

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, FEBRUARY 19, 2025  
5:30 P.M.  
SPARKS LIBRARY  
1125 12th Street, Sparks, NV 89431**

**Library Trustees**

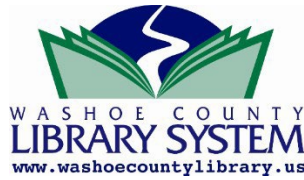
Ann Silver, Chair  
Tami Ruf, Vice-Chair  
Gianna Jacks, Trustee  
Lea Moser, Trustee  
Marie Rodriguez, Trustee

Members of the public may attend this meeting in person or can attend by teleconference by logging into the Zoom webinar accessible through the following link: <https://us02web.zoom.us/j/84224131597> If prompted, use the following passcode: 889408 Please note: the Zoom link option will require a computer or phone with internet access or the Zoom application with audio capabilities.

**Forum Restrictions and Orderly Conduct of Business.** The Library Board of Trustees conducts the business of the Washoe County Library system and its citizens during its meetings. The orderly, efficient conduct of the meeting is integral and necessary to allow the Board to conduct business. The Chair or presiding officer may order the removal of any person whose statements 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. Examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, threatening use of physical force, or any other acts intended to impede the meeting or infringe on the rights of the Library Board of Trustees, staff, or meeting participants. 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.

**Public Comment.** Public comments, whether listed on the agenda or not, are welcomed during the Public Comment period before any items on which action may be taken are heard by the Library Board and again before the adjournment of the meeting. Public Comment is limited to two (2) minutes per person. Persons may not allocate unused time to other speakers. During the "Public Comment" items, anyone may speak pertaining to any matter either on or off the agenda. Anyone wishing to provide live public comment may do so in person, or by teleconference by logging onto the Zoom webinar by accessing the above link. To provide public comment via Zoom, log into the meeting at the above link and utilize the "Raise Hand" feature during any public comment period. Additionally, persons are invited to submit comments in writing by emailing Jamie Hemingway at [JHemingway@washoecounty.gov](mailto:JHemingway@washoecounty.gov) The County will make reasonable efforts to send all email comments received by 4:00 p.m. on the business day before the meeting to the Trustees prior to the meeting.

**Response to Public Comment.** The 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 periods, 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 the Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. To ensure the public has notice of all matters the Board will consider, Board members may choose not to respond to public comments, except to correct factual inaccuracies, ask for 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.”

**How to Get Copies of Agendas and Support Documentation.** Copies of agendas and supporting documentation for items on the agenda are 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 Jamie Hemingway at [JHemingway@washoecounty.gov](mailto:JHemingway@washoecounty.gov) or (775) 327-8341. Copies of agendas and supporting materials are also posted on the following websites: [www.washoecountylibrary.us](http://www.washoecountylibrary.us) and <https://notice.nv.gov>.

**Special Accommodations.** We are pleased to make reasonable accommodations for members of the public who are disabled, who need special accommodations or assistance, and wish to attend meetings. Should you require special assistance or accommodations for any Board meeting, please contact Jamie Hemingway at (775) 327-8341, at least 24 hours prior to the date of the meeting.

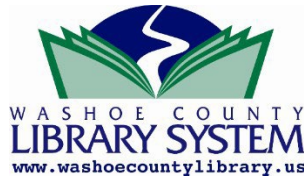
**Possible Changes to Agenda and Timing.** The Library Board of Trustees may take agenda items out of order, may consider two or more items in combination, may remove one or more items from the agenda, or delay discussion on an item. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

**Posting of Agenda.** Pursuant to NRS 241.020(4)(b), 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 website for the Washoe County Library System at [www.washoecountylibrary.us](http://www.washoecountylibrary.us) and at <https://notice.nv.gov>.

**Land Acknowledgement.** We begin by acknowledging that we gather today on the ancestral homelands of the Waší-šiw (Washoe), Numu (Northern Paiute), Newe (Western Shoshone), Nuwu (Southern Paiute), and Pipa Aha (Mojave), the original caretakers of the land that we now call Nevada. Washoe County, formally named after the Washoe people in 1861, continues to be a gathering place and home for Indigenous Peoples, and we recognize their rich history and deep connections to these lands. May we honor their past, present, and future stewardship by remembering that the health of the land and its people are inextricably linked.

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**LIBRARY ADMINISTRATION**  
301 South Center Street, Reno NV 89501  
(775) 327-8341 | [www.washoecountylibrary.us](http://www.washoecountylibrary.us)



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

- 1) Salute to the Flag
- 2) Roll Call [Non-Action Item]
- 3) Reports
  - a) Library Director Update by Jeff Scott [Non-Action Item]
  - b) Library Budget Update [Non-Action Item]
  - c) Library Statistical Update [Non-Action Item]
  - d) Sparks Library Update [Non-Action Item]
  - e) Book Team Update [Non-Action Item]
- 4) Public Comment – Two Minute Time Limit Per Person [Non-Action Item]  
*No discussion or action by the Board may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.*
- 5) Board Comment [Non-Action Item] – Limited to Announcements, Strategic Plan Activity, Updates or Issues Proposed for Future Agendas and/or Workshops
- 6) Approval of Meeting Minutes
  - a) Approval of Minutes from the Library Board Meeting of January 15, 2025 [For Possible Action]
- 7) Old Business
  - a) Review and Approve Collection Development Policy [For Possible Action]
  - b) Review and Approve Events and Presenters Policy [For Possible Action]
  - c) Review and Approve Unattended Children Policy [For Possible Action]
- 8) New Business
  - a) None
- 9) Public Comment – Two Minute Time Limit Per Person [Non-Action Item]  
*No discussion or action by the Board may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.*
- 10) Staff Announcements [Non-Action Item]  
*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.*
- 11) Adjournment

# Library Director Update February 2025

## Budget Update

### BCC Budget Retreat January 28

Washoe County Commissioners met on January 28<sup>th</sup> for their strategic retreat. This process is not a general discussion regarding the current budget situation but a continuing discussion about their strategic objectives set in October 2023, which focused on Senior Services, Infrastructure, and Vulnerable populations. It was a productive discussion with good library highlights, such as our Memory Care Kits. Our library system highlights its services to seniors and vulnerable populations, as well as improvements to our infrastructure in the last five years. Our focus on these areas has improved the quality of life for everyone in the community, and we have been able to keep up with our infrastructure needs thanks to private donations, the expansion fund, and grants.

### County Budget Shortfall

Recent articles by the Reno Gazette-Journal and This is Reno highlight a \$27 million Washoe County Budget shortfall over the next five years. This is not an immediate deficit, but it demonstrates that the county is overspending on revenue by a percentage yearly, making it vulnerable to an economic downturn.

This is Reno <https://thisisreno.com/2025/01/washoe-county-faces-27-million-budget-deficit/#:~:text=Washoe%20County%20Budget%20Manager%20Lori,strain%20the%20general%20fund%20budget.>

RGJ: <https://www.rgj.com/story/news/government/2025/01/21/washoe-county-projects-27-million-deficit/77841754007/>

### Budget Congress February 4

A Budget Congress is planned that will allow all county department heads to discuss their budgets together, discuss how we can work together to find efficiencies, and discuss how we can do more with less.

### Detailed Budget for Board

I will provide a more detailed budget for the board so they can understand how we spend funds and what we face daily. We currently have two funds at the library: the general and expansion funds. The expansion fund was a tax override that provided Washoe County Library with 2 cents of every \$100 of assessed property value. Washoe County Commissioners provide the General Fund. The General Fund is \$12.5 million, and the Expansion Fund is \$4.5 million. With the expansion fund expiring as of July 1, we will have a \$4.5 million shortfall. In providing more analysis of the general budget, the hope is to provide some cushion if we do not have the funding restored. However, the majority of the general funds go towards staff. Counting county staff, pass-throughs, and contractually obligated services, we can only

control about \$250,000 from the \$12.5 million budget. This is a result of Commissioners attempting to forestall staff cuts during the Great Recession from 2009 to 2015.

### **Martha Gould Passing**

Former Library Director Martha Gould passed away on January 2, 2025, at the age of 93. She worked for the Washoe County Library System for over 30 years, 10 years as a Deputy Director and 20 years as its Library Director. She was passionate about and innovative in delivering library services. Some of our services in Washoe County, such as opening a storefront library in the mall, were first in the nation. I plan to have a memorial for her at an upcoming library board meeting.

Nevada Newsmakers honored Martha Gould with kind words and a link to her appearance on the show in 2012. <https://www.instagram.com/nevadaneismakers/p/DFa0UyCh5mQ/>

### **Library Board Reports**

If you have been following the board meetings and agendas, we have changed the order of the reports. The library reports will be at the beginning of the meeting. This will be better for staff to show off their outstanding work and get meetings off to a positive start. I am also changing the structure for the board agenda collection since we have had turnover in our admin support office. If you have a report due, either as a branch or a service team, I will need that report to be sent in by the first Wednesday of the month.

### **Library Technology Upgrades**

We are working with our vendor to set up our meeting room upgrades. Incline Village and Spanish Springs will have new equipment to provide a better experience for board meetings and virtual meetings. That installation will happen in the last week of February. We are also getting Huddle Spaces, a self-enclosed display system with gear to make it easier to stream events in the room, such as board meetings. Northwest Reno, North Valleys, Downtown Reno, and Sierra View Libraries will have that set up shortly. We hope to have this system in place by the April Library Board of Trustees meeting at Spanish Springs Library.

### **Library Technology Plan**

The first stages of developing a new Library Technology Plan have already begun. I will soon produce the results of the staff feedback on December Staff Day. We are also engaging in conversations with other libraries about their adult filters. We want to ensure our patrons can access information without

censorship while allaying concerns about specific content. In reviewing our services, we found that we are currently CIPA (Children Internet Protection Act) compliant with appropriate filters to protect children. In a review of our library spaces, we find that the computers for adults are sufficiently separate from our children's spaces. We are reviewing where privacy screens would be effective to minimize potential issues.

We will conduct a public survey and hold forums with technology leaders in the area about trends and needs for our libraries. We will also make some predictions about our technological needs in the future. I am also working with our E-rate consultant to get hotspots to check out. The Library Technology plan will be rolled into the new Strategic Plan when that process begins later this year.

### **Spanish Language Services Plan**

We are developing a Spanish Language Services Strategic Plan. We will conduct outreach to groups to better understand how we can best deliver services to linguistically isolated Mono-Lingual Spanish Speakers. We will also develop a library staff team to better coordinate and deliver our services. There is a growing need in the community, but also state law that makes requirements to deliver services: <https://thenevadaindependent.com/article/nevada-taking-long-delayed-leaps-toward-serving-people-who-speak-limited-english>

### **Partnership Updates**

#### **NNLC**

Downtown Reno Library hosted the graduation ceremony for recent Northern Nevada Literacy Council Graduates. Brent Collamer had an excellent write-up for this event. Our partnership with NNLC is vital as it provides help to those who need literacy and adult basic education assistance. Their students are often turned away from help by other non-profits and services due to their low literacy skills. We are in conversations to help further their mission while also being mindful of our limited resources.

#### **State Library**

The Nevada Library Association and the Nevada State Library, Archives, and Public Records will hold their Legislative Day in Carson City on Thursday, March 6th. More details will follow.

#### **Federal Grant Freeze**

There have been many conversations about recent Executive Orders from POTUS. Currently, library funding and services are not impacted. We have Library Services and Technology Act Funding provided by the Nevada State Library, Archives, and Public Records as provided to them by the Institute of Museum and Library Services (IMLS), a federal institute. This fund is not impacted.

This is one of many Executive Orders delivered that has caused some confusion. Until it is resolved, it may impact some county services and local non-profits. We serve everyone at the Washoe County Library System and need to continue to do that and help our partners do that as well.

## **Other Updates**

### **LBOT Change in Recording Quality**

Due to the length of the meetings and the need to get the recording up as soon as possible, the recording quality may be lower than typical. Furthermore, there will no longer be a title slide as it takes too long to develop.

**The Collection Development Policy, Library Events Policy, and Unattended Children's Policy will be reviewed and updated at the February LBOT**

**Senior Center Closed March 31 and will include improvements to the Senior Center Library**

**Friends of Washoe County Library graciously awarded Washoe County Library \$100,000 to fund books, technology, travel and training, summer reading programs, and more.**

Technology - 38% = 38,000

Materials - 32% = 32,000

Programming - 7% = 7,000 (retained in the programming account, not part of the \$93,000 remainder check)

Marketing - 7% = 7,000

Training - 6% = 6,000

SRP book prizes - 10% = 10,000

## 2024 Employee Engagement Survey results – Library

Department participation rate: 87%

**Q2: On a scale of one (low) to five (high), how satisfied are you with your Department as a place to work?**

<i>Department Response</i>	<i>Washoe County Response</i>
4.37	4.03

**Q3: On a scale of one (low) to five (high), how satisfied are you with Washoe County as a place to work?**

<i>Department Response</i>	<i>Washoe County Response</i>
4.13	4.2

**Q4: Do you expect to still be working for Washoe County in 5 years?**

<i>Department Response</i>	<i>Washoe County Response</i>
Yes: 84.6%	Yes: 81%

**Q5: Please select up to 3 reasons why you plan to still work for the County in 5 years:**

	<i>Department Response</i>	<i>Washoe County Response</i>
<i>Close to Retirement (&lt;5 years)</i>	5%	7%
<i>Too many years in PERS to change employers</i>	19%	27%
<i>Opportunities for career growth</i>	33%	36%
<i>I am passionate about my work</i>	71%	61%
<i>Pay and benefits for my work experience</i>	62%	69%
<i>I believe in providing Quality Public Service to our community</i>	69%	55%
<i>Other</i>	7%	9%



**Q6: My supervisor, or someone in my department, seems to care about me as a person. (Rating 1-5)**

<i>Department Response</i>	<i>Washoe County Response</i>
4.47	4.25

**Q7: Someone in my department talks to me about career growth and encourages my development. (Rating 1-5)**

<i>Department Response</i>	<i>Washoe County Response</i>
3.99	3.66

**Q8: In the last 6 months, I have received helpful and timely coaching or performance feedback from my direct supervisor. (Rating 1-5)**

<i>Department Response</i>	<i>Washoe County Response</i>
4.06	3.84

**Q9: From the following list, select the types of employee engagement activities you would like to be involved with:**

	<i>Department Response</i>	<i>Washoe County Response</i>
<i>Lunch &amp; Learn speakers</i>	21%	31%
<i>Mentorship program</i>	15%	24%
<i>Professional development/training</i>	56%	60%
<i>Cultural performances at County facilities</i>	33%	17%
<i>Food trucks</i>	25%	27%
<i>Employee volunteer opportunities in the community &amp; with Glenn Duncan</i>	17%	18%
<i>Other</i>	14%	8%

Accounts	Notes	Plan	Actual	PO Commit	PreCommit	Available	Avail%
471100 Library Fines and Fees		(10,000)	(4,649)	-	-	(5,351)	54%
<b>FINES AND FORFEITURES</b>		<b>(10,000)</b>	<b>(4,649)</b>	-	-	<b>(5,351)</b>	<b>54%</b>
485315 Copy Machine Receipts		(41,950)	(18,823)	-	-	(23,127)	55%
<b>MISCELLANEOUS</b>		<b>(41,950)</b>	<b>(18,823)</b>	-	-	<b>(23,127)</b>	<b>55%</b>
<b>REVENUE</b>		<b>(51,950)</b>	<b>(23,472)</b>	-	-	<b>(28,478)</b>	<b>55%</b>
701110 Base Salaries		6,693,798	3,597,158	-	-	3,096,640	46%
701120 Part Time		623,891	302,046	-	-	321,845	52%
701140 Holiday Work		400	593	-	-	(193)	-48%
701200 Incentive Longevity		173,450	87,092	-	-	86,358	50%
701300 Overtime		1,000	1,016	-	-	(16)	-2%
701403 Shift Differential		11,632	4,559	-	-	7,073	61%
701406 Standby Pay		-	2	-	-	(2)	-
701408 Call Back		330	478	-	-	(148)	-45%
701409 Assmt Diff IV & Gerlach		24,403	18,768	-	-	5,636	23%
701414 Vacation Denied-Payoff		-	23,534	-	-	(23,534)	-
701420 Incline Travel Allowance		-	9,439	-	-	(9,439)	-
<b>SALARIES AND WAGES</b>		<b>7,528,905</b>	<b>4,044,685</b>	-	-	<b>3,484,220</b>	<b>46%</b>
705110 Group Insurance		1,088,887	547,217	-	-	541,671	50%
705115 Employer HSA Contributions		106,000	117,707	-	-	(11,707)	-11%
705190 OPEB Contribution		352,197	205,448	-	-	146,749	42%
705210 Retirement		2,333,435	1,240,315	-	-	1,093,119	47%
705230 Medicare April 1986		105,736	56,514	-	-	49,221	47%
705240 Group Insurance Budgeted Increase		54,775	-	-	-	54,775	100%
705320 Workmens Compensation Insurance		11,514	6,143	-	-	5,371	47%
705330 Unemployment Compensation Insurance		8,166	2,410	-	-	5,755	70%
<b>EMPLOYEE BENEFITS</b>		<b>4,060,709</b>	<b>2,175,755</b>	-	-	<b>1,884,954</b>	<b>46%</b>
710100 Professional Services	Charter / Lewis, Lynda / International Professional & Ipds - Translation Svc.	8,116	3,218	8,116	-	(3,218)	-40%
710200 Service Contract	Spectrum / Lewis, Lynda / Securitas Technology - Monitoring Charges	20,250	11,454	2,000	-	6,796	34%
710205 Repairs and Maintenance	Home Depot	1,176	-	-	18	1,158	98%
710210 Software Maintenance	Clio Software - Interlibrar	3,500	1,800	-	-	1,700	49%
710300 Operating Supplies	Laminate / Button Supplies / Thermal Receipt Paper / Book Tape / Printer Ribbon, Book Tape, Labels / Barcode Stickers, Acrylic Frames / Cleaning Wipes	56,359	30,342	-	5,674	20,344	36%
710310 Parts and Supplies		700	-	-	-	700	100%
710314 Library Materials	Overdrive						
710316 Library - Current Titles		54,720	36,108	5,000	-	13,612	25%
710318 Library Inter Loan Replacements	ILL Replacement	500	15	-	-	485	97%
710334 Copy Machine Lease Expense	Canon (48 month county contract began 2022) / Ubeo West	111,366	15,018	23,751	-	72,597	65%
710335 Copy Machine-Copy Charges	Canon (48 month county contract began 2022) / Ubeo West	59,022	6,139	22,107	-	30,776	52%
710350 Office Supplies		10,200	216	-	-	9,984	98%
710360 Postage	Postage / Mail Services	5,557	5,760	-	-	(203)	-4%
710361 Express Courier	Fedex / UPS / USPS	500	253	-	-	247	49%
710400 Payments to Other Agencies	False Alarm Charge / Volunteer Fingerprints / Notary Charge / Payment for GE Library	6,173	3,813	-	-	2,360	38%
710502 Printing	Digicom Chargeback	1,800	505	-	-	1,295	72%
710506 Dept Insurance Deductible		400	-	-	-	400	100%
710507 Network and Data Lines		-	21	-	-	(21)	0%
710508 Telephone Land Lines		23,600	10,014	-	-	13,586	58%

710509 Seminars and Meetings	Abos / Pla Conference / Naccho / NLA / Yalsa / Library Works	2,800	375	-	-	2,425	87%
710512 Auto Expense		11,785	4,754	-	-	7,031	60%
710519 Cellular Phone		5,000	1,179	-	-	3,821	76%
710529 Dues		800	-	-	-	800	100%
710535 Credit Card Fees		1,000	82	-	-	918	92%
710546 Advertising	Trustee And Position Postings	800	201	-	-	599	75%
710600 LT Lease-Office Space		366,034	246,983	124,285	-	(5,234)	-1%
711008 Combined Utilities		256,352	64,088	-	-	192,264	75%
711100 ESD Asset Management		2,517	1,888	-	-	629	25%
711113 Equipment Services Replacement		7,532	8,051	-	-	(519)	-7%
711114 Equipment Services Operation and Maintenance		13,599	7,483	-	-	6,116	45%
711117 Equipment Services Fuel Charge		7,456	4,246	-	-	3,210	43%
711119 Property & Liability Billings		14,890	8,686	-	-	6,204	42%
711210 Travel	Welcome Aboard	10,000	3,010	-	-	6,990	70%
711300 Cash Over Short		-	25	-	-	(25)	0%
711504 Equipment nonCapital		29,926	1,479	-	-	28,447	95%
<b>SERVICES AND SUPPLIES</b>		<b>1,094,430</b>	<b>477,204</b>	<b>185,258</b>	<b>5,692</b>	<b>426,275</b>	<b>39%</b>
<b>EXPENDITURES</b>		<b>12,684,044</b>	<b>6,697,644</b>	<b>185,258</b>	<b>5,692</b>	<b>5,795,450</b>	<b>46%</b>
<b>Total</b>		<b>12,632,094</b>	<b>6,674,172</b>	<b>185,258</b>	<b>5,692</b>	<b>5,766,972</b>	<b>46%</b>

Budget Can't Adjust

12,434,555

98% (Staff, Contracturally Obligated, County Pass Through)

Budget Can Adjust

249,489

2% Operating Supplies, Book Budget, Office Supplies, Travel and Training

Total

12,684,044

Accounts	Notes	Plan	Actual	PO Commit	PreCommit	Available	Avail%
411000 General Real Property Tax - Current		(4,209,882)	(3,313,476)	-	-	(896,406)	21%
411001 General Real Property Tax - Prior		(20,233)	(6,327)	-	-	(13,906)	69%
411500 General Personal Property Tax - Current		(270,398)	(75,296)	-	-	(195,102)	72%
411501 General Personal Property Tax - Prior		(10,584)	(6,532)	-	-	(17,116)	162%
<b>TAXES</b>		<b>(4,511,097)</b>	<b>(3,388,567)</b>	-	-	<b>(1,122,530)</b>	<b>25%</b>
481000 Interest on Pooled Investment		(15,000)	(72,042)	-	-	57,042	-380%
482100 Realized Gain/(Loss) on Pooled Investment		-	(8,612)	-	-	8,612	-
482200 Unrealized Gain/(Loss) on Pooled Investment		-	(26,009)	-	-	26,009	-
<b>MISCELLANEOUS</b>		<b>(15,000)</b>	<b>(106,663)</b>	-	-	<b>91,663</b>	<b>-611%</b>
<b>REVENUE</b>		<b>(4,526,097)</b>	<b>(3,495,230)</b>	-	-	<b>(1,030,867)</b>	<b>23%</b>
701110 Base Salaries		1,387,495	747,057	-	-	640,439	46%
701120 Part Time		192,865	98,387	-	-	94,478	49%
701200 Incentive Longevity		45,550	21,219	-	-	24,331	53%
701300 Overtime		-	1,015	-	-	(1,015)	-
701403 Shift Differential		4,500	1,462	-	-	3,038	68%
701408 Call Back		-	103	-	-	(103)	-
701413 Vac Payoff/Sick Pay-Term		-	42,321	-	-	(42,321)	-
701414 Vacation Denied-Payoff		-	4,780	-	-	(4,780)	-
701417 Comp Time		-	7,113	-	-	(7,113)	-
<b>SALARIES AND WAGES</b>		<b>1,630,411</b>	<b>923,457</b>	-	-	<b>706,954</b>	<b>43%</b>
705110 Group Insurance		211,841	107,676	-	-	104,165	49%
705115 Employer HSA Contributions		27,750	28,612	-	-	(862)	-3%
705190 OPEB Contribution		72,207	42,121	-	-	30,086	42%
705210 Retirement		477,726	257,827	-	-	219,899	46%
705230 Medicare April 1986		23,012	13,096	-	-	9,917	43%
705240 Group Insurance Budgeted Increase		9,932	-	-	-	9,932	100%
705320 Workmens Compensation Insurance		2,350	1,258	-	-	1,091	46%
705330 Unemployment Compensation Insurance		1,991	670	-	-	1,321	66%
<b>EMPLOYEE BENEFITS</b>		<b>826,809</b>	<b>451,261</b>	-	-	<b>375,548</b>	<b>45%</b>
710100 Professional Services	BAKER & TAYLOR BOOKS / ACORE SHELVING & PRODUCTS INC. / CABLING SOLUTIONS INC / CAPITAL FORD INC / INNOVATIVE INTERFACES INCORPORATED / SECURITAS TECHNOLOGY	146,500	47,600	25,997	-	72,903	50%
710142 Property Tax Processing Fee		20,470	5,569	-	-	14,901	73%
710149 Investment Pool Allocated Expense		1,600	906	-	-	694	43%
710200 Service Contract	Cahrter / Sullivan Structures / Verizon	38,100	2,401	-	-	35,699	94%
710300 Operating Supplies		10,000	6,893	-	-	3,107	31%
710316 Library - Current Titles		1,360,000	540,124	175,993	-	643,884	47%
710507 Network and Data Lines	Internet / Phone	150,000	80,005	54,950	-	15,045	10%
710508 Telephone Land Lines	Phone	-	0	-	-	(0)	-
710509 Seminars and Meetings	Abos / ACR / ALA / NLA / Books & Journals Annual Membership / Training / PLA	15,000	976	-	-	14,024	93%
710512 Auto Expense		600	507	-	-	93	15%
710519 Cellular Phone		-	319	-	-	(319)	-
711119 Property & Liability Billings		591	345	-	-	246	42%
711210 Travel	SWABIZ	15,000	-	-	-	15,000	100%
711400 Overhead - General Fund		80,222	46,796	-	-	33,426	42%
711504 Equipment nonCapital	Adobe / BYWATER SOLUTIONS LLC / CDW GOV / DELL / EBSCO SUBSCRIPTION / ENVISIONWARE / NICHE ACADEMY / KOIOS, LLC / MK SOLUTIONS INC / SPRINGSHARE LLC / TEAMVIEWER.COM	179,770	26,224	38,400	-	115,146	64%
<b>SERVICES AND SUPPLIES</b>		<b>2,017,853</b>	<b>758,663</b>	<b>295,340</b>	-	<b>963,850</b>	<b>48%</b>
<b>EXPENDITURES</b>		<b>4,475,073</b>	<b>2,133,381</b>	<b>295,340</b>	-	<b>2,046,352</b>	<b>46%</b>
814092 Transfer to Public Works Construction		124,628	-	-	-	124,628	100%

OTHER FINANCING SOURCES/USES	124,628	-	-	-	124,628	100%
Total	73,604	(1,361,849)	295,340	-	1,140,114	1549%

Budget Can't Adjust 2,560,103 57% (Staff, Contracturally Obligated, County Pass Through)  
 Budget Can Adjust 1,914,970 43% Operating Supplies, Book Budget, Office Supplies, Travel and Training  
 4,475,073

We receive monetary and in-kind donations throughout the year that assist in providing services and materials. These donations are greatly appreciated by the Library Board of Trustees, staff, and the public. The list includes the names of donors from October 1, 2024-December 31, 2024

**Cash Donations: \$112,671.42**

**Alec “Wayne” Holland – For as needed systemwide \$300.00**

**Better World Books – Materials (SV) \$100.00**

**Better World Books – Materials (SP) \$898.67**

**Better World Books – Materials as needed \$272.75**

**Carolyn Misumi – Annual Donation -Materials \$2,000.00**

**Files Donation – (Admin) As needed \$100.00**

**Scott Bequest – FWCL Annual Donation - \$9,000.00**

**Friends of Washoe County Library:**

- **Friends - GSYSTECH (38%) \$38,000.00**
- **Friends - GIFT (32%) Materials \$32,000.00**
- **Friends - GSYSMKT (7%) \$7,000.00**
- **Friends - GSYSRAIN (6%) \$6,000.00**
- **Friends - GSYSBEATE (7%) Programming \$7,000.00**
- **Friends - GSYSBEATE (10%) SRP \$10,000.00**

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

**ACCOUNT**

	.Oct-24	.Nov-24	.Dec-24
GADMINBAGS	\$ 3,293.50	\$ 3,356.50	\$ 3,437.50
GCCERWIN	\$ 966.47	\$ 966.47	\$ 966.47
GSYSBEATE	\$ 900.74	\$ 900.74	\$ 10,900.74
GSYSHEADPHONES	\$ 3,801.40	\$ 3,864.40	\$ 3,923.40
GSYSINT	\$ 46,670.92	\$ 48,026.69	\$ 49,506.58
GSYSMKT	\$ 4,184.34	\$ 3,929.55	\$ 10,800.94
GSYSREADCAMPAIGN	\$ 20,863.27	\$ 20,863.27	\$ 20,863.27
GSYSFRIENDSTECH	\$ 75,195.36	\$ 74,758.29	\$ 112,082.39
GSYSTRAIN	\$ 8,144.33	\$ 7,930.42	\$ 11,358.88
GSYSWHYMAN	\$ -	\$ -	\$ -
GIFT	\$ 34,677.07	\$ 35,740.86	\$ 69,901.79
GIVSMALLWOOD	\$ 3,502.05	\$ 3,502.05	\$ 3,502.05
GNWHOLOCAUST1	\$865.38	\$865.38	\$865.38
GADMIN1	\$ 1,024.28	\$ 1,124.28	\$ 1,298.08
GDUNCAN1	\$ 419.52	\$ 419.52	\$ 419.52
GINCLINE1	\$ 8,111.05	\$ 9,257.88	\$ 9,189.77
GNVALLEY1	\$ 3,785.61	\$ 4,947.61	\$ 4,988.02
GNORTHWEST1	\$ 41,375.22	\$ 41,193.04	\$ 40,992.19
GRENO1	\$ 23,225.09	\$ 23,228.23	\$ 23,962.95
GSENIOR1	\$ 105,358.10	\$ 105,359.10	\$ 105,359.10
GSPARKS1	\$ 32,598.26	\$ 32,955.19	\$ 32,995.64
GSPRINGS1	\$ 20,955.54	\$ 21,264.19	\$ 21,683.82
GSVALLEYS1	\$ 39,954.71	\$ 33,735.59	\$ 33,478.39
GSVIEW1	\$ 78,362.70	\$ 78,030.52	\$ 70,816.88
GSYSREAD	\$ 136.98	\$ 136.98	\$ 136.98
GSYSTEMS1	\$ 136.44	\$ 136.44	\$ 136.44
GTECH1	\$ 1,071.60	\$ 1,071.60	\$ 1,071.60
GVERDI1	\$ 368.22	\$ 368.22	\$ 368.22

**TOTALS: \$559,948.15 \$557,933.01 \$ 645,006.99**

## Library Audits

Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024 (Includes external audit of all county finances and includes the library expansion fund under the special revenue fund section)

<https://www.washoecounty.gov/comptroller/Annual%20Comprehensive%20Financial%20Report/index.php>

AUDIT REPORT November 13, 2023 Library Expenditures Events & Title Procurement Process Audit FY2023

[https://www.washoecounty.gov/mgrsoff/board\\_committees/internal\\_audit/2023/files/Library%20-%20Event%20Expenditures%20and%20Title%20Procurement%20-%20Draft.pdf](https://www.washoecounty.gov/mgrsoff/board_committees/internal_audit/2023/files/Library%20-%20Event%20Expenditures%20and%20Title%20Procurement%20-%20Draft.pdf)

Cash Control Audit December 5, 2024/Cash Control Audit Response January 8, 2025 (Included in Packet)





To: Katelyn Kleidosty, Internal Audit Manager  
kkleidosty@washoecounty.gov; (775) 830-2550

Louis Martensen, Internal Auditor  
lmartensen@washoecounty.gov; (775) 997-1791

CC: Justin Taylor, Washoe County Treasurer  
Maggie Lazzari, Principal Account Clerk

From: Stacy McKenzie, Assistant Library Director

CC: Jeff Scott, Library Director

Date: January 6, 2025  
Subject: Cash Control Audit – Library Response

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Below is the response to each point of the library cash audit recommendations with estimated dates of completion for each item.

### **All Locations**

#### **1. Secure Storage of Cash and Drawer Key**

Recommendation: Relocate the key to a secure and separate location, such as a locked key box accessible only to limited, authorized personnel. Document access to the key to enhance security and minimize the risk of theft

**Response:** Each branch has been tasked with finding a secure location for register keys like a locked cabinet or will be purchasing a small lock box for their location and keys or codes will be limited to supervisory staff. We expect to complete this and make sure each branch has an approved locking cabinet or lock box by March 1, 2025.

#### **2. Retention of Cash Register Receipt Tapes**

Recommendation: Establish a procedure to send filled cash register receipt tapes to the Administration Office at the Downtown Reno location for secure storage. Retain these tapes for the period required by record retention regulations to ensure compliance and maintain a

complete financial audit trail. Per Nevada State Library, Archives, and Public Records cash register tapes must be retained until the resolution of an annual audit.

**Response:** Each branch now sends their cash register tapes/receipts with their deposits to the Administration offices at the Downtown Reno Library. Office Specialist have designated areas to retain these tapes as they come in. This change was made immediately.

### 3. Donation Box Handling

Recommendation: Require dual control for donation box handling, with two employees recording and signing off on all donations before they are entered.

**Response:** Branch managers have indicated that this is normally done with two staff doing the count, we are working on a form with carbon that would indicate the two “counter” and then one copy could come to Admin with a copy of the count slip and the other copy would be maintained at the branch. We anticipate this process being in full effect by March 1, 2025.

### 4. Money Bag Key Storage

Recommendation: Store the key in a secure, locked area with access restricted to limited, authorized personnel, and keep a log of key access to reduce potential theft

**Response:** Each branch has been tasked with finding a secure location for money bag keys like a locked cabinet or will be purchasing a small lock box for their location and keys or codes will be limited to supervisory staff. We expect to complete this and make sure each branch has an approved locking cabinet or lock box by March 1, 2025.

### 5. Void Key Accessibility

Recommendation: Limit void key access to supervisory staff and implement a log of all voided transactions for management review.

**Response:** Each branch has been tasked with finding a secure location for void keys like a locked cabinet or will be purchasing a small lock box for their location and keys or codes will be limited to supervisory staff. We expect to complete this and make sure each branch has an approved locking cabinet or lock box by March 1, 2025.

### 6. End-of-Shift Cash Counting

Recommendation: Require end-of-shift cash counting for immediate reconciliation and accountability. Implement a policy for all employees to count and log cash at shift end.

**Response:** Branch managers have indicated that due to staffing issues during the closing shift, they do not have the staff needed to perform closing duties AND to do a two person count of the cash drawer. The branches do run the Z tape and reconciliation on the registers before closing and then these are used to make sure that the drawer count matches during the morning count. In the meantime the cash drawer and the register tape is secured in a locked area or safe overnight. We would like to propose that we keep with this protocol, but that if we do have any discrepancies occur between the evening Z tape run and the morning count that at that time we will work on a process to complete the count at close.

## 7. Implementing Imprest System and Tracking for Copy Machines

Recommendation: Establish a documented process for copy machine collections. Maintain funds at an imprest amount by refilling machines to predetermined levels after each collection. Log all collections and refills to track expected versus actual revenue and ensure accountability with supervisor sign-off.

**Response:** Our IT staff is working with Jamex to see if we can get a coin count (I am told there is for sure a way to get this info, we just may need training or software adjustment to get that figured out) and so Brenda is working on those details, we plan to have an answer and a process for reconciling this by March 1, 2025.

## 8. Cash Turn in Sheet

Recommendation: Establish a document that has at least two copies and signature lines for people that count the funds and verify the funds.

**Response:** We are currently working on designing a new count sheet/turn in sheet that we will send to our printer that will have a space for two signatures and will be duplicate with carbon copy. We plan to have these printed and in use by March 1, 2025.

## 9. Availability of Counterfeit Detection Pens

Recommendation: Equip all cash-handling locations with counterfeit detection pens and train staff on their proper use. This will help prevent the acceptance of counterfeit currency and reduce financial losses.

**Response:** Some branches already have these and have been instructed to begin using them regularly. We are also ordering more of these to distribute to staff and

will include training on how and when to use them. We plan to have the pens distributed and in use by all branches by March 1, 2025.

#### **10. Dual Verification of Cash Count and Turn-In**

Recommendation: Implement a dual verification process where two employees independently count and verify cash before turn-in. employees should sign off on the cash count to ensure accuracy and accountability.

**Response:** We are currently working on designing a new count sheet/turn in sheet that we will send to our printer that will have space for two signatures and will be duplicate with carbon copy. We plan to have these printed and in use by March 1, 2025. Branch staff said they currently do have two staff members count the drawer, but this will allow documentation of the two “counters” and will provide a duplicated for to document the process and identify the “counters.”

### **Reno Main Location**

#### **11. Safe Code Security**

Recommendation: Implement a policy requiring periodic code changes (e.g., quarterly) or whenever there is staff turnover. Restrict code access to authorized personnel only.

**Response:** We are hiring a new Sr. Office Specialist who will be starting with us on the 13<sup>th</sup> and I will work with them to implement a schedule for changing the safe code on a regular basis and this information will only be available to supervisor staff. We plan to have this implemented by March 1, 2025.

#### **12. Removal of Cash Funds - Main Administration (\$50) and Main Reference Desk (\$30)**

Recommendation: Work with the Comptroller and Treasurer to eliminate these cash funds. For small expenditures, utilize a petty cash system with strict controls or procurement cards to ensure accountability and reduce risk.

**Response:** Marilyn in our clerical department is working with accounting to remove the two funds. We will only have a “change” fund which will be held in the safe in our admin/clerical department area. This is planned to be completed by March 1, 2025.

#### **13. Deposit Bag Left Unsecured**

Recommendation: Provide authorized personnel with safe access for immediate deposit or arrange for daily courier pick-ups. Secure deposits in a locked area if immediate access is not possible.

**Response: Staff** (both Reno branch and clerical) has been instructed to never leave any cash bags outside of a secure safe or locked cabinet. This change occurred immediately.

#### **14. Deposit Bag Sealing Procedure**

Recommendation: Standardize procedures to require sealing all deposit bags in tamper-evident packaging to enhance security.

**Response:** We had some of these plastic bags and began use of them for our deposits almost immediately, but upon taking the sealed bags to the bank, we were told that they would not except the bags at the window because they are not allowed to open them if they are sealed...they can only open and process the money given in the locked money bags. We plan to discuss this with the bank and find out if this is for all deposits or just for those that we ask for a processing receipt at the window, or if this is just for the copier funds that they have to put through the coin counter to verify that deposit slip. This one is a bit tough but we hope to have a final answer and process on use of the plastic sealing bags by March 1, 2025.

#### **15. Reconciliation of Z-Tape to Cash Turn-In Sheet**

Recommendation: Require reconciliation of the Z-tape to the cash turn-in sheet, with supervisory review to ensure accuracy.

**Response:** This will be included in the new duplicate/carbon form. We plan to have these new forms distributed and in use by March 1, 2025.

#### **16. Deposit Form Verification**

Recommendation: Implement dual verification for all deposit forms, with two employees reviewing and signing off to ensure accuracy and accountability

**Response:** We are currently working on designing a new forms for each type of deposit (donation, drawer count, copier) that we will send to our printer that will have space for two signatures and will be duplicate with carbon copy. We plan to have these printed and in use by March 1, 2025.

### **Senior Center Location**

#### **17. Transactions are Currently Recorded on an Excel Sheet**

Recommendation: Establish a way to document the cash collected from sales at the senior center location that cannot be altered.

**Response:** Our Senior Center Library is currently closed for renovation and will not open again until approximately mid-March. In the meantime we plan on going cashless, like we have at our other partner libraries so that we will only have the copier machine deposit and will no longer have any other cash transaction so we will not need a register or point of sale system for that branch.

**Retraining:**

I will be working with Branch Management staff over the next couple of months to make sure they are clear on new procedures and have all the equipment necessary. I will also be attending branch meetings over the next couple of months to talk about these changes. New Admin staff will deliver training annually. We have our new Sr. Office Specialist start January 13, 2025, and will be interviewing for the Administrative Assistant I position at the end of January and these two staff will be supervisory in our clerical department and will develop and deliver cash handling and related training.

Please let me know if you have any questions and I will provide a follow up report after our March 1, 2025 goal date or as requested.

January 2025 Statistics

BRANCH	COMPUTER USE	WI-FI USAGE
Downtown Reno Library	2,139	3,833
Duncan/Traner Community Library	54	171
Gerlach Community Library		13
Incline Village Library	156	1,193
North Valleys Library	407	939
Northwest Reno Library	781	1,559
Senior Center Library		383
Sierra View Library	1,191	2,270
South Valleys Library	410	2,808
Spanish Springs Library	525	1,763
Sparks Library	1,879	2,441
Verdi Community Library		98
<b>TOTAL</b>	<b>7,542</b>	<b>17,471</b>

BRANCH	GATE COUNT	CIRCULATION
Downtown Reno Library	10,620	5,880
Duncan/Traner Community Library		762
Gerlach Community Library		100
Incline Village Library	6,879	2,404
North Valleys Library	4,805	5,121
Northwest Reno Library	8,033	13,421
Senior Center Library		73
Sierra View Library	10,618	6,203
South Valleys Library	15,575	15,607
Spanish Springs Library	8,490	10,291
Sparks Library	11,279	7,968
Verdi Community Library		1,423
Bookmobile		198
Homebound		198
Total print circulation		<b>69,649</b>
Libby app digital circulation		<b>91,210</b>
<b>TOTAL</b>	<b>75,915</b>	<b>160,859</b>

Daily Stats

Walk-In	RN	SP	SV	NW	SS	SO	NV	IV
<b>Mon</b>	402	397	319	354	337	598	173	346
<b>Tue</b>	459	452	383	416	411	637	197	419
<b>Wed</b>	513	432	382	397	312	627	275	326
<b>Thu</b>	401	418	374	406	401	586	210	450
<b>Fri</b>	389	352	348	325	374	533	188	321
<b>Sat</b>		323	307	325		544	168	218
<b>Sun</b>	358	214		241	299	431		

Circ	RN	SP	SV	NW	SS	SO	NV	IV
<b>Mon</b>	350	367	352	762	676	870	321	162
<b>Tue</b>	410	504	455	829	728	1,081	402	190
<b>Wed</b>	317	478	358	908	610	982	437	130
<b>Thu</b>	310	408	365	712	641	874	360	167
<b>Fri</b>	319	396	440	701	647	854	340	157
<b>Sat</b>		464	369	882		989	364	114
<b>Sun</b>	435	280		637	728	704		

Circ ratio per walk-in

Circs per gate count	RN	SP	SV	NW	SS	SO	NV	IV
<b>Mon</b>	0.87	0.93	1.10	2.15	2.01	1.45	1.86	0.47
<b>Tue</b>	0.89	1.12	1.19	1.99	1.77	1.70	2.04	0.45
<b>Wed</b>	0.62	1.11	0.94	2.29	1.95	1.57	1.59	0.40
<b>Thu</b>	0.77	0.98	0.98	1.75	1.60	1.49	1.71	0.37
<b>Fri</b>	0.82	1.12	1.26	2.16	1.73	1.60	1.81	0.49
<b>Sat</b>		1.44	1.20	2.71		1.82	2.16	0.52
<b>Sun</b>	1.21	1.31		2.64	2.44	1.63		



# SPARKS LIBRARY

February, 2025  
Library Board of Trustees  
Branch Update



# Programming

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New and Popular



**ROLL FOR INITIATIVE!**

**SPARKS  
DUNGEONS  
& DRAGONS**

Every Friday

Sparks Library 4-6 pm

**Ages 12-18**

Join us to learn and play  
Dungeons & Dragons. All  
levels welcome.

 [washoelibrary.org/dnd](http://washoelibrary.org/dnd) 



# Reimagining Our Space

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Inviting and Enjoyable

- Entryway display tables
- Easy browsing
- Ambiance





# Sparks Library Staff

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Interim Branch Manager

Librarians

Library Assistants

Library Aides





# FROM WELL-WORN TO WELL-LOVED

Your Senior Center Library Renewed



# The Senior Center Library Reimagined

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# Project Brief

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- Comprehensive modernization of the Senior Center Library facility
- Project timeline: January 7th - March 31st, 2025
- Funded via a \$100,000 Keiser Family Trust bequeathment
- Currently on track and significantly under budget



# Phase 1 - Complete

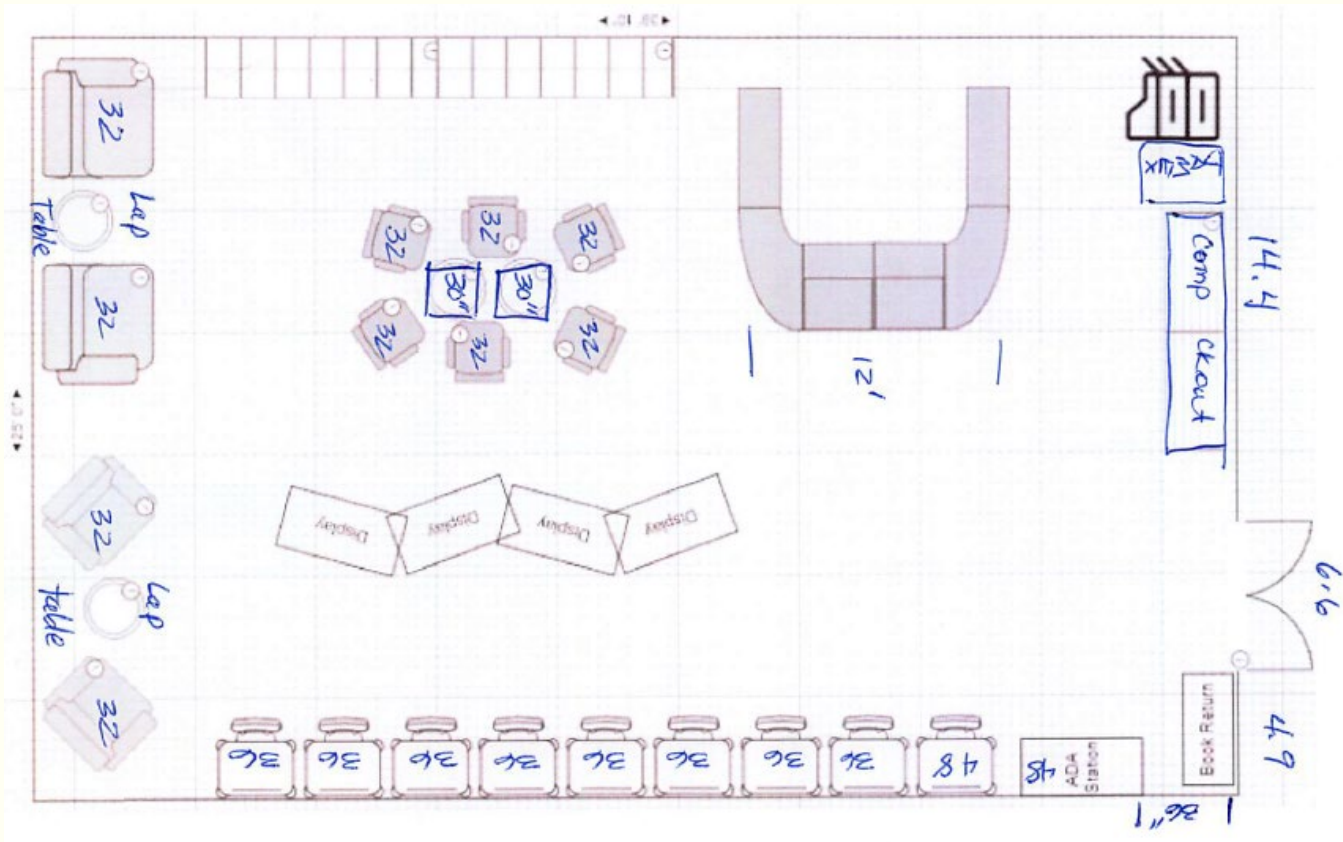
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- Facility successfully cleared and prepared for renovation
- All books and materials safely redistributed to other branches
- Technology equipment properly removed and stored
- Furniture sorted and processed (surplus redistributed, reusable items preserved, and junk removed)



# Key Improvements



- New ergonomic reference desk (purpose-built for staff efficiency)
- Durable wall-mounted steel shelving system
- Modern computer workstations with privacy dividers
- Premium wood-like flooring replacing worn carpet
- Fresh interior paint throughout
- Enhanced reading lounge with comfortable seating near windows

# Next Steps & Timeline

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- Awaiting wall painting and flooring installation
- Pending board approval for furniture and equipment orders
- Target reopening: March 31st, 2025
- Remaining funds reserved for future senior services projects
  - Expand the large print collection with a focus on new releases and popular titles
  - Purchase assistive technology devices (magnifying readers, audio enhancement tools)
  - Create a dedicated tech learning station
  - Develop comfortable reading kits (book stands, page-turners, reading lights)

# Impact on Our Seniors

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- Modern, comfortable environment for reading and research
- Improved accessibility and usability
- Enhanced technology access with better privacy
- More comfortable seating and gathering spaces
- World-class library experience for our senior community



Local  
Author  
Fest 2024

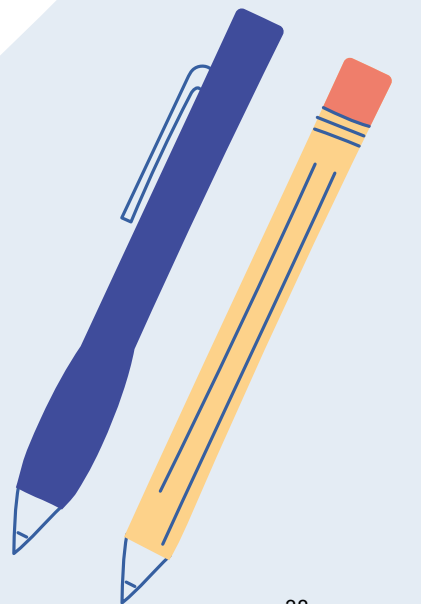


connecting writers and readers



# The idea. . .

- *Strategic plan*
- *Author event survey*
- *Local author requests*
- *Past experience with author events*

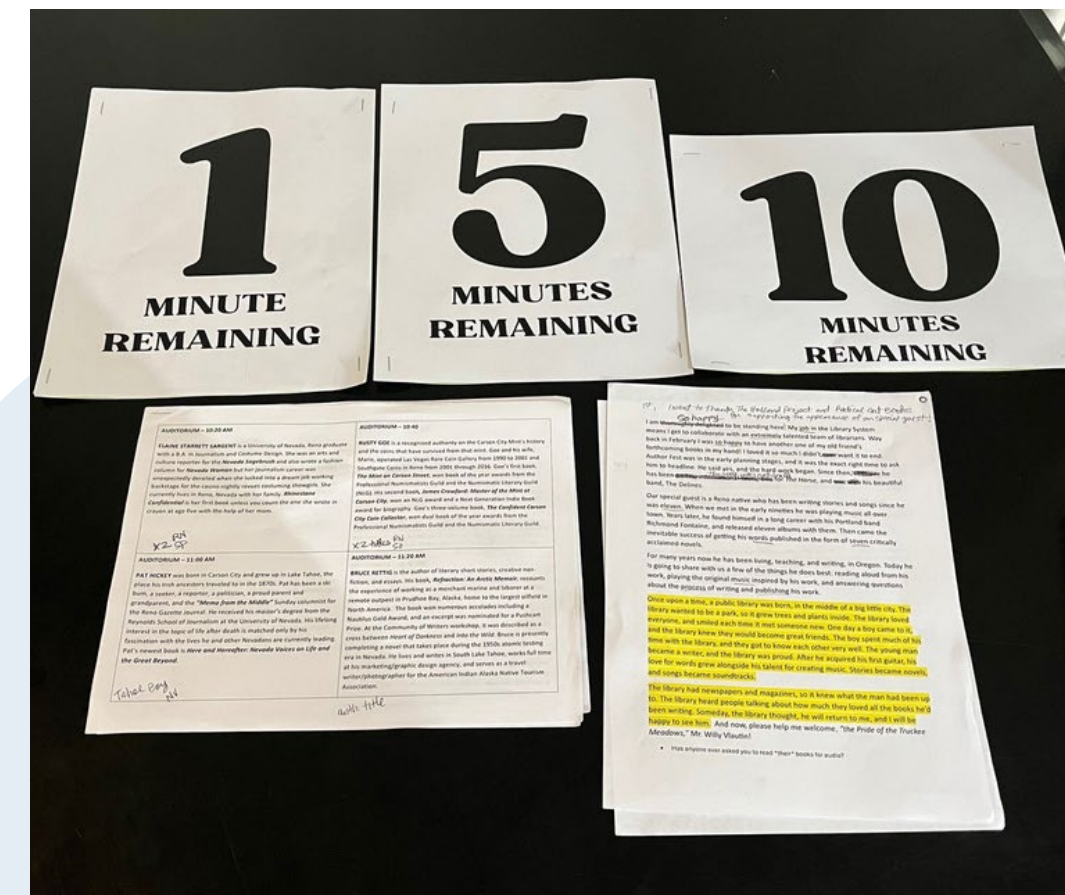
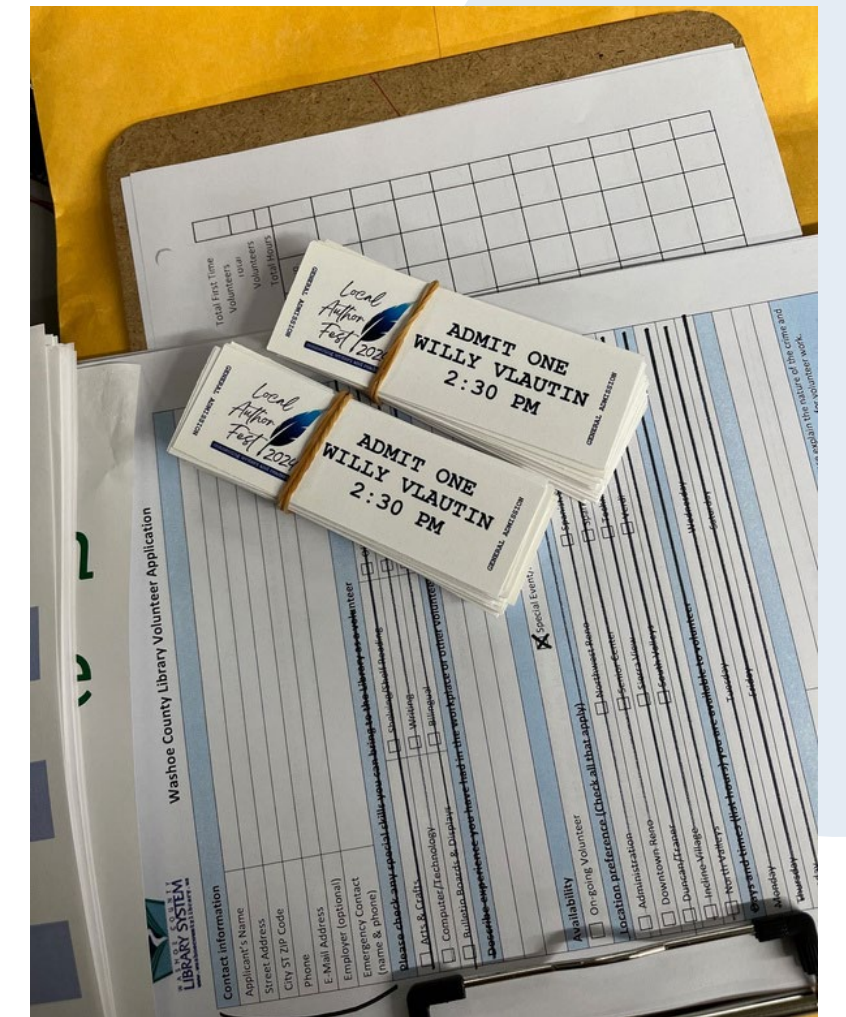


# The plan . . .

- *Multiple authors*
- *Volunteer author helpers*
- *Share publicity*
- *End with a headliner*

# The planning . . .

- *Ad hoc committee (14)*
- *Author liaisons (5)*
- *Reading scheduling*
- *Site layout and furnishings*
- *Staff recruitment and scheduling*
- *Website landing page*
- *A/V plan and equipment sourcing*
- *Author swag and refreshments*
- *Collateral and signage*
- *Marketing and publicity*



# Local Author Fest by the numbers

40

*Authors*

*Reading authors*

33

26

*Volunteer authors' helpers*

253

*Public attendees*

22

*Staff members*









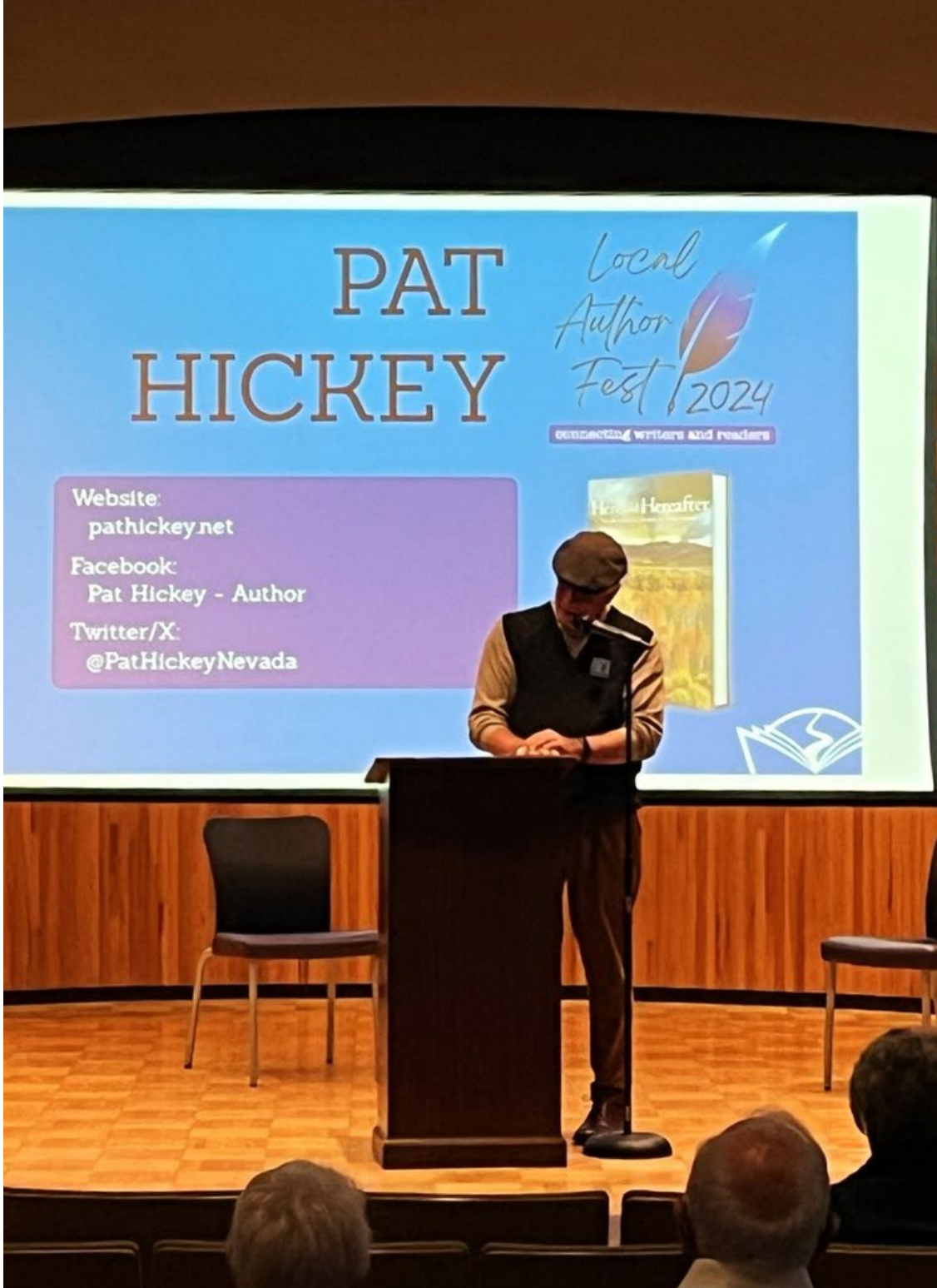
*Trustee Rodriguez*



*Alicia Barber*



*Debra Hendrickson, MD*





*Gemma Hartley & Celeste Yvonne*



*J.A. Forde*



*Bruce Rettig*



*Stephanie Rose*



*Bill Brown, Pat Hickey,  
& J.C. Bidonde*



**DANNY NIELSON**

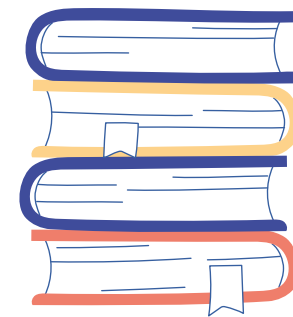
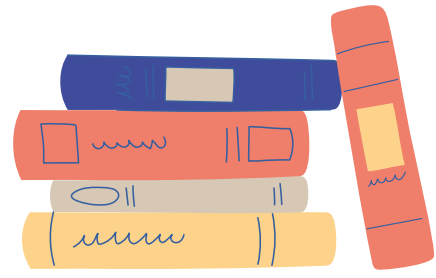
Local Author Fest 2024

Website: [dannynielsen0.wordpress.com](http://dannynielsen0.wordpress.com)

Instagram: @touchinggrey

STRAIGHT FLOSSIN' & OTHER STORIES OF AMERICAN WEST





# Author feedback

5. Overall, how satisfied are you with the event?



10. Do you think the event was well organized?

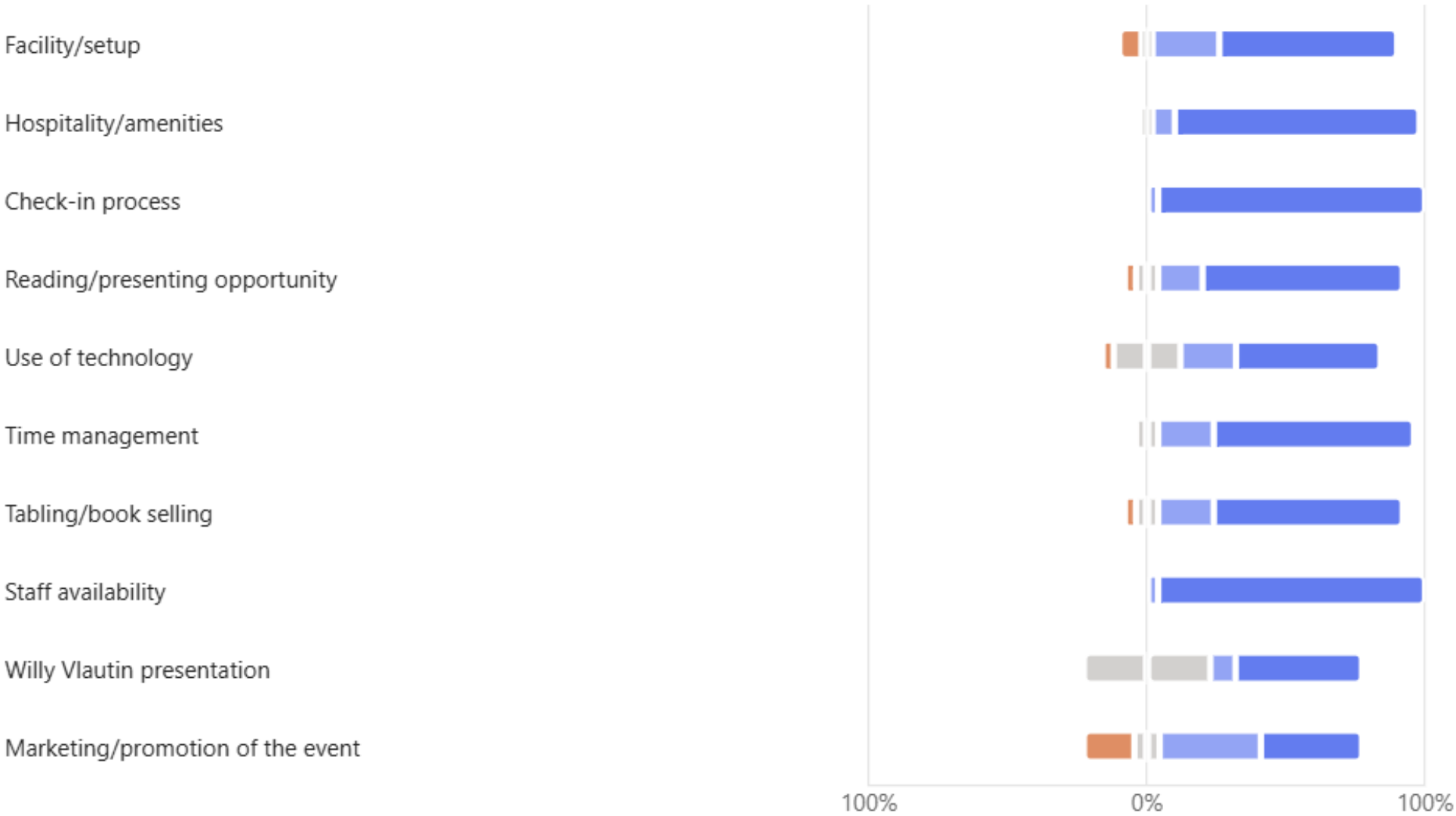


15. Are you interested in joining us for our next local author event?



8. How satisfied are you with the following aspects of the actual event?

● Very dissatisfied ● Somewhat dissatisfied ● Neither satisfied nor dissatisfied ● Somewhat satisfied ● Very satisfied



# Author feedback

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“

*I loved getting to meet some other authors, but mostly I loved all the faces that stopped by! It was fun to see families bring kids and wander around together. The staff was also attentive, checking in regularly, and were enthusiastic about the readings.*

*Maybe a little more advertising to get more readers to come?*

*For a first year event it was great. The staff was awesome to work with considering this was uncharted territory.*

*Maybe a two - day event?*

*I actually really enjoyed the live reading portion. I'd never done it before and it was a lot of fun.*

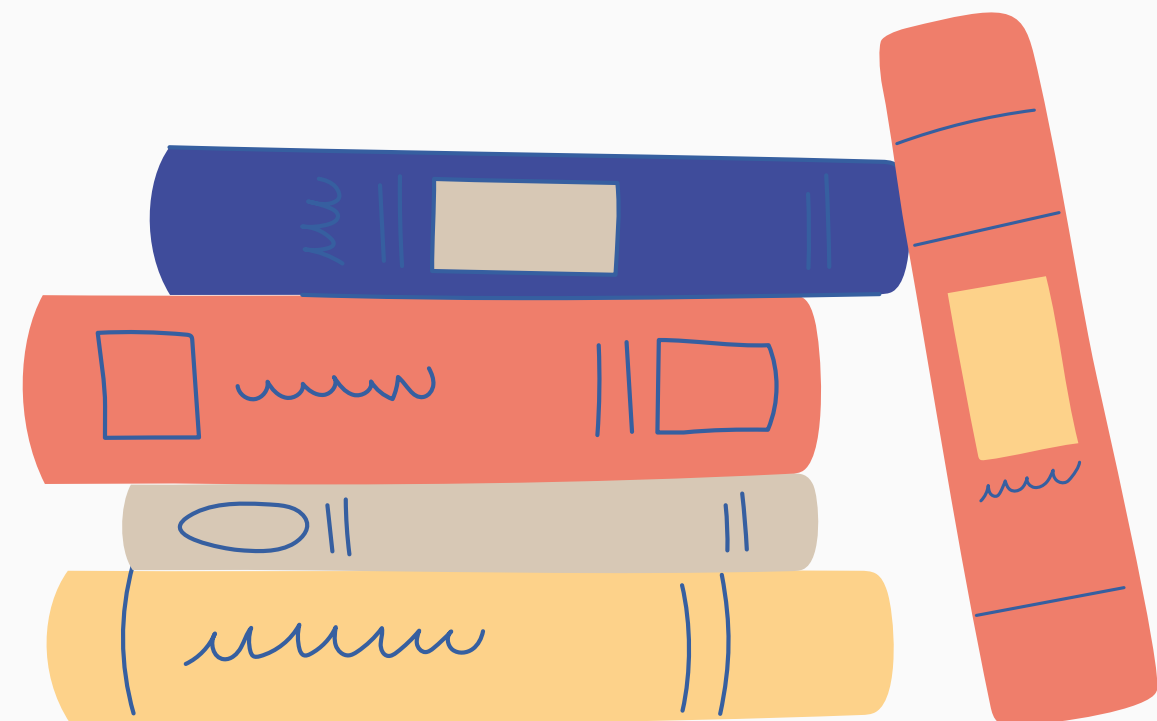
*I am just so impressed with the level of commitment, organization, and work that went into this event. It was amazingly set up and run. I'm so grateful to the library staff for making this happen. Thanks for letting me be a part of such a wonderful event.*

*I felt my placement (4th level) was somewhat disadvantageous.*

*When writers are reading for almost the entire event, there is no quiet time for authors to sell books at their tables. I sold only one book all day.*

*I realize I never visited the other floors to meet with authors beyond my area. This is fine as we all were at our table for the most part, but it may be nice to have a set time to mix it up? Just as a way to see other folks beyond our table area. But overall I had a great day and many good conversations.*

”



# Thanks



*John Andrews*

*Maisie Barnes*

*Marie Bradshaw*

*Brad Bynum*

*Megan Conelly*

*Brent Coover*

*Maya Delgado - Almada*

*Stephanie Espejo Machida*

*Zabdiel Estrada*

*Jessica Fanaselle*

*Dominic Jung*

*Judy Hansen*

*Jamie Hemingway*

*Sasha McLaughlin*

*Nicole Mortimer*

*Brenda Owens*

*Tim Prentiss*

*Becca Reed*

*Libby Rheault*

*Kristen Ryan*

*Amanda Sargent*

*Marie Sevier - Dyer*

*Tyna Sloan*

*Debi Stears*

*Kerry Stendell*

*Natalie Villegas*

*Beate Weinert*

*Melissa Wilson*

*Teree Yount*





**LIBRARY BOARD OF TRUSTEES MEETING MINUTES**

**WEDNESDAY, JANUARY 15, 2025**

**5:30 P.M.**

**DOWNTOWN RENO LIBRARY 301 South Center Street, Reno, NV 89501**

**Library Trustees:**

**Ann Silver, Chair**

**Tami Ruf, Vice Chair Jacks,**

**Trustee Lea Moser,**

**Trustee Marie Rodriguez, Trustee**

0) Salute to the Flag - Led by Marie Rodriguez.

1) Roll Call [Non-Action Item]

a. Present – Chair Silver, Vice Chair Ruf, Trustee Rodriguez, Trustee Jacks, Trustee Moser

2) Reports

a) Library Director Update by Director Jeff Scott [Non-Action Item]

Director Scott mentioned many holiday events at the library, including Santa Story Times, life-sized candy game, and gingerbread houses; staff participated in the Hometown Christmas parade in Sparks; full-day staff day included Clifton Strengths, AI intelligence, and a Tech plan for the library. The library is in the budget process. Renovations are taking place at the Senior Center, so it is closed during this time. Library Services Tech grant was awarded. Grant for bike repair stations will be installed at the Sparks library. Friends Booksale is ongoing.

b) Youth Services and Library Events Team Presentation [Non-Action Item]

Beate Wienert and Judy Hansen talked about their partnerships and community connections, including updates on many fun programs for youth and all ages, including Conservation Ambassadors animal programs. The structure of the department was explained. Showed the event proposal process and program budget breakdown. Chair Silver offered a discussion about possible corporate sponsorships for future programs. Safe Place provides training for library staff. The

Youth Services team works closely with area schools and highlighted bookmobile activity at schools. Highlights a huge list of programs supported by this library department and associated teams, including baby's first library card, baby socials, reading challenges throughout the year, letters to veterans, holiday events, Paws for Love, as well as many Teen programs and art exhibits. A special thank you was extended to Washoe County Library Friends of the Library for their support.

Board Comment:

Chair Silver suggested an adult story time.

Trustee Moser asked for clarification on program funding and advocated for more funding for library programs.

c) Library Budget Review [Non-Action Item] d) Library Technology Plan Update [Non-Action Item]

Director Scott presented the library general budget overview, including library staff salaries and benefits, and explained which library line items we control and which are not in library control to change. Director Scott clarified some WCEA contractual obligations for differential pay and travel expenses. Director Scott went line by line, discussing each budget line item. Chair Silver asked for information about the Allied Security line item. Discussion about Cash Audit recently performed at branches. Trustee Silver requested a written response to the Cash Audit. Vice Chair Ruf asked for clarification on hold-over funds and was told that the general fund swept each year, but the expansion fund could involve some hold-over funds. Director Scott then walked the board through the expansion fund line items.

Chair Silver stated that she believed the public did not understand the two budgets allotted to the library. Vice Chair Ruf asked if the ballot issue could be brought back to a vote. Director Scott expressed that due to the timing and the language of calling this a "tax," it could be challenging to pass it in the future. Trustee Moser asked for more information about the travel and professional services budgets. Chair Silver asked for a closer look at the budget line items that the library controls at the next board meeting.

Director Scott gave an overview of the Library Technology plan and the grants that have been awarded. Updated on our Internet filters and how they work. The library is looking at filtering options to keep us CIPA compliant and provide adequate filtering for minors. Chair Silver asked for consideration for people who might be around a computer viewing any content that someone might deem inappropriate. Director Scott explained the current process in place in all our libraries to handle this. Chair Silver asked if we had a grant writer on staff; Director Scott explained that we do not and that Jamie, other admins, or the project lead most likely will write the grants. Chair Silver suggested that we look more closely at corporate funding for library projects and grant funding.

- 2) Public Comment – Two-Minute Time Limit Per Person [Non-Action Item] No discussion or action by the Board may be taken upon any matter raised under this public comment section until the matter has been specifically included on the agenda.
1. Tara de Queinoz – Reminiscenced about her children enjoying story time at the Downtown Reno Library. Now in college, her kids still use the library. She thanked the library staff.
  2. Cate Salim – Identified new Facebook Page by a library trustee. Criticized the action by the board in managing the Library Director’s annual evaluation.
  3. Drew Ribar – Made suggestions for library budget cuts. Questioned relationship with library and Our Center. Asked Trustee Rodriquez about an email correspondence.
  4. Paul White – Talked about content on library computers. Criticized library patronage and staff.
  5. Sandee Tibbett – Cited RGJ article about library internet and NRS statute that says that giving pornographic materials to children. Urged board to take action.
  6. Gail Townsend – Attended budget presentation and called it helpful, learned that we do not meet state standards for space, noted that filters were put on library computers by Director Scott.
  7. Bruce Foster – Referred to library as Cares Campus number two, talked about protecting children, criticized ALA and read about book challenges from the ALA website.
  8. Bruce Parks – Suggested budget presentation be given each month, commented about library program selection policy, reference Title 7 US code.
  9. Reva Crump – Referenced BCC meetings from 2009 concerning staffing budgets, library cuts from 2009, library board job descriptions and duties.
  10. Janet Butcher – Suggested budget have line numbers to follow and identify pass throughs, stated that people understood WC1 wording, noted that libraries had displays on banned books and said that library created new position.
  11. Ed Powell – Expressed support for the library, noted collaboration of library school board, suggested that parents be with their children, reference drama of Library Board meeting.
  12. Alana Fitzgerald – Attended BCC and criticized commissioner comments about public commenters who spoke in support of libraries.
  13. Michelle Wy – Thanked library system and work with the diverse population of patrons.
  14. Laura Webb – Values queer books in the library stating that they save lives.
  15. Andrew Maurins – Reference letter sent to Director and Commissioners, referenced filtering software and urged board to encourage commission to restore library funding.
  16. Val White ONLINE – Reference claims of violence against her at previous library meetings, referenced LA wildfires as result of Democratic and Liberal control criticized library staff, Director Scott and Library Board.
  17. Joe Hunt – Brings kids to library and expressed sadness in hearing people speak poorly of the homeless population, expressed support for library staff.
  18. Evelyn Barton – Supported library staff and acknowledged staff efforts to look at effective filters and work towards a safe space for library patrons.

19. Candace Powell – Love for the library, brings young children to story time comes most weekends and reported never seeing anything inappropriate, complimented board of moving reports to start of meeting.

20. Valerie Fianaca – Spoke about policy on Adult Use of Children’s Area, asked about services and supplies budget line.

3) Board Comment [Non-Action Item] – Limited to Announcements, Strategic Plan Activity, Updates or Issues Proposed for Future Agendas and/or Workshops

Trustee Jacks asked about emailed public comments and stated that email to send public comments is not in the preamble.

Director Scott asked board members to forward email comments to him by the timeline referenced so that he could include them in the board packet or subsequent packet.

Herb Kaplan clarified that the email must clearly state that it is intended for public comment but there is no requirement that emailed comments be read aloud into the record at the live meeting.

Trustee Jacks encouraged the public to contact her and shared a story about an aspiring librarian. Criticized PowerPoint presentation slides being included in the packet.

Director Scott clarified that per OML the PPT slides must be included in the packet if presented at the meeting.

Trustee Jacks asked about edits to library policy, referenced email from commissioners about county budget process, addressed computer issues and urged library staff to take immediate action and said that current response was deflection.

4) Approval of Meeting Minutes a) Approval of Minutes from the Library Board Meeting of December 17, 2024 [For Possible Action]

Vice Chair Ruf referenced that her name was misspelled in minutes in several places.

Trustee Moser said that minutes were general and did not match the actual discussion.

Chair Silver noted that tone or characterizations should be removed even if it makes minutes shorter and that the minutes reflected that the board had overstepped their bounds which she disagreed with.

Chair Silver called to eliminate any words that were biased in the minutes.

Trustee Rodriguez clarified that the recording was available as record of the board meetings.

Trustee Rodriguez made a motion to approve the minutes, Vice Chair Ruf seconded the minutes.

The January meeting minutes were approved (pending the corrections to Vice Chair by a vote of 3 to 2 by the board, Trustee Moser and Trustee Jacks voting in opposition to the approval if the minutes.

#### 6) Old Business [Non-Action Item]

a) Update from Human Resources and the Office of the County Manager on the Library Director performance evaluation process and possible action to provide direction on proposed evaluation objectives, goals, and schedule. [For Possible Action]

Dave Solero introduced Washoe County HR Manager Elizabeth Jordon to go over evaluation processes for Washoe County.

Trustee Jacks asked about the need for public comment related to board minutes approval.

Herb Kaplan clarified the options for public comment and stated that it was agreed that the public comment would be at the beginning and end for this meeting.

Jordon presented an overview of the evaluation process for the county and gave examples of possible evaluations.

Trustee Moser presented a timeline of events concerning the evaluation of Director Scott.

Jordon continued the presentation.

Evaluation timeline, evaluation objectives and county evaluation processes were discussed between the library board and presenter Jordon.

Jordon indicated that the constancy presented by the county evaluation process protects against legal action. Herb Kaplan was asked to clarify.

Herb Kaplan stated that the agenda indicated that public comment should have been allowed for action items to comply with OML and recommended public comment be allowed for all action items.

Herb Kaplan supported that the director be given goals and adequate time to be evaluated for those goals although indicated that the board can proceed as they wish. Kaplan cautioned that not following the county process could open them up to liability actions.

Board members continued discussions with Jordon about the evaluation process.

Jordon presented the suggested timeline for Director Evaluations of 90 days, 180 days and annually.

The board discussed the weight of evaluation objectives.

A motion was made by Trustee Moser to accept the new evaluation objectives of:

- Strategic Planning Outcomes at 30%
- Operational Management at 20%
- Board Relations at 40%
- Community Stakeholder Engagement at 10%

The motion was seconded by Vice Chair Ruf.

Trustee Rodriguez expressed her disagreement with the weights presented in the motion.

Jordon asked if Herb Kaplan could clarify if the board needed to make motion and second all three elements before moving to public comment.

Herb Kaplan stated they could move and second all three elements separately or could do so in one motion as long as the initial motion was withdrawn first.

Chair Silver withdrew the motion.

Chair Silver made a motion to accept the designated evaluation process with the objectives as presented with the weighted value from the first motion.

Trustee Moser seconded the motion.

Public Comment:

1. Drew Ribar – Suggested board is being fooled, and called the process a joke, suggested that the board make their own rules to evaluation Director Scott.
2. Ursula Bernett – Complimented board, suggested that employee should be evaluated by job description, suggested stakeholders should be weighted as more than 10%.
3. Cate Salim – spoke about previous evaluation discussions by the board and urged board to consider suggestions to avoid being sued and agreed that stakeholders should have a heavier weight.
4. Gail Townsend – Suggested more weight for strategic plan and stakeholders, expressed disagreement that board relations would be weighted at 40%, her experience is that library staff is in favor of Director Scott.

Vice Chair Ruf suggested revised weight for stakeholders at 15% and board relations to 30%.

Trustee Rodriguez suggested a revised weight for Strategic Planning for 35%, Operational Management at 20%, Board Relations at 25% and Community Stakeholders at 20%.

Chair Silver withdrew the motion on the table.

Vice Chair Ruf made a motion to accept the county suggested evaluation timeline, accepted the weights of Strategic Planning for 35%, Operational Management at 20%, Board Relations at 25% and Community Stakeholders at 20% and accepted the objectives as presented.

The motion passed 4 to 1 with Trustee Jacks voting in opposition to the motion.

Meeting Minutes public comment:

1. Drew Ribar – Mentioned emails about employees talking about making minutes shorter, thanks the volunteer board.

## 7) New Business

a) Acknowledge \$100,000 Donation from Friends of Washoe County Library [For Possible Action]

Jamie Hemmingway, as Washoe County Library liaison to the Friends of the Washoe County Library, introduced Washoe County Library Board members who presented a check for \$100,000 to the Washoe County Library.

Chair Silver made a motion to approve and accept the check from the library.

Vice Chair Ruf Seconded the motion

There was no public comment for this item.

The motion passed unanimously.

b) Review and Approve Collection Development Policy [For Possible Action]

Item tabled by Chair Silver.

c) Review and Approve Event and Presenter Policy [For Possible Action]

Item tabled by Chair Silver.

d) Review and Approve Adult Patron Use of Youth Area Policy [For Possible Action]

Item tabled by Chair Silver.

e) Review and Approve Unattended Children Policy [For Possible Action]

Item tabled by Chair Silver.

f) Select an Option for Meeting the Materials-Expenditure Standard Pursuant to the Minimum Public Library Standards as Set Forth by the Nevada State Library, Archives and Public Records [For Possible Action]

Debi Stears, Collection Development Manager, presented options to establish a funding formula to meet the state criteria for funding materials with the \$1.414720 million collection budget.

Trustee Moser made a motion to choose option number 1, meet or exceed 90%.

Trustee Rodriguez seconded the motion.

Public Comment:

1. Gail Townsend – Noticed that we have not met standards and asked to know how we compare to other libraries of similar size.

The motion passed unanimously.

8) Public Comment – Two Minute Time Limit Per Person [Non-Action Item] No discussion or action by the Board may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.

1. Drew Ribar – Spoke in opposition to library policy concerning adults in the children's area urged attorney to review this policy.
2. Gail Townsend – Previously worked with troubled children who could not be in the library, librarians brought the library to them.

9) Staff Announcements [Non-Action Item] 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.

1. Julie Ullman – pointed out that Emily Drabinski is not the current ALA president.

10) Adjournment – at 10:45 pm.



## STAFF REPORT

BOARD MEETING DATE: February 19, 2025

DATE: February 14, 2025

TO: Library Board of Trustees

FROM: Debi Stears, Collection Development Manager  
[ddstears@washoecounty.gov](mailto:ddstears@washoecounty.gov)

SUBJECT: Proposed Draft of New Collection Development Policy

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### SUMMARY

In response to the Library Board of Trustees' request to review and update board policies, the Collection Development Manager, Book Team, and Policy Review Committee have drafted a new Collection Development Policy.

This new policy includes the following changes:

Updates in selection criteria to include:

- Availability through library wholesaler
- Provide list of specific review journals consulted
- Regional and national sales trends
- Reputation of the publisher

Updated Request for Reconsideration process

- Requestors must have read, heard, or viewed entire work
- Limits Requests to individual residents of Washoe County
- Asks requestor to list which review sources they have consulted
- Collection Development Manager responds in writing to the requestor
- Requestor may appeal to Library Director, who has final authority
- Removes Library Board of Trustees from appeal process, in line with NRS

Formatting Changes

- Follows Washoe County Digital Accessibility Guidelines
- Creates ability to submit Request for Reconsideration form electronically

Submitted by Trustee Messier 1-15-25

I'd like to address some concerns I have regarding the handling of the directors evaluation process. The library board of trustees have given clear instruction on more than one occasion on how to handle this process, and it has been disregarded - without cause or authority.

I will provide a timeline of events.

On December 20, 2023, the LBOT decided to acknowledge the director evaluation rather than approve in favor of it. The LBOT during that same meeting directed the Assistant Manager, Mr. Solaro, to work with the board to create a new evaluation format.

On December 23, 2023, I sent an email to Mr. Solaro and others with attached a Library Director Evaluation Form from multiple libraries.

In January 2024 LBOT Meeting, we discussed in detail the direction we would like the evaluation to go. But the direction did not include a consultant.

Fast forward to July 2024 LBOT meeting, after 6 months of apparently not much getting done, Mr. Solaro presented three options for the board to choose from to begin creation of the evaluation. Mr. Solaro was instructed, as apparent in the audio recording but not the minutes, to not use the consultant and that the board would like to get it done rapidly, in-house.

At the December 2024 meeting, with another 6 month time-lapse, a time of which a director evaluation form could have easily been created, Mr. Solaro once again, contrary to previous instruction, proposed an outside consultant to create the evaluation form.

for the last 5 years, since 2020, the Director has not had one evaluation in which his performance has been evaluated by the LBOT's standards. I don't know who it was up to in the past before my tenure, but in the past year, the county can be held directly responsible for the delay in an evaluation of his performance.

I don't know why our clear instruction on numerous occasions is being ignored. There is nothing in the record or recordings to reflect any ambiguity on our part.

We appreciate that after over a year the board has finally received a draft. Our comments to this draft need to be taken seriously, and we need an evaluation form that is approvable by the next meeting.

Written/documentation  
for 1/15/25 Minutes

1/15/2025

You know you are making positive progress when the RGJ comes out with a headline that confirms Washoe County Libraries allow public access to online porn, whereas Clark County does not. Interesting, right? Sin City takes the higher road of morality and says NO. Amazing. Thank you Education Crusade and Paul White for exposing this and many other disturbing facts.

Can we all agree that allowing access to porn by minors is illegal? NRS 201.265 states it is illegal, yet it does not apply to any employees of our government-run schools or libraries. Have any of you ever asked yourself WHY? Why would our government make it illegal for a private citizen to sell, give, or show **pornographic materials** to a child under 18, but make it legal for the employees of our public libraries to do it?

It's called legalized grooming and our library staff, under the leadership of Jeff Scott, have clearly taken full advantage of this loophole in order to push his agenda. I find this board complicit, and I hold each and every one of you responsible for failing to provide proper oversight to your one and only employee. I know you didn't inherit the mess, but you have been provided all you need to clean it up.

Thank you Auditing Reno 911 and Drew Ribar for exposing the highly questionable and publicly funded collaboration between Our Center staff and WC library staff to violate the First Amendment rights of their own neighbors in order to further their agenda. Our county is a disgrace.

Scott needs to be replaced immediately. He is unethical, fiscally irresponsible, and a liar. He cannot be trusted. He has no contract, and Nevada is a right to work state. He either needs to resign now, or you all need to fire him before further damage is done.

Thank you,

Sandee Tibbett

1-15-2025  
Written Comment for Minutes

Public Comment Period 1  
Library Board of Trustees, Washoe County  
January 15, 2025  
Reva Crump

At the December meeting the Library Director made a statement that before his time the Board of County Commissioners instructed the Director in 2009 to move salaries to the Library Expansion fund. I did comb through all of the BCC minutes of 2009 and no such instruction was found.

The entirety of Washoe County was undergoing budget cuts; The Great Recession.

I did find in 2009 found a great many grants written by that Library Director and subsequently awarded to the Library System at that time, almost every other time the BCC met.

Discussions regarding:

1. closing the Sierra View and Verdi Branches
2. negotiated a rent reduction at the Sierra View Branch
3. cutting all staff hours and no overtime/comp time
4. decreasing the numbers of lower staff and asking volunteers to do the smaller tasks like re-shelving and pulling of books.
5. Asking retired librarians to volunteer
6. Having groups "adopt a branch" for volunteering
7. Writing more grants

I also found a most succinct job description for the Library Board of Trustees explained which I included in your handout.

In conclusion, as a Trustee, the job description says you to be intimately involved with the development of the administrative, operational and policy and how the funding allotted is to be spent. My question to you is, are you?

**BOARD OF COUNTY COMMISSIONERS, WASHOE COUNTY, NEVADA**

SATURDAY

9:00 A.M.

APRIL 25, 2009

PRESENT:

David Humke, Chairman  
Bonnie Weber, Vice Chairperson  
John Breternitz, Commissioner  
Bob Larkin, Commissioner  
Kitty Jung, Commissioner

Amy Harvey, County Clerk  
Katy Simon, County Manager  
Melanie Foster, Legal Counsel

The Board convened at 9:06 a.m. in special session in the Commission Chambers, Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, the Clerk called the roll and the Board conducted the following business:

**09-390      AGENDA ITEM 3**

**Agenda Subject:** "Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Commission agenda. The Commission will also hear public comment during individual action items, with comment limited to two minutes per person. Comments are to be made to the Commission as a whole."

Jerry Purdy submitted a statement, which was placed on file with the Clerk. He suggested before reducing funds for schools, universities, health care, social services and public safety, taxes should be raised on companies who did not pay taxes. He indicated Nevada Mining made \$5.4 billion in 2007, but only paid \$30 million in taxes which equated to 0.5 percent. Mr. Purdy stated Nevada was the "promised land" for businesses because there was no corporate income tax, no taxes on corporate shares, no franchise tax, no personal income tax, no inventory tax, nominal annual business fees, low unemployment tax and a minimal employer payroll tax rate. He felt the tax system was unfair to certain citizens of the State and remarked the wealthiest pay 2 percent in taxes while the retired and disadvantaged pay 8.3 percent in taxes. Mr. Purdy also remarked the two-minute time limit for public comment was insufficient and impeded the chance for citizens to convey a message to the Board.

Ashley Wade suggested Golf Courses be cut rather than reducing other services important to the community. She stated decisions were being made for the budget, but real choices were being made that affected real people. Ms. Wade commented

APRIL 25, 2009

PAGE 1

Commissioner Jung suggested additional media coverage was needed on how the County made budget decisions. Ms. Simon added a Budget Policy Committee was recently formed that included citizens, elected officials and appointed department heads who developed principles to guide the budget reduction process.

Commissioner Breternitz asked for clarification on how the Board and the Library Board of Trustees worked together. Ms. Simon remarked the Library system was funded by the County and was under the Board of County Commissioners for financial support; however, the Library Board of Trustees, appointed by the Board of County Commissioners, made administrative, operational and policy decisions concerning the Library system. She said the County Commissioners gave the Library their funding level and what funding appropriation should be reached, and then the Trustees decided how that money would be spent. She said in an order to maximize Library hours the Trustees had been active in reviewing low-usage time so not every library needed to be open seven days a week. Ms. Simon explained the District Board of Health had a similar scenario for County Government and were a Joint Powers Authority that had the authority to decide health operations for the County. She indicated those members were appointed by the County and the Cities of Reno and Sparks.

Commissioner Jung stated some temporary closures of libraries may need to occur to meet the proposed budget reductions and urged the Trustees to make those cuts based on usage patterns.

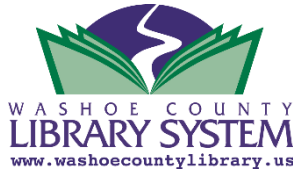
Chairman Humke said a Washoe County employee town hall meeting was held on April 24th. He said many employees raised interesting questions about management practices and reductions. He asked how those questions would be answered. Ms. Simon replied negotiations were continuing with the Employee Associations. She said, unlike the State, local governments in Nevada were required to have collective bargaining, and there were many subjects of that mandatory collective bargaining. Ms. Simon said there was a website for employees to post budget suggestions and added those questions were responded to quickly.

Ms. Sheppard asked if there was a way to post particular volunteer opportunities on the County's webpage.

Kathy Carter, Community Relations Director, reviewed the new online volunteer recruitment available on the County's webpage and highlighted the resources listed for citizen involvement. Commissioner Jung suggested the link for volunteer opportunities become more prominent on the webpage.

Ms. Simon reminded the public that the individual departmental budget presentations could be viewed on the County website.

Chairman Humke thanked the citizens for their input and comments.



## Collection Development and Management Policy

The mission of the Washoe County Library System is to connect people with information, ideas, and experiences to support an enriched and engaged community, one person at a time.

### I. PRINCIPLES

The Washoe County Library System Collection Development and Management Policy is based on the following principles:

- A. Materials are selected which provide for the interest, information, enlightenment, entertainment, education, development, enrichment, and/or self-improvement of all library patrons, within budgetary constraints and availability of materials.
- B. The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. This freedom, essential to our democracy, will be upheld, supported, and defended in the selection and accessibility of all library materials. In this regard, the library upholds the principles of the American Library Association's Library Bill of Rights (Appendix I), Freedom to Read (Appendix II), and Diverse Collections- An Interpretation of the Library Bill of Rights (Appendix III) as well as to the Nevada Library Association's Intellectual Freedom Policies (Appendix IV)
- C. Selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the materials.
- D. Librarians have a public and professional obligation to provide equal access to all library resources for all library users. The Library does not restrict access to the reading, listening, and viewing of its materials based on age.
- E. The Library policy is that parents or legal guardians maintain the right and responsibility to determine what is appropriate for their own children. The Library encourages parents to be involved with their child's use of the library and to guide their child's selection of library materials. The Library does not stand in loco parentis and the final responsibility for materials a child accesses is up to the parent or guardian. The library does not remove or add evaluative labels on library materials such as MPAA ratings on motions pictures or language ratings on CDs or audio recordings.
- F. The Library's collection is not archival in nature. The Library participates in interlibrary loan networks for the purpose of borrowing materials it may not

retain in its collection. All patron requests will be considered for purchase and staff will determine if the request should be referred to interlibrary loan.

## II. POLICY

In accordance with the above principles, the following policies apply in regard to materials selection and accessibility for the general library collection.

### A. Selection

As budgetary constraints limit the purchase of materials, the selections made follow the aforementioned principles while attempting to maintain diversity, quality and responsiveness to patron interest patterns. As such, selections are made on the basis of any one, several, or all of the following considerations:

1. Diversity is pursued by attempting to meet the needs of all ages, backgrounds, and educational levels, by providing as many subject fields as possible, and by providing alternative perspectives on unpopular or unorthodox as well as popular materials. The collection represents various opinions and viewpoints on all issues of general concern and should broadly reflect the various ethnic and social groups in Washoe County.
2. Quality is pursued by applying professional discretion and standards established by the library profession and through the use of appropriate selection aids, including book reviews, best seller lists, etc.
3. 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 areas of the library. Reviews by professionals in the field and the librarians' expertise contribute to the proper placement of material.
4. The Library staff responds to community interests by careful consideration of the following: patron requests for purchases, use patterns for existing materials, purchase trends of similar materials from retailers, and any other source of information indicating community interests. The Library collection serves, to the degree possible, the interests of a diverse community without exclusion. Responsiveness to the interest of one individual or group is not restricted on the basis of dislike or objection of another individual or group.
5. Undue duplication of materials is avoided, either in the library itself, or with other institutions in the community. Esoteric or very technical works, and materials available elsewhere to special interest groups, are generally excluded from the collection. Materials may also be excluded if the existing collection already covers the field.



6. Materials with formats that do not conform or lend themselves to library use are usually excluded.
7. The Library accepts unrestricted, irrevocable gifts of books and other library materials. Gifts added to the collection must meet the same selection criteria as materials purchased for the collection. Gifts not added to the collection will be sold for the benefit of the Library or otherwise discarded.
8. Materials are withdrawn from the collection to maintain the collection's usefulness, currency, and relevance. Withdrawn materials may be sold, distributed to non-profit community agencies, recycled, or disposed.

B. Criteria

Materials selections are made on the basis of any one, several, or all of the following specific criteria:

1. Present and potential relevance to community needs
2. A positive review in at least one of the following review journals:
  - *Booklist*
  - *Bulletin of the Center for Children's Books*
  - *Horn Book*
  - *Kirkus Reviews*
  - *Library Journal*
  - *New York Times Book Review*
  - *Publisher's Weekly*
  - *School Library Journal*
  - *VOYA Voice of Youth Advocates*
3. High standards of quality in content, expression and physical attributes (binding, printing, paper quality)
4. Contents that are timely, accurate, potentially useful, and representative of diverse religious, cultural, moral, political, and sociological points of view
5. Significant reputation of the author, editor, producer or illustrator
6. Established reputation of publisher in the mainstream of the industry. Demonstrated acceptance of small presses by listings in established reference sources
7. Local or regional historical significance
8. Reasonable cost with regard to budget restrictions
9. Regional and national sales trends
10. Availability through a library wholesaler

11. Requests by the public, provided the requests meet one of more of the above criteria

C. Request for Reconsideration of Library Materials

Washoe County Library welcomes interest in its collection. Patrons are given the opportunity to discuss selection decisions with Collection Development staff and to make specific comments in writing using the form Request for Reconsideration of Library Materials (Appendix V). The completed form facilitates an in-depth review of the material in question and permits the Library to respond to its patrons' requests and concerns in writing. The patron initiating the request must complete this form and submit it to library staff or email it to the Collection Development Manager.

1. Requestors must have read, heard, or viewed the entire work to have their challenge considered.
2. The Collection Development Manager will respond in writing to an individual's written request.
3. Right to appeal:
  - Within ten (10) working days, requestors may appeal the Collection Development Manager's decision by making a written request to the Library Director.
  - The requestor will be notified of the final decision within ten (10) working days.
4. The decision of the Washoe County Library Director shall be final.
5. Items under consideration will remain in the collection for the duration of the reconsideration process.

D. Responsibility

Final responsibility and authority for the collection rests with the Library Director who operates within the framework of the policies adopted by the Board of Trustees of the Washoe County Library System. Direct responsibility for selection and weeding of materials is delegated to the Collection Development Manager and to individual professional librarians.

## Appendix I: Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill>

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996, by  
the ALA Council.

## Appendix II: ALA Freedom to Read Statement

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

### THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read

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Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or

private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association and Association of American Publishers

Subsequently Endorsed by:

- American Association of University Professors
- American Booksellers Foundation for Free Expression
- American Society of Journalists and Authors
- American Society of Newspaper Editors
- Anti-Defamation League of B'nai B'rith
- Association of American University Presses
- Center for Democracy & Technology
- The Children's Book Council
- The Electronic Frontier Foundation
- Feminists for Free Expression
- Freedom to Read Foundation
- International Reading Association

- The Media Institute
- National Coalition Against Censorship
- National PTA
- Parents, Families and Friends of Lesbians and Gays
- People for the American Way
- Student Press Law Center
- The Thomas Jefferson Center for the Protection of Free Expression

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## Appendix III: Diverse Collections- An Interpretation of the Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection Policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.<sup>1</sup>

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<sup>1</sup> Services to People with Disabilities: An Interpretation of the *Library Bill of Rights*,” adopted January 28, 2009, by the ALA Council under the title “Services to Persons with Disabilities”; amended June 26, 2018.

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.<sup>2</sup>

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.

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<sup>2</sup> *ALA Code of Ethics*, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

## **Appendix IV - INTELLECTUAL FREEDOM IN LIBRARIES**

### **A Statement of Policy-Nevada Library Association**

<https://nevadalibraries.org/Handbook-Intellectual-Freedom>

The Nevada Library Association is directly concerned with the freedom and right to privacy of all members of a democratic society to use what materials they will in the course of making the social, educational, and political judgments on which that society is based. We are further agreed that the right to privacy of library patrons is of utmost importance. Without such freedom, the very fabric of democracy is in danger. It is a professional obligation of librarians to give highest priority to the freedom of inquiry and to observe the charges in the Library Bill of Rights and the American Library Association Freedom to Read statement with the utmost integrity.

The Association, as a matter of principle, opposes any legislation at the state, local, and school district levels which might place library collections in jeopardy, restrict, prejudice, or interfere with free and unbiased selection and acquisition of library materials, or which might otherwise restrict the basic concept of the freedom of use or inquiry.

The Association, as a matter of principle and policy, opposes any proposed or actual restrictions imposed on whatever parties or individuals upon the selection, acquisition, maintenance, administration and dissemination of library materials, and with similar restrictions on cultural activities or educational programs in libraries and other institutions.

The Association is concerned with affecting liaison between itself and other organizations which support the Freedom to Read.

The Association is concerned with school librarians and the general public to the philosophy inherent in the Library Bill of Rights and the American Library Association Freedom to Read statement.

The Association supports the concept of the library user's right to privacy, and maintains, as a vital principle, that official or unofficial surveillance, without due process, of library circulation records represents a violation of intellectual freedom and the traditional right of free inquiry.

Adopted 1976

## **INTELLECTUAL FREEDOM POLICY RECOMMENDATIONS**

Nevada Library Association

The freedom to communicate is a necessary function of a democracy and no institution makes this freedom more meaningful than the library. The library has the responsibility for providing the widest possible range of views and expressions and must, therefore, resist any attempts to restrict this responsibility.

To fulfill this responsibility, libraries must institute policies to implement it, and thus the Nevada Library Association recommends to members and all library bodies that they:

- I. Adopt the ALA Bill of Rights, the School Library Bill of Rights, and the Freedom to Read statements as official basic policies for insuring freedom of access to information and libraries.
- II. Formulate and use explicit, written criteria for selecting library materials.
- III. Establish a clearly defined procedure for handling complaints, specifying what authority will make the final decision, i.e., Librarian, Library Board or a duly constituted committee appointed by the governing body.
- IV. Authorize the Intellectual Freedom Committee to examine and make recommendations on existing and proposed legislation at all political levels, so such legislators will recognize the responsibilities of the library as a media of communication.
- V. Obtain all complaints in writing and forward copies to the Chairman of the Intellectual Freedom Committee and keep the committee apprised of all developments relating to any complaints.
- VI. Inform the Intellectual Freedom Committee of any attempts, successful or not, by individuals or groups, or administrative authority to restrict the selection or acquisition of materials in libraries or administrative practices of librarians.

Adopted 1976

## **INTELLECTUAL FREEDOM POLICY RESOLUTION**

Nevada Library Association

Whereas, the Freedom to communicate is a necessary function of a democracy, and no institution makes this freedom more meaningful than the library, and

Whereas, the Library has the responsibility for providing the widest possible and must, therefore, resist any attempts to restrict this responsibility,

Therefore: be it resolved that the Nevada Library Association reaffirms, as a matter of principle, its adoption of the American Library Association Bill of Rights, the School Library Bill of Rights and the Freedom to Read statements as official policies for assuring freedom of access to information for and in libraries.

Adopted 1976

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## **RESOLUTION ON ACCESS TO LIBRARY MATERIALS AND SERVICES**

Nevada Library Association

WHEREAS, Libraries have the important mission of protecting the right of free speech by making the widest diversity of views and modes of expression available to everyone.

WHEREAS, Libraries should provide materials and information presenting all points of view on current and historical issues, and should not proscribe or remove materials because of personal, partisan or doctrinal disapproval.

WHEREAS, Libraries should provide the best information and materials on various subjects and literature in response to what is in demand, and to make them freely available so that people may make their own choices.

WHEREAS, Libraries enable citizens to make intelligent decisions based on information on all sides of a question - including minority, as well as popular points of view.

WHEREAS, Libraries serve the entire community, with all its social, political, economic, religious and cultural diversities and alternative lifestyles.

WHEREAS, Libraries provide books and other materials, programs, and services for the interest and enlightenment of people of all ages.

WHEREAS, Libraries should not restrict access to library resources to avoid objections from parents or pressure groups.

WHEREAS, Parents, and only parents, have the right and the responsibility to restrict access of their children, and no others, to library resources.

RESOLVED, That the Nevada Library Association defends citizens' rights to free access to library collections and services and opposes all attempts by pressure groups or individuals to limit access to the full range of library materials, programs or services.

RESOLVED, That the Nevada Library Association defends intellectual freedom and opposes censorship or discrimination against any group or segment of society.

Adopted 1994

## Appendix V: Request for Reconsideration of Library Materials

### Request for Reconsideration of Library Materials

Your Name \_\_\_\_\_

Library Card Barcode Number \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone number \_\_\_\_\_

Description of Item Concerned:

Title \_\_\_\_\_

Author/Artist \_\_\_\_\_

Book       DVD       Music CD       Other \_\_\_\_\_

Have you read, viewed or heard the entire work? (Requesters must read, hear or view the entire work to have their challenge considered.)       Yes       No

What do you believe is the theme and/or major intent of this work?  
\_\_\_\_\_  
\_\_\_\_\_

Have you read professional reviews of this work?       Yes       No

If yes, please list the publication here: \_\_\_\_\_

What is your objection to the work? Please be specific.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you like the library to do about this item?  
\_\_\_\_\_  
\_\_\_\_\_

In its place, what work of equal literary quality would you recommend the library purchase that would cover the same subject or content?

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Your signature \_\_\_\_\_ Date \_\_\_\_\_

Received by Staff Member \_\_\_\_\_ Date \_\_\_\_\_

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## 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: \_\_\_\_\_

## STAFF REPORT

**BOARD MEETING DATE: February 19, 2025**

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DATE: February 5, 2025

TO: Library Board of Trustees

FROM: Beate Weinert, Youth Services and Library Events Manager  
[bweinert@washoecounty.gov](mailto:bweinert@washoecounty.gov)

SUBJECT: Proposed Draft of new Events and Presenters Policy and Unattended Children Policy

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### **SUMMARY**

In response to the Library Board of Trustees' request to review and update board policies, the Youth Services and Library Events Manager, YSLE Team, and Policy Review Committee have drafted a new Events and Presenters Policy and Unattended Children Policy.

These new policies include the following changes:

### **EVENTS AND PRESENTERS POLICY:**

- Streamlined language for clarity.
- Removed "Library" from the policy name.

### **PURPOSE:**

- Summarizes the intent of the policy in alignment with WCLS's Strategic Plan and Objectives, operating priorities, and the American Library Association's *Library Bill of Rights*.
- Clarified the two types of events.
- Added an overview of hosting and presenter selection.
- Added that ultimate responsibility for library programming rests with Library Director or their designee.
- Removed the "Foundations for Policy" section.

### **LIBRARY EVENTS MUST MEET THESE CRITERIA:**

- Added specific criteria for library events, including:
  - Events must be free and open to the public.
  - Events must be educational or recreational in nature.
  - Events must align with strategic goals.
  - Presenters must demonstrate expertise in the subject matter and skill in engaging diverse audiences.

## **LIBRARY EVENT RESTRICTIONS:**

- Clearly stated restrictions, specifying prohibitions such as:
  - Charging fees for attendance.
  - Engaging in commercial or political activities.
  - Soliciting during events.

## **APPROVAL PROCESS FOR LIBRARY COLLABORATIVE EVENTS:**

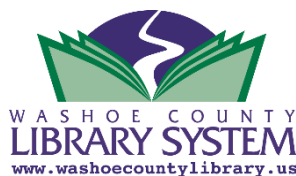
- Outlined a structured approval process involving the Event Proposal Review Team, which evaluates submissions using an Event Planning Rubric.
- Included in the policy that presenters are notified within 90 days of submission.
- Included the possibility of appeal based on the *Suspension of Library Privileges Policy*.
- Removed the option for a subsequent appeal to the Library Board of Trustees in alignment with the *Suspension of Library Privileges Policy*.

## **MEETING ROOM USE:**

- Moved the section from the top of the policy (under PURPOSE) to the bottom for better flow.
- Aligned language with the updated *Meeting Room Policy*.
- Clarified that meeting room use is an alternative for events that do not meet the criteria for library-collaborative events.

## **UNATTENDED CHILDREN POLICY**

- Streamlined language for clarity.
- Specified supervision requirements, stating that caregivers must remain in the immediate vicinity and maintain visual contact with the child.
- Children under 10 years old criteria is based on Reno Municipal Code, which states: “It shall be unlawful for any person who is a parent or guardian, or for any person who has been entrusted by a parent or guardian, to fail to supervise and attend a child or children under the age of ten years” (*Reno Municipal Code, Sec. 8.16.060*).



## EVENTS AND PRESENTERS POLICY

### **Purpose**

Washoe County Library System (WCLS) is committed to providing everyone in the community with educational, arts, cultural, recreational, and informational opportunities and experiences through library events.

WCLS's Service Teams select and schedule library events in alignment with WCLS's Strategic Plan and Objectives (available on WCLS website), operating priorities, and the American Library Association's Library Bill of Rights.

WCLS events are staff-led or hosted collaboratively with approved partnering agencies, institutions, organizations, or individuals.

WCLS selects presenters and topics from local, regional, national talent, and/or credentialed expertise, and will not exclude presenters from consideration because of their origin, background, or views.

WCLS has discretion to decide if a proposed event meets the criteria of a library event. Ultimate responsibility for programming at WCLS rests with the Library Director or their designee.

### **WCLS events must meet these criteria:**

- Be free and open to the public
- Be educational, informational, and/or recreational in nature
- Be in alignment with WCLS's Strategic Plan and Objectives, and operating priorities
- The presenter(s) must demonstrate knowledge, expertise, and experience in the specified subject matter and proficiency in effectively conveying the content to diverse audiences
- Resources required for collaborative events, including publicity and corresponding collateral, may be shared and agreed upon well in advance of the event
- Presenter fee-based events will be evaluated on a case-by-case basis, and if approved, there will be an agreed-upon flat fee

### **WCLS event restrictions:**

- No fees can be charged to attend the event, either prior to the event or onsite
- Programs cannot be used for commercial, religious, or political activities, nor for

business solicitation, including distribution of advertising or referrals

- Per *Washoe County Code 80.520: Soliciting on county property* unauthorized sales of goods and services are prohibited. Special events may include sales of goods. Such sales must be pre-approved by Library Administration upon the recommendation of the Youth Services and Library Events Team
- No alcoholic beverages unless previously approved by Library Administration for special events

**Approval process for library-collaborative events:**

- WCLS Event Proposal Review Team reviews event proposals submitted through our website within 90 days of submission using the Event Planning Rubric available on request
- Presenters are notified of acceptance for consideration or denial after review
- Presenters may appeal the outcome according to the *Suspension of Library Privileges Policy*

**Meeting Room use as alternative to WCLS-collaborative events:**

If a proposed event is not approved as a WCLS-collaborative special event, the libraries' meeting rooms may be sought as an alternative option. Subject to all applicable laws and library policies, the WCLS meeting rooms are available for lawful activities and must be free and open to the public.

The use of a meeting room does not constitute an endorsement or sponsorship by an individual library, WCLS, the Library Board of Trustees or Washoe County. Users of meeting rooms must follow the *Meeting Room Policy*.

APPROVED: February 21, 2007

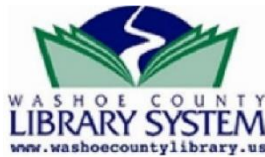
REVISED: February 15, 2012

REVISED October 16, 2014

REVISED: September 20, 2018

REVISED: February 19, 2025





## **LIBRARY EVENTS AND PRESENTERS POLICY**

### **Purpose**

In alignment with the Strategic Plan, Washoe County Library System (WCLS) is committed to providing the public everyone in the community with opportunities for educational, arts, cultural, recreational, and educational informational opportunities enrichment and engagement experiences 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.~~

WCLS's Service Teams select and schedule library events in alignment with WCLS's Strategic Plan and Objectives (available on WCLS website), operating priorities, and the American Library Association's Library Bill of Rights.

WCLS events are staff-led or hosted collaboratively with approved partnering agencies, institutions, organizations, or individuals.

WCLS selects presenters and topics from local, regional, national talent, and/or credentialed expertise, and will not exclude presenters from consideration because of their origin, background, or views.

WCLS has discretion to decide if a proposed event meets the criteria of a library event. Ultimate responsibility for programming at WCLS rests with the Library Director or their designee.

### **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.

**WCLS events must meet these criteria:**

- Be free and open to the public
- Be educational, informational, and/or recreational in nature
- Be in alignment with WCLS’s Strategic Plan and Objectives, and operating priorities
- The presenter(s) must demonstrate knowledge, expertise, and experience in the specified subject matter and proficiency in effectively conveying the content to diverse audiences
- Resources required for collaborative events, including publicity and corresponding collateral, may be shared and agreed upon well in advance of the event
- Presenter fee-based events will be evaluated on a case-by-case basis, and if approved, there will be an agreed-upon flat fee

**WCLS event restrictions:**

- No fees can be charged to attend the event, either prior to the event or onsite
- Programs cannot be used for commercial, religious, or political activities, nor for business solicitation, including distribution of advertising or referrals
- Per *Washoe County Code 80.520: Soliciting on county property* unauthorized sales of goods and services are prohibited. Special events may include sales of goods. Such sales must be pre-approved by Library Administration upon the recommendation of the Youth Services and Library Events Team
- No alcoholic beverages unless previously approved by Library Administration for special events

**Approval process for WCLS-collaborative events:**

- WCLS Event Proposal Review Team reviews event proposals submitted through our website within 90 days of submission using the Event Planning Rubric available on request
- Presenters are notified of acceptance for consideration or denial after review
- Presenters may appeal the outcome according to the *Suspension of Library Privileges Policy*

**Meeting room use as alternative to WCLS-collaborative events:**

If a proposed event is not approved as a WCLS-collaborative special event, the libraries’ meeting rooms may be sought as an alternative option. Subject to all applicable laws and library policies, WCLS meeting rooms are available for lawful activities and must be free and open to the public.

The use of a meeting room does not constitute an endorsement or sponsorship by an individual library, WCLS, the Library Board of Trustees or Washoe County. Users of meeting rooms must follow the [Meeting Rooms Policy](#).

**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.~~

APPROVED: February 21, 2007

REVISED: February 15, 2012

REVISED October 16, 2014

REVISED: September 20, 2018

REVISED: February 19, 2025



## **LIBRARY EVENTS AND PRESENTERS POLICY**

### **Purpose**

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

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

### **Foundations for Policy**

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

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

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

### **There are two basic types of library events:**

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

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

### **Library-cooperative events must meet these criteria:**

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

## **Library-initiated or library-cooperative special events**

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

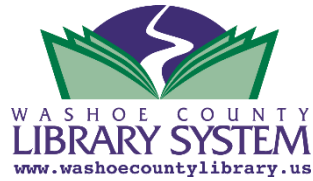
### **Approval process for library-initiated or library-cooperative events:**

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

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

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

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



## **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.

Neither Washoe County nor the library staff have custodial responsibility for unattended children. Library staff cannot assume liability for children left unattended. To ensure children's safety, children under ten (10) years of age must have a parent/caregiver in the immediate vicinity and in visual contact with the child. A caregiver must be at least thirteen (13) years of age and able to attend to the child's safety and ensure appropriate behavior.

If a child under ten (10) is found 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  
REVISED: February 19, 2025



## 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.~~

Neither Washoe County nor the library staff have custodial responsibility for unattended children. Library staff cannot assume liability for children left unattended. To ensure children's safety, ~~No~~ children under ten (10) years of age must have a parent/caregiver in the immediate vicinity and in visual contact with the child. ~~may be left unattended in any area of the library. Children under ten (10) must be supervised by a~~ A caregiver must be at least thirteen (13) years ~~old of age who is~~ and able to attend to the child's safety and ensure 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 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.

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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 ensure 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.

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