	0	25,081	0		18,475	0	0	107,178	0	0	208,979	0	0
November	162,418	0	0	21,146	0		13,420	0	0	82,129	0	0	176,872	0	0
December	150,576	0	0	18,316	0		13,932	0	0	77,749	0	0	182,954	0	0
January	162,069	0	0	19,255	0		18,260	0	0	82,503	0	0	182,692	0	0
February	160,568	0	0	21,500	0		16,121	0	0	81,118	0	0	182,258	0	0
March	176,437	0	0	22,884	0		18,619	0	0	94,623	0	0	191,689	0	0
April	166,349	0	0	21,262	0		17,375	0	0	86,728	0	0	182,768	0	0
May	161,903	0	0	18,116	0		15,955	0	0	86,397	0	0	179,679	0	0
June	159,020	0	0	21,180	0		17,988	0	0	94,165	0	0	173,483	0	0
Totals	1,965,710	165,475	0.73%	264,540	18,761		210,741	14,600	-27.82%	1,082,791	79,730	-13.42%	2,304,254	174,972	-12.33%
Totals to Date	164,272			49,391			20,228			92,084			199,582		
	# of Programs			Program Attendance			# of Outreach			Outreach Attendance					
	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change	2016 - 2017	2017 - 2018	% Change			
July	280	283	1.07%	6,492	5,913	-8.92%	6	8	33.33%	421	549	30.40%			
August	259	0	0	6,354	0	0	26	0	0	853	0	0			
September	316	0	0	7,851	0	0	22	0	0	1,053	0	0			
October	284	0	0	10,797	0	0	13	0	0	1,575	0	0			
November	367	0	0	5,598	0	0	17	0	0	1,114	0	0			
December	232	0	0	6,364	0	0	17	0	0	935	0	0			
January	232	0	0	4,325	0	0	17	0	0	815	0	0			
February	289	0	0	6,266	0	0	31	0	0	1,304	0	0			
March	325	0	0	8,327	0	0	19	0	0	1,441	0	0			
April	312	0	0	9,435	0	0	23	0	0	2,752	0	0			
May	327	0	0	7,329	0	0	41	0	0	2,374	0	0			
June	323	0	0	7,540	0	0	20	0	0	810	0	0			
Totals	3,546	285	-47.12%	86,678	6,641	-48.30%	252	10	-68.75%	15,447	1,277	0.24%			
Totals to Date	539			12,846			32			1,274					

**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 2017 - 2018



For The Month Of: JULY

BRANCH ACTIVITY	Checkouts		Reference		Patron Computer Use		Library Visits		Miscellaneous						
	# checkouts	YTD	Count	YTD	# signups	YTD	# visits	YTD	Digital Visits	YTD	Database Usage	YTD	Social Media Adult	YTD	Read & Share
Digital Branch	28,835	28,835							174,972	174,972	7,572	7,572	36,364	36,364	
Duncan/Traner	80	80	118	118	288	288	581	581							0
Gerlach	144	144					39	39							
Incline	5,584	5,584	1,474	1,474	448	448	5,242	5,242							1,534
North Valleys	10,569	10,569	0	0	956	956	7,557	7,557							0
Northwest	21,388	21,388	3,040	3,040	1,639	1,639	13,285	13,285							860
Reno	16,444	16,444	1,628	1,628	4,377	4,377	11,490	11,490							285
Senior Center	1,530	1,530	259	259	884	884	3,234	3,234							0
Sierra View	17,354	17,354	3,539	3,539	790	790	0	0							262
South Valleys	24,443	24,443	2,571	2,571	790	790	15,025	15,025							1,191
Spanish Springs	18,976	18,976	2,049	2,049	1,041	1,041	10,266	10,266							0
Sparks	20,073	20,073	2,919	2,919	3,386	3,386	12,902	12,902							1,659
Verdi	55	55	10	10	1	1	109	109							0
Total:	165,475	165,475	17,607	17,607	14,600	14,600	79,730	79,730	174,972	174,972	7,572	7,572	36,364	36,364	5,791

PROGRAMS/ OUTREACH	# of Programs				Program Attendance				# of Outreach				Outreach Attendance			
	Adult		Youth		Adult		Youth		Adult		Youth		Adult		Youth	
	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD	# adult	YTD	# youth	YTD
Digital Branch																
Duncan/Traner	0	0	19	19	0	0	102	102	0	0	0	0	0	0	0	0
Gerlach																
Incline	5	5	14	14	276	276	206	206	1	1	0	0	250	250	0	0
North Valleys	7	7	15	15	56	56	429	429	0	0	0	0	0	0	0	0
Northwest	9	9	20	20	69	69	1,043	1,043	0	0	0	0	0	0	0	0
Reno	10	10	17	17	62	62	188	188	1	1	0	0	15	15	0	0
Senior Center	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sierra View	0	0	30	30	0	0	373	373	0	0	0	0	0	0	0	0
South Valleys	11	11	31	31	232	232	1,244	1,244	2	2	3	3	68	68	98	98
Spanish Springs	10	10	52	52	107	107	962	962	0	0	0	0	0	0	0	0
Sparks	11	11	22	22	183	183	381	381	1	1	0	0	118	118	0	0
Verdi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	63	63	220	220	985	985	4,928	4,928	5	5	3	3	451	451	98	98

Administration Outreach 2 2 0 0 305 305 0 0

Note: Digital Branch includes ebooks, audiobooks, magazine checkouts
 Duncan Traner & Verdi reflect public hours only
 Gerlach reflects both public and school hours

Washoe County Library System						
Monthly Statistics By Branch / Cumulative By Month / Resulting In Yearly Total – Thru July						
System Total Comparison For Fiscal Years 2016-2017 / 2017-2018						
	Meeting Room Use					
	2016-2017	2017-2018	% Change	2016-2017	2017-2018	% Change
	# of Meetings	# of Meetings	# of Meetings	Attendance	Attendance	Attendance
Administration						
Outreach						
Digital Branch						
Duncan/Traner	0	0	0.00%	0	0	0
Gerlach						
Incline	5	3	-40.00%	42	76	80.95%
North Valleys	0	0	0	0	0	0
Northwest	5	5	0.00%	65	26	-60.00%
Reno	8	7	-12.50%	241	133	-44.81%
Senior Center	0	0	0	0	0	0
Sierra View	2	0	0	85	0	0
South Valleys	18	15	-16.67%	338	202	-40.24%
Spanish Springs	15	10	-33.33%	279	218	-21.86%
Sparks	3	3	0.00%	76	40	-47.37%
Verdi	0	0	0	0	0	0
Totals	56	43	-23.21%	1,126	695	-38.28%

****PLEASE NOTE:**

CHECKOUT TOTALS

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