



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, SEPTEMBER 19, 2018
4:00 P.M.**

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

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

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

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

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

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

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

- 1) Roll Call
- 2) Public Comment – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) Approval of Meeting Minutes
 - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of August 15, 2018
- 4) Old Business
 - a. *Informational:* Library Director Leadership Training Update
- 5) New Business
 - a. *For Possible Action:* Approval to Close All Libraries at 5 pm on November 20, December 24, and December 31, 2019 as noted on the 2019 Library System Closure Calendar
 - b. *For Possible Action:* Resignation of Trustee Stoess and Appointment of Trustee Holland as the Friends of Washoe County Library (FCWL) Liaison
 - c. *For Possible Action:* Approval of Posting Exhibit and Displays Policy to Include Updated Verbiage Regarding Decline of a Posting, Exhibit or Display Effective September 20, 2018
 - d. *For Possible Action:* Approval of Library Events and Presenters Policy to Include Title Change and Updating Policy for Library Programs to Library Events Effective September 20, 2018
 - e. *For Possible Action:* Approval of Library Card and Materials Borrowing Policy to Include Updates to non-Washoe County Resident Cardholders and Addition of Educator Cards Effective September 20, 2018
 - f. *For Possible Action:* Approval of Fines, Fees and Charges Policy to Include Updated Charge Information for Cardholders, Removal of Meeting room and E-Reader Fees Effective September 20, 2018
- 6) Reports
 - a. Sierra View Library Report on Programs, Activities and Operations
 - b. Monthly Technology Update
 - c. Tacchino Trust Expenditure Update
 - d. KNPB Partnership/Marketing Report
- 7) Staff Announcements - Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda
- 8) Public Comment – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda
- 9) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops - *No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda*
- 10) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, AUGUST 15, 2018**

The Board met in regular session at the Incline Village Library, 845 Alder Avenue, Incline Village, NV 89451

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

1) ROLL CALL

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

Board Members Absent: None

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

Public Present: Pete Todoroff

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JULY 18, 2018

On motion by Trustee Stoess, seconded by Trustee Holland, motion which duly carried, the Board approved the meeting minutes for the Library Board meeting of July 18 2018. All in favor, none opposed

4) OLD BUSINESS

a. APPROVAL TO DISSOLVE THE PARTNERSHIP ADVISORY COMMITTEE FROM WASHOE COUNTY LIBRARY BOARD OF TRUSTEE COMMITTEES/LIAISON APPOINTMENTS

Chair Alderman reviewed intent and purpose of this agenda item.

On motion by Trustee Holland, seconded by Trustee Stoess, motion which duly carried, the Board approved to dissolve the Partnership Advisory Committee.

5) NEW BUSINESS

None

6) REPORTS

a. LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT

Trustee Parkhill's electronic connection acknowledged at 4:02 pm when noticed on teleconference equipment.

*Upon questioning by the Board, Legal Counsel Herb Kaplan stated the open meeting should always have a physical quorum present.

Director Scott provided a PowerPoint presentation updating the Board on Library System programs and activities, outreach and operations from May through August 2018.

Trustee Marsh indicated that she would like to see more trending information, such as membership trends, under the Friends portion of the Director's Report.

Trustee Parkhill's teleconference connection became intermittent starting around 4:30 pm through the remainder of the meeting.

b. INCLINE VILLAGE LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS

The Board reviewed the information submitted in the packet.

John Crockett highlighted the following:

- Great winter snow removal contract
- IV Community Center opened in May with meeting room use 5 dys per week
- Hosting Fix It Clinic (coaches from community -ski. bike, patagonia winter wear – Lynsy Nolan being a big part of this), well used meeting room. Farmer's market held weekly in the parking lot,
- Branch, System and Community Programs, including: Seniors helping seniors, Edible book fest, Lifescapes, Educator Open House on 9/6, BiState Evacuation Faire through virtual reality, 3d printing, Tahoe Talks (Opiod epidemic) and monthly Fall Tahoe Talks programs, Tahoe Tech, Little free libraries (wagons stocked for areas in the community) and Idea Box creativity.
- Outreach: Community outreaches for early literacy story times and looking at a future bike book mobile- maybe next spring.
- Staff: Phyllis Rogers retirement and Amanda Mongolo selected as one of 3 Nevada Librarians to attend MPLA experience

c. MONTHLY TECHNOLOGY UPDATE

System and Access Library Nancy Keener provided the following updates (provided handout to the Board prior to the meeting):

- Continuing forward with Automated Materials Handling (AMH)
- 21 new copiers installed throughout the library system and slow pick up of old copiers (including removal of hard drive as required per Washoe County policy)
- Working hard with virtual reality (VR) equipment right now and brought a portable version for meeting attendees to try out
- Purchased more Oculus Go (VR unit) and took them to the Google event which ended with 45 VR sessions and 26 new library card sign ups.

d. TACCHINO TRUST EXPENDITURE UPDATE

The Board reviewed the information submitted in the packet.

Director Scott noted there were no expenditures for the month of July but is expecting a check for the remaining \$450K from the Tacchino Trust to be received and approved at the next Board meeting.

e. FINANCIAL STATEMENTS UPDATE

The Board reviewed the information submitted in the packet.

Update on conversations between the Chair Alderman and Director Scott, the Financial Report Updates will coincide with Strategic Plan Update with the next scheduled for the November Board meeting.

Trustee Alderman asked the other board members to meet with Director Scott if there is something specific they want to see. She also explained these updates are scheduled for November to allow for time to compile and layout information received in October.

Trustee Parkhill thanked them for the forward progress and asked if they still should meet with the director.

Chair Alderman agreed Trustee Parkhill should still plan to meet with the director. Director Scott stated he would send dates he would be available to meet.

Legal Counsel Herb Kaplan stated that it would be okay for two trustees upon questioning by Trustee Holland asking if he could also attend the meeting.

f. LIBRARY USAGE STATISTICS UPDATE

No discussion noted

7) STAFF ANNOUNCEMENTS

None

8) PUBLIC COMMENT

Pete Todoroff stated that Pam (Rasmussen) and John (Crockett) were gracious when he started holding meetings at the Incline Village Library. He stated that he had 120 people on his mailing list and that meeting minutes are distributed on email and through Facebook to around 400 people who are mostly local in the community. He informed the board that he was the one who worked with local government to get \$150,000 to get the new community center for all the Incline Village Community. He also noted that there were many problems with the local voting locations in Incline Village at the local Raley's and advocates voting at the Incline Village Library location. He also commented on the local Farmer's Market, providing a letter from a local vendor, requesting the Board and attendees review it (attached at the end of the board packet).

9) BOARD COMMENT

Trustee Parkhill thanked Board Secretary Tami Gaston for the Commissioner information sent to the Board and the creation of the Board Follow-up Report to track Board requests.

Trustee Parkhill thanked Branch Manager John Crockett for his report, and using the teleconference equipment for the meeting. He also that he enjoys going to a local event and seeing his local library in attendance. Trustee Parkhill wished Phyllis Rogers a farewell.

Trustee Stoess stated she wanted to resign as the Friends of Washoe County Library (FWCL) liaison and let Trustee Holland take it on. She asked that this be agendaized for the next Board meeting.

10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at 5:08 pm.

TO: Washoe County Library Board
FROM: David Solaro, Assistant County Manager
RE: Library Director Leadership Training Update
DATE: September 19, 2018

Leadership Training Program:

At the May 16, 2018 Library Board of Trustees meeting the Board performed the annual review of the Library Director. At that meeting it was requested that the Washoe County Assistant County Manager and Washoe County Human Resources work with the Library Director to develop a training program for the director targeted at three areas that scored lower in the evaluation. The three items that the BOT discussed at their meeting for the training plan to include are:

- Inspires trust and confidence with staff, the Library Board and the public.
- Functions as an effective leader of the organization, gaining respect and cooperation from others.
- Values staff, helps staff develop a passion for their work and recognizes their contributions.

The Library Director, Assistant County Manager, and Human Resources Director met to discuss the types of trainings available from Washoe County in May and followed up on a monthly basis related to the appropriate trainings. Unfortunately the trainings offered through the Washoe County training program are not regularly scheduled, and may only be available on a one to two year rotation due to budgetary constraints of the general fund.

Director Scott reached out to the University of Nevada to determine if there was a training program offered through any of their avenues. Through that process Dr. Marlene Rebori who has provided assistance to Washoe County in the past was engaged to develop a program that would assist all of the library leadership staff with an opportunity to grow as a team. This concept of training together with a Leadership Goal is supported by the broader Washoe County strategic plan and will assist with staff development for the Library system.

Utilizing a program by Kouzes and Posner – The Leadership Challenge 6th edition, staff will work through a series of two hour training sessions and complete Leadership Practices Inventory assessment for individual's self-assessment and 360 degree assessment of others. The objectives for this training program are:

1. Build trust among Library Leadership team and Board
2. Capacity Building among Branch Managers - make decisions and implement needed change.
3. Improve communications among the Director and Staff
4. Develop understanding and awareness regarding administrative limitations and parameters for decision making.

These objectives align with the request of the Board for the Director and include staff for development at that level as well. It is anticipated that this program will be complete by the end of the Fiscal year with progress reports to the Board during that time as requested by the Board in July.

Required Training:

Additionally during public comment concerns were raised that the Library Director was not current on mandatory training as required by Washoe County. The Library Director not only has mandatory Washoe County training, but there is required training annually per Library policy. I have conferred with Washoe County Human Resources and the Library HR representative and Director Scott is compliant with all required training. The list below is the required training and includes the dates that Director Scott last took the training. Many of the Library trainings are scheduled as group trainings throughout the calendar year.

- Preventing Workplace Harassment (Navex) (every 2 years) – Thursday, February 1, 2018
- Emergency Preparedness/Workplace Violence (Video on Demand) (every 2 years) – Monday, August 13, 2018
- Drug Free Awareness Education for Supervisors (Video on Demand) (annually) – Monday, August 13, 2018
- Defensive driving (every 3 years) – August 20, 2018
- Active Shooter (annually per Library policy) – August 13, 2018
- Back Safety (annually per Library policy) – August 30, 2018
- Slips, Trips & Falls (annually per Library policy) – August 30, 2018

If the Board of Trustees has any concerns with this approach, please provide direction to the Washoe County Assistant County Manager.

WASHOE COUNTY LIBRARY

2019 CLOSURES

January 1	Tuesday	New Year's Day	All libraries closed
January 2	Wednesday		North Valleys closed
January 21	Monday	Martin Luther King, Jr. Day	All libraries closed
January 22	Tuesday		North Valleys closed
February 18	Monday	President's Day	All libraries closed
February 19	Tuesday		North Valleys closed
May 16	Thursday	Staff Day*	All Branches open at 2 pm
May 27	Monday	Memorial Day	All libraries closed
May 28	Tuesday		North Valleys closed
July 4	Thursday	Independence Day	All Libraries closed
September 2	Monday	Labor Day	All libraries closed
September 3	Tuesday		North Valleys closed
October 24	Thursday		Downtown Reno & Spanish Springs closed
October 25	Friday	Nevada Day Observed	All libraries closed
November 11	Monday	Veteran's Day	All libraries closed
November 12	Tuesday		North Valleys closed
November 27	Wednesday		Downtown Reno & Spanish Springs closed
November 28	Thursday	Thanksgiving Day	All libraries closed
November 29	Friday	Family Day	All libraries closed
December 12	Thursday	Staff Day*	All branches open at 2 pm
December 25	Wednesday	Christmas Day	All libraries closed

NOTE: **Senior Center is closed*
***All libraries will close at 5:00 p.m. on November 27, December 24 and December 31 upon approval by the Library Board of Trustees*

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval of Posting Exhibit and Displays Policy to Include Updated Verbiage Regarding Decline of a Posting, Exhibit or Display Effective September 20, 2018
DATE: September 19, 2018

Background: The Policy Review and Leadership Teams recommend approval to the revisions completed to the Posting Exhibit and Displays Policy to reflect the 2014 update of the ALA statement "Exhibit Spaces and Bulletin Boards: an Interpretation of the Library Bill of Rights".

Recommendation and Suggested Motion: Approve the Posting Exhibit and Displays Policy, effective September 20, 2018.



POSTING, EXHIBIT AND DISPLAY POLICY

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

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

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

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

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

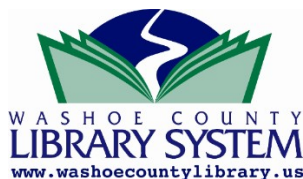
If the Library declines a posting, exhibit or display, the representatives have the right to appeal the decision to the Library Director or his/her designee. If Library Administration denies an appeal, a subsequent appeal may be taken to the Library Board of Trustees.

If managerial staff at a particular branch the library determines that a display does not meet the intent of the policy, the exhibitor has the right to appeal the decision to the library administration, by following the Washoe County Library Appeals Process.

The Washoe County Library Board of Trustees approves^{ed} and adopts^{ed} 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; amended June 30, 2004, and July 1, 2014

APPROVED: February 21, 2007

REVISED: September 20, 2018



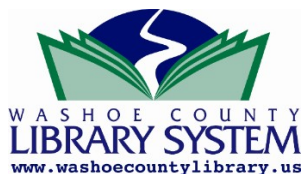
Art Galleries, Exhibits and Displays

Purpose and Intent:

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

The purpose of the artwork should be consistent with the Library's mission and vision, and will reflect the interests and nature of the area. Galleries/Exhibits/Displays are not intended to promote any one viewpoint, or for the monetary gain of individuals. **Galleries/Exhibits/Displays are designed to display, not sell.** Artist/exhibitor contact information may be displayed with the exhibit, but **prices may not be posted.**

- Galleries/Exhibits/Displays provide the community with the opportunity to experience artists/exhibitors creations. All exhibits should appeal to a wide and diverse audience and be appropriate for display in a public space. All exhibits should be compatible with the location, size and hardware of the individual galleries and displays.
- Artists/Exhibitors wishing to display art will complete the *Washoe County Library System Art Galleries and Displays Hold Harmless Agreement Release of All Claims and Liability* and provide 2-4 samples of work. Displayed work will be consistent with samples given.
- Artists/Exhibitor will make arrangements with the individual library for installation and removal of artwork/displays at a time convenient to the artist/exhibitor and library staff
- Artwork/displays will remain in the library up to two months, which may vary by library location, unless other arrangements have been made.
- The library may provide to the artist/exhibitor:
 - Wall space, hooks, wire cording, hanging devices and hardware, which may vary per location. All artwork must be compatible with the exhibiting library's existing gallery hardware.
 - A place for the artist/exhibitor to put flyers, postcards or business cards for the purpose of giving information about the exhibit.
- The library is not able to provide:
 - Staff time or assistance to install and/or remove artwork/displays. Exceptions can be made for special traveling exhibits as decided by Library Management.
 - Display cabinet accessories: (fabric, etc.)
 - Labels for artwork/displays
 - Hardware for installation. Artists may be asked to bring their own hammers, nails, putty, step ladders, etc...for installing their artwork, according to each individual library's gallery system.
- Artwork/displays/samples must be removed on the prearranged scheduled date. Any artwork/displays/samples left longer than 30 days past the prearranged time will be donated to the Friends of Washoe County Library.
- No money will be solicited or exchanged on county property.



Request to Display Artwork at the _____ Library

Artist/Exhibitor Name: _____

Contact Phone Number: _____

Display Area Requested:

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

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

Sample provided: Artist/Exhibitor Signature _____ Date _____

Library Staff Signature _____ Date _____

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

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

Artwork/Displays/Samples returned:

Date/Signature _____

Staff Signature _____

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

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



Art Galleries, Exhibits and Displays Hold Harmless Agreement

Release of All Claims and Liability

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

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

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

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

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

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

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

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

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

THIS IS A COMPLETE RELEASE. PLEASE READ PRIOR TO SIGNING

Signature _____
(Of artist/exhibitor)

Date: _____

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

Date: _____



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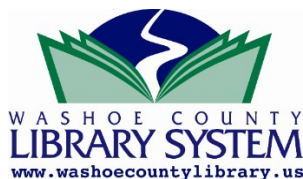
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The Washoe County Library Board of Trustees approves and adopts the ALA statement "Exhibit Spaces and Bulletin Boards: an Interpretation of the Library Bill of Rights," adopted July 2, 1991 and amended June 30, 2004 by the ALA Council.

APPROVED: February 21, 2007

REVISED: September 20, 2018



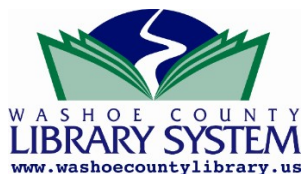
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 - A place for the artist/exhibitor to put flyers, postcards or business cards for the purpose of giving information about the exhibit.
- The library is not able to provide:
 - Staff time or assistance to install and/or remove artwork/displays. Exceptions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



Request to Display Artwork at the _____ Library

Artist/Exhibitor Name: _____

Contact Phone Number: _____

Display Area Requested:

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

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

Sample provided: Artist/Exhibitor Signature _____ Date _____

Library Staff Signature _____ Date _____

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

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

Artwork/Displays/Samples returned:

Date/Signature _____

Staff Signature _____

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

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



Art Galleries, Exhibits and Displays Hold Harmless Agreement

Release of All Claims and Liability

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

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

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

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

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

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

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

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

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

THIS IS A COMPLETE RELEASE. PLEASE READ PRIOR TO SIGNING

Signature _____
(Of artist/exhibitor)

Date: _____

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

Date: _____

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval of Library Events and Presenters Policy to Include Title Change and Updating Policy for Library Programs to Library Events Effective September 20, 2018
DATE: September 19, 2018

Background: The Policy Review and Leadership Teams recommend approval to the revisions completed to the Library Events and Presenters Policy to reflect the new team name and to align with strategic objectives. Notable changes include minor verbiage updates and clean-up of paragraphs to more clearly outline intent of policy

Recommendation and Suggested Motion: Approve the Library Events and Presenters Policy, effective September 20, 2018.



LIBRARY ~~PROGRAMS~~ EVENTS AND PRESENTERS POLICY

Purpose

In alignment with the Strategic Plan ~~(incorporate link within wording)~~ <https://www.washoecountylibrary.us/about/reports-files/WCLS-Strategic-Plan-2018-2020.pdf>, Washoe County Library System is committed to providing the public with ~~additional~~ opportunities for ~~information, education and recreation~~ arts, cultural and educational enrichment and engagement through library programs events. ~~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~~ 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 events:

Library-initiated programs events: Those programs events that are initiated by the Library, ~~or that the Library seeks out.~~

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

Library-cooperative programs events must meet these criteria:

- In alignment with the Strategic Plan and at the discretion of the Youth Services and Library Events Team, ~~T~~the presenter must demonstrate knowledge, expertise, ~~or and~~ experience in the particular subject matter.
- ~~The~~ desired dates for presentation must be acceptable to the ~~library~~ 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 event.
- The Library will provide the opportunity to present differing viewpoints. Each presenting group will have equal access and equal rights.

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

~~The s~~Special events may include sales of goods per Washoe County Code 80.520: Soliciting on county property. Such sales must be pre-approved by the ~~l~~Library ~~manager~~ ~~Director/Administration?~~ under upon the ~~advisement recommendation~~ of the ~~Programs and Community Collaborations~~ Youth Services and Library Events Team.

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

The ~~Community Collaborations, Programs and Staff Training Coordinator and Programs and Community Collaborations~~ Youth Services and Library Events Team may review requests for ~~honoraria- fee-based events~~ on a case-by-case basis. Fee-based programs events will be an agreed upon flat fee ~~(rate?)~~, ~~not per person in attendance~~.

~~Managerial staff~~ The Youth Services and Library Events Team at each branch has discretion to decide if a particular program event 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~~ the Team at a particular branch decides an event does not qualify as library-initiated/cooperative declines a proposal, the event representatives have the right to appeal the decision to the Library Director or his/her designee. If ~~the Director's office~~ Library Administration denies an appeal, a subsequent appeal may be taken to the Library Board of Trustees.

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

APPROVED: February 21, 2007

REVISED: ~~February~~ September 1520, 20128



LIBRARY EVENTS AND PRESENTERS POLICY

Purpose

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

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

Foundations for Policy

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

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

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

There are two basic types of library events:

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

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

Library-cooperative events must meet these criteria:

- In alignment with the Strategic Plan and at the discretion of the Youth Services and Library Events Team, the presenter must demonstrate knowledge, expertise, and experience in the particular subject matter.
- The desired dates for presentation must be acceptable to the Library. Resources required, including publicity and corresponding collateral, may be shared and will be agreed upon well in advance of the event.
- The Library will provide the opportunity to present differing viewpoints. Each presenting group will have equal access and equal rights.

Library-initiated or library-cooperative special events

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

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

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

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

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

APPROVED: February 21, 2007

REVISED: September 20, 2018

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval of Library Card and Materials Borrowing Policy to Include Updates to non-Washoe County Resident Cardholders and Addition of Educator Cards Effective September 20, 2018
DATE: September 19, 2018

Background: The Policy Review and Leadership Teams recommend approval to the revisions completed to the Library Card and Materials Borrowing Policy to standardize and define types of cards. Changes noted are:

- Removal of Reciprocal Borrower's card
- Addition of non-Washoe County Resident card
- Addition of Educator card
- Adapted statement about electronic resources to "Electronic resources may be limited to Washoe County Residents" and moved it to the top of the narrative under the card definitions.

Recommendation and Suggested Motion: Approve the Library Card and Materials Borrowing Policy, effective September 20, 2018.



LIBRARY CARD AND MATERIALS BORROWING POLICY

STANDARD CARD: ~~Library A cards are is~~ issued ~~without charge~~ to Washoe County residents, students attending school in Washoe County, and non-residents working or owning real property in Washoe County. Cards expire three years from issue.

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

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

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

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

Borrowing privileges are extended to physical formats of library materials.

~~WCLS provides access to electronic resources to residents of Washoe County in accordance with vendor licensing agreements.~~ Electronic resources may be limited to Washoe County residents.

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

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

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

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

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



LIBRARY CARD AND MATERIALS BORROWING POLICY

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

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

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

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

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

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

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

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval of Fines, Fees and Charges Policy to Include Updated Charge Information for Cardholders, Removal of Meeting room and E-Reader Fees Effective September 20, 2018
DATE: September 19, 2018

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

- Library Cardholder information updated from “Adult” and “Minor” to “Standard” Adult and Juvenile
- Non-Washoe County Resident cardholder information added to policy
- Educator cardholder information added to policy
- Conditional cardholder information added to policy
- Removal of item listing in lost items/overdue fines/replacement charges paragraph on page 1 and bullet under Lost Materials Damaged Beyond Repair section
 - Library card fees removed under Library Fees section
 - Meeting Room fee removed under Library Fees section (**due to advanced booking of meeting rooms, effective September 20, 2018, staff will no longer request fees for meeting room use. No meeting room fees paid will be refunded.*)
 - E-Reader and e-reader accessory fees removed
 - DVD verbiage includes addition of “Blu-Ray” under fees
 - Notification that fines, fees and charges may be “adjusted” by the branch manager or their designee

Recommendation and Suggested Motion: Approve the Fines, Fees and Charges Policy, effective September 20, 2018.



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

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

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

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

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

~~Items will be declared "lost" on the 54th day overdue. An appropriate replacement fee will be assessed on the 54th day; however, no overdue fines or replacement charges are charged on books, magazines, and audiobooks once the items are returned.~~

~~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, ~~with the exception of books, magazines and audiobooks checked out to a minor library cardholder.~~
- If a patron pays the replacement charge and later returns the "lost" item to the library, no refund is given. The patron may keep the book or donate it to the library.

Library Fees

Library card fees:

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

External storage device	\$ 2.00 above cost
Headphone purchase	\$ 2.00 above cost
Meeting room	\$20.00 per reservation
Print fees	\$.25 per page
Includes printing of received faxes	

Default Replacement Charges

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

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

Other replacement charges:

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

~~* 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 adjusted ~~waived~~ by the branch manager or her/his designee.

APPROVED: ~~February 15, 2006~~ December 8, 2016
REVISED: ~~December 8, 2016~~ September 20, 2018



FINES, FEES AND CHARGES POLICY

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

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

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

Overdue Library Material Fines

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

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

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

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

Library Fees

External storage device	\$ 2.00 above cost
Headphone purchase	\$ 2.00 above cost
Print fees	\$.25 per page
Includes printing of received faxes	

Default Replacement Charges

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

Audiobook set	\$40.00
CD (music)	\$15.00
CD set (music)	\$40.00
DVD/Blu-ray	\$25.00
DVD/Blu-ray set	\$40.00
Magazine	\$ 3.00
Hard cover book	\$25.00
Paperback	\$10.00
Read-along	\$10.00
Reference material	\$50.00
Vertical file material	\$ 5.00

Other replacement charges:

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

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

APPROVED: December 8, 2016
REVISED: September 20, 2018

Sierra View & Duncan Traner Libraries

A Year in Review

Branch Report for Library Board of Trustees – September 2018

Staff Highlights

- 2017-2018 has brought many staffing changes to the SV/DT staff
- Branch Manager Scottie Wallace retired in March, Librarian James Linebaugh retired in January, LAIII Mary Lohnes retired in July and our DT Partnership Librarian Marilyn Jones retired in June
- This year we welcomed new Youth Services Librarian Méla Garcia, new LAIII Jennifer Cole, new LAII Samantha Brown, new Library Aide Samantha Van Hoozer and new Partnership Librarian Aurora Dominguez.
- At the NLA-MPLA 2017 Joint Conference Sarah Jaeck presented at the Makers Making Makerspace Preconference Workshop and Kate Cruz partnered with Spark's Emily Goehring to present Sensory Story Time.



2017-2018 Branch Highlights

In FY 2017-2018 Sierra View Library had 189,695 checkouts. 6,804 people attended one of 430 library programs. Duncan Traner had 3,020 checkouts and 876 people attended one of 147 programs

- **Sierra View celebrates 30 years**
- **Duncan Traner Library received \$500 from Second Baptist Church of Reno**
- **Northern Nevada Food Bank Lunch Program**
Over 8 weeks this summer SV served approximately 230 lunches and DT served approximately 300 lunches



Facilities Update

- **Powered work spaces**

In an effort to create more work spaces with power, SV removed 6 adult computer stations and added power strips to the tables. We have tried to be creative and worked to provide 8 powered work spaces around the library. SV would benefit from some electrical work to have more outlets around the facility.

- **HVAC**

SV has experienced HVAC issues off and on this summer.

- **Age**

SV is showing age and wear and tear, particularly carpeting and furniture.

Looking Ahead:

- **Develop improved display areas, including Maker Service/Idea Box work space**
- **Working with Administration to improve and replace furniture**

Sierra View & Duncan Traner Libraries

Early Literacy, S.T.E.A.M., Programs, and Outreach Highlights

Early Literacy

Sierra View continues to support the WCLS Early Literacy initiative with a variety of resources and programs.

- **Toddler Time-with Stay and Play**
- **1000 Books Before Kindergarten**
- **Family Reading with Northern Nevada Literacy Center**



S.T.E.A.M.

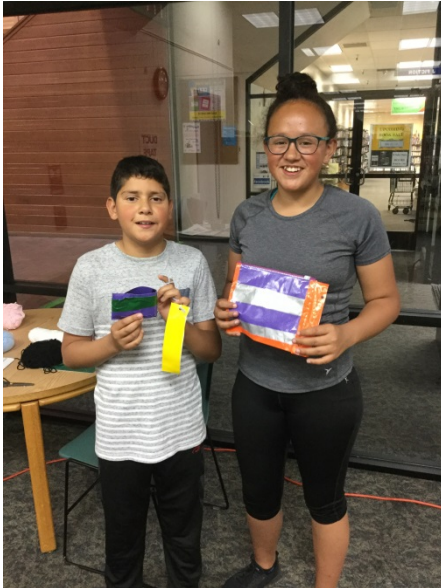
Science. Technology. Engineering. Art. Math.

- Coding Club
- Legos
- S.T.E.A.M. Thursdays @ SV
- S.T.E.A.M. Wednesdays @ DT
- Make and Take-Art
- Learn to DJ @ DT
- Lego Camp @ SV
- UNR Mobile Lab



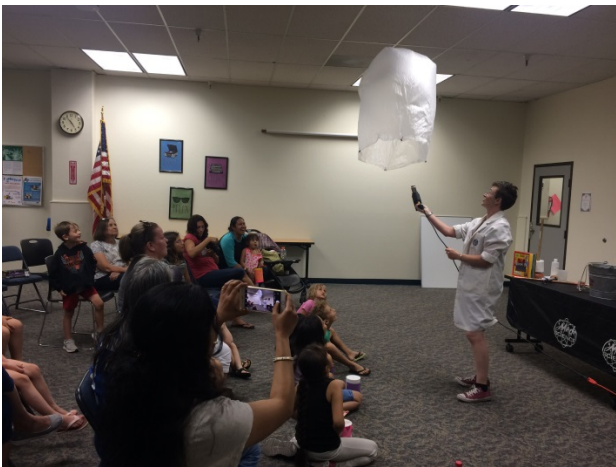
Programs

- **Reno Historical Preservation Society**
- **Financial Estate Planning Series-** A series presented by community partners including KNPB, Community Foundation of Western Nevada and The United Way.
- **Maya Soleil**
- **Petroglyph-The Evolution of Music**
- **Erica Paul Trio**
- **North Star Chamber Orchestra**
- **Movie Matinee-** We featured *Beauty & the Beast*, *Guardians of the Galaxy 2*, *Wonder Woman*, *Pirates of the Caribbean: Dead Men Tell No Tales*, *Despicable Me 3*, *Geostorm*, *Wonder*, *Thor Ragnarok*, *Coco*, *Jumanji*, *The Greatest Showman* & *Black Panther*.
- **Family Game Night**
- **Knitting Group-** Knit Wits & Hookers
- **Books in Review**
- **English Conversation Practice-**In partnership with Northern Nevada Literacy Council
- **Game On!**
- **Idea Box**



Summer Reading Program: Libraries Rock 2018

- SRP Kick-off Party
- Mad Science
- Will Parker
- Battle Rock



6th Annual Staff Pumpkin Decorating Contest



Outreaches and Tours

Library staff participated in many events and visited Head Starts & Preschools to promote library services: On average SV staff reach 100 children per month a story time outreaches.

Kids Kottage: This year Melissa Currie initiated an outreach to the children at Kids Kottage, staff visit twice a month for a story time. In addition, this summer we provided a weekly story time for the younger children and provided and STEAM program and computer access for middle and high schoolers.



Head Start / A+ Learning: Méla Garcia initiated monthly visits to the morning and afternoon Head Start sessions at Smithridge and Echo Loder Elementary schools and A+ Learning. This is developing into a strong partnership and allowed us the opportunity to participate in several trainings for Head Start parents and Head Start's annual Family Literacy Night, which strives to engage the entire Head Start parent body in Reno & Sparks.



Pop-up Library at Moana Soccer



Story Time at Wilbur D. May Arboretum



Parent University: opportunity to educate parent about digital & print library resources



Update on Technology at WCLS September 2018

AMH

Working with vendor on final configurations.

KohaCon 2018

Four staff, including myself attended the international KohaCon 2018 conference in Portland Oregon. About 100 attendees shared experiences and information at the Portland State University Student Union. Members of Koha-US, a new users group, were able to explain the need for the new non-profit group to spearhead developments needed by US libraries, support mentoring and training.

Virtual Reality Programming

We trained several staff members using the portable and the larger VR equipment and they have begun doing informal outreaches.

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: September 19, 2018

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

There were no expenditures from Tacchino Trust funds for the month of August 2018.

To date, Tacchino Trust funds spent for Downtown Reno Library remodel and Children's Materials \$62,270.12.

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

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: KNPB Partnership/Marketing Report
DATE: September 19, 2018

“KNPB is a huge supporter and partner of the Washoe County Library System. Families throughout the county would not have read over one million minutes this year without their generous support. We cannot thank them enough. We greatly look forward to this continued partnership.”

Jeff Scott, Library Director

“Thank you for this opportunity and most excellent collaborative relationship!”

Beate Weinert, Youth Services and Library Events Manager, Washoe County Library System

There were 370 total on air public service announcements (PSA's) that ran from 06/04/2018 through 08/5/2018 on both KNPB and PBS Kids, and have an in-kind donation with a market value of \$8,310.

600 KNPB PBS KIDS Summer of Adventure Activity Booklets, Bookmarks, and Summer Reading Charts were distributed through 12 Washoe County Libraries.

Approximately 7,500 Summer Reading Brochures have been distributed throughout the community.

Washoe County Library Systems linked to KNPB on their Summer Reading page at <https://www.washoecountylibrary.us/summerreading/index.php>

Summer Reading Program: Libraries Rock!



Our 2018 Summer Reading Program will introduce your family to all of the reasons that Libraries Rock! Sign up beginning May 15 and start logging your reading on June 1 to earn badges and free books all summer long. Along the way, complete missions and unlock fun mini-games to keep you reading this summer!

[HOW IT WORKS](#) [FREQUENTLY ASKED QUESTIONS](#) [SPONSORS](#)

It's easy to sign up and participate!

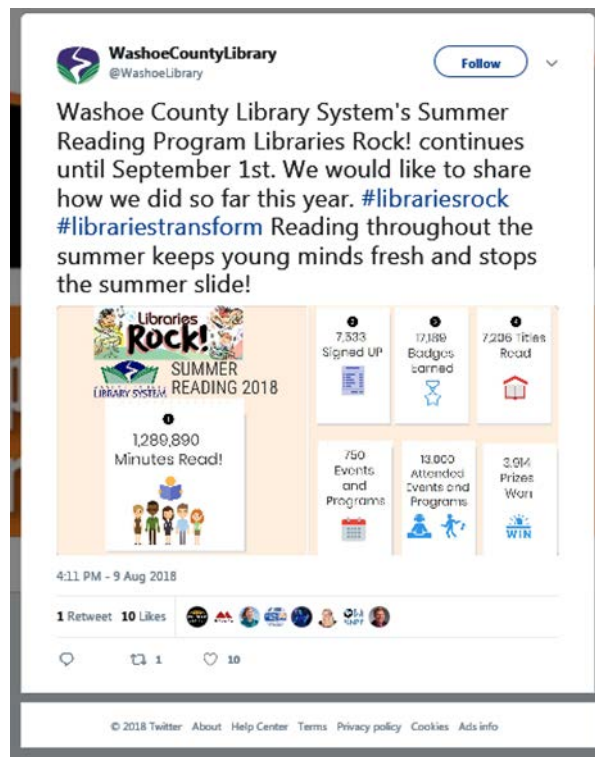
1. Visit washoecountylibrary.readsquared.com.
2. Create an account by clicking "Register." If you had an account last year, you can just log in to get started.
3. Don't miss your library's Summer Reading Kick-off Party!
4. Beginning June 1, log your reading every day.
5. Kids and teens will earn a free book every 2 weeks as long as you've logged at least 100 minutes of reading.
6. When you've earned 600 points, you've completed the program and can print your certificate.

Even when you're done, keep reading to keep earning free books and unlocking mini-games.

Need more information? Click the "Frequently Asked Questions" tab above, or contact the library if your question isn't answered here.



Washoe County Library Systems featured KNPB on Twitter:
<https://twitter.com/WashoeLibrary/status/1027693959257108481>



LIBRARY BOARD OF TRUSTEE FOLLOW-UP REQUESTS FY2018/19

DATE ASSIGNED	TRUSTEE	TASK / AGENDA ITEM REQUESTED	ANTICIPATED COMPLETION	DATE COMPLETED
8/15/18	Trustee Stoess	Resignation as FWCL liaison, appointment of Trustee Holland to FWCL liaison	September meeting	
8/15/18	Trustee Parkhill	To meet with Director Scott and discuss financial report	Meeting scheduled 9/20/18	
7/18/18 – LBOT Meeting	Chair Alderman Trustee Parkhill	Non-cash donations be set in a grid vs a list for the Board to see how the programs were attended in the branches - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	
7/18/18 – LBOT Meeting	Chair Alderman Trustee Parkhill	See financial report consolidated so that the Board can see where the donations and grants in the Donation report correspond in the Financial Report - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	
7/18/18 – LBOT Meeting	Chair Alderman	Would like statistical reports to quantify results to Strategic Plan so that the Board can see the impact - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	
7/18/18 – LBOT Meeting	Chair Alderman	Agendize discussion for Financial report in August LBOT meeting - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	Meeting scheduled 9/20/18	
7/18/18 – LBOT Meeting	Chair Alderman	Return Financial report to September LBOT meeting - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	Meeting scheduled 9/20/18	
7/23/18 – Chair one-on-one	Chair Alderman	Library Director mandatory Leadership Training – Director Scott showed the Chair the webinar/training list provided by WCHR. Both agreed on something on-going. Jeff to contact trainer at UNR to provide one-on-one continuous coaching. Chair Alderman requested to speak with her also.	September Meeting	
7/23/18 – Chair one-on-one	Chair Alderman	Overall Team report for YLSE – Director Scott noted that programming information is included in every monthly update of the Director's Report	---	---

LIBRARY BOARD OF TRUSTEE FOLLOW-UP REQUESTS FY2018/19

7/18/18 – LBOT Meeting	Chair Alderman	Agendize dissolution Partnership Advisory Committee next Board meeting	August Meeting	8/15/18
7/18/18 – LBOT Meeting	Trustee Parkhill Chair Alderman	Would like to see a running list of accountability	August Meeting – TG	

BRANCH BOOK SALES
 JULY 2017 - JUNE 2018

BRANCH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL	AVG
DOWNTOWN RENO	\$24.50	\$16.10	\$29.40	\$18.50	\$22.80	\$15.00	\$16.25	\$49.75	\$30.00	\$40.75	\$40.10	\$54.50	\$357.65	\$29.80
DUNCAN / TRANER	\$0.00	\$4.00	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00	\$0.58
INCLINE VILLAGE	\$165.60	\$224.25	\$206.00	\$200.25	\$100.50	\$172.00	\$199.75	\$130.75	\$104.00	\$174.25	\$138.50	\$143.75	\$1,959.60	\$163.30
NORTH VALLEYS	\$201.50	\$193.00	\$162.35	\$92.80	\$258.40	\$168.25	\$88.00	\$82.40	\$99.75	\$199.25	\$72.50	\$211.75	\$1,829.95	\$152.50
NORTHWEST RENO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SENIOR CENTER	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.42
SIERRA VIEW	\$327.50	\$342.10	\$501.65	\$299.95	\$439.00	\$333.55	\$403.75	\$406.50	\$285.05	\$604.41	\$310.36	\$309.40	\$4,563.22	\$380.27
SOUTH VALLEYS	\$433.20	\$722.85	\$240.25	\$359.25	\$301.35	\$1,051.50	\$709.70	\$319.25	\$643.80	\$363.58	\$338.24	\$949.03	\$6,432.00	\$536.00
SPANISH SPRINGS	\$405.00	\$570.50	\$365.99	\$345.75	\$281.00	\$369.00	\$500.00	\$380.70	\$533.00	\$479.00	\$421.60	\$443.75	\$5,095.29	\$424.61
SPARKS	\$601.55	\$700.35	\$600.00	\$698.55	\$613.28	\$624.50	\$582.95	\$593.95	\$581.05	\$552.25	\$603.10	\$602.85	\$7,354.38	\$612.87
VERDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
													\$27,604.09	\$2,300.34

FWCL Allocations to WCLS 1981 - 2017

<u>Year</u>	<u>Amount</u>	<u>Source</u>
1981-1990	\$0.00	*
1991	6,495.00	Sandie Sheldon's excel file "friends1.xls"
1992	20,600.00	Sandie Sheldon's excel file "friends1.xls"
1993	33,041.00	Sandie Sheldon's excel file "friends1.xls"
1994	35,839.00	Sandie Sheldon's excel file "friends1.xls"
1995	34,981.00	Sandie Sheldon's excel file "friends1.xls"
1996	42,826.85	Sandie Sheldon's excel file "friends1.xls"
1997	49,611.65	Sandie Sheldon's excel file "friends1.xls"
1998	57,479.00	Sandie Sheldon's excel file "friends1.xls"
1999	48,492.00	Sandie Sheldon's excel file "friends1.xls"
2000	62,692.24	Sandie Sheldon's excel file "friends1.xls"
2001	61,112.00	Sandie Sheldon's excel file "friends1.xls"
2002	88,592.22	Sandie Sheldon's excel file "friends1.xls"
2003	100,001.00	Sandie Sheldon's excel file "friends1.xls"
2004	93,123.00	Sandie Sheldon's excel file "friends1.xls"
2005	152,015.00	Sharon Honig-Bear memo dated 12/16/2005 "FUNDG"
2006	106,182.00	Sharon Honig-Bear memo dated 12/8/2006 "FUNDG"
2007	80,290.20	Sandie Sheldon's excel file "FWCL allocations 2007-
**2008	105,186.00	Sandie Sheldon's excel file "FWCL allocations 2007-
2009	103,155.00	Sandie Sheldon's excel file "FWCL allocations 2007-
2010	100,000.00	Sandie Sheldon's excel file "FWCL allocations 2007-
2011	100,000.00	Sandie Sheldon's excel file "FWCL allocations 2007-
2012	113,000.00	Sandie Sheldon's excel file "FWCL allocations 2007-
2013	114,600.00	Sandie Sheldon's excel file "FWCL allocations 2007-
2014	140,000.00	Sandie Sheldon's excel file "FWCL allocations 2007-
2015	145,000.00	Sandie Sheldon's excel file "FWCL allocations 2007-
2016	139,000.00	
2017	114,800.00	
Total	<u>\$2,248,114.16</u>	

* According to Len Crocker's "History of the Friends", the first donation was made
Source: " friends history.doc" Word Document dated 12-13-12 (author - Len Croc

** Friends became independent of the WCLS in 2008.