

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
Thursday, July 8, 2021
(approved September 9, 2021)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Charleston Library, Las Vegas, Nevada, and via Webex at 6:00 p.m., Thursday, July 8, 2021.

Present:

Board:	B. Wilson, Chair	J. Jiron
	E. Foyt	N. Waugh
	S. Ramaker	F. Ortiz
	J. Meléndrez	K. Rogers

Counsel: G. Welt

Absent: K. Benavidez
K. Turner Whiteley

Staff: Kelvin Watson, Executive Director
Numerous Staff

Guests: Chelsea Capurro of the Griffin Company

B. Wilson, Chair, called the meeting to order at 6:01 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Foyt attended via telephone. Trustee Ramaker attended via Webex. Trustee Meléndrez arrived at 6:05 p.m. Appendix A.

Chair Wilson led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Waugh moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Special Meetings, June 5, 2021 and June 10, 2021. Risk Management Committee Meeting, June 10, 2021 and Nominating Committee Meeting, June 10, 2021. (Item IV.A-D.) Trustee Rogers moved to approve the following minutes in one Motion:

- Special Board Meeting, June 5, 2021
- Risk Management Committee Meeting, June 10, 2021
- Nominating Committee Meeting, June 10, 2021
- Special Board Meeting, June 10, 2021

There was no opposition and the motion carried.

Chair's Report

Presentation to former Chair Felipe A. Ortiz. (Item V.A.)

Chair Wilson presented a gift to Trustee Ortiz to honor him for his service as Chair. He stated the following:

"Tonight we would like to honor the service of Felipe A. Ortiz, who served as Chair of the Board of Trustees of the Las Vegas-Clark County

Library District from July 1, 2019 through June 30, 2021.

In his time of Board leadership, the organization went through one of the most disruptive times in history, the COVID-19 pandemic. Chair Ortiz led the Board through adjustments to hours of operation, budgets, agreements with the Teamsters 14 Union, implementation of a major voluntary employee separation program, and service responses to unprecedented conditions. In this time, the Library District stayed strong, stayed open, and launched innovative services such as the Vegas Strong Academies and curbside services while maintaining the highest standards for health and safety, as mandated by the Governor.'

As Chair, he led two successful searches: the first for the current Human Resources Director – the second for the current Executive Director.

Chair Ortiz led the Board's 2021 Nevada legislative agenda and successfully testified for new Board powers which passed this legislative session.

Chair Ortiz always made himself available to serve other organizational functions. He was a keynote speaker at the Career Online High School graduation. He serves on the board of the East Las Vegas QALICB, Inc. and the Library District Foundations. He opened the new Employ NV Business Hub in October 2020, and has been an effective community advocate for leveraging and promoting Library District assets and partnerships.

Chair Ortiz has been a strong, visionary leader who clearly sees how the Library District is a powerful community change agent. He has used his Chair position to continue to push transformative Library District investments, including:

- Identifying opportunities for new branches in new growth areas
- Overseeing the Board vote to support the development of a new library in West Las Vegas, and
- Before the pandemic hit, an ambitious plan to renovate 13 branches to the Library District's new service model which leads the nation in breadth and depth of services designed to change community conditions.

Today we would like to present Chair Ortiz with a small token of our appreciation for his service as Board Chair for the past two years."

Individual Trustees thanked Trustee Ortiz as well.

Possible Board discussion regarding the makeup of Board Committees for Fiscal Year (FY) 2021-2022. (Item V.B.)

Chair Wilson asked Trustees to review the list of Board Committees provided them with the Board meeting documents. He asked them to contact him with their interest prior to the September Board Meeting.

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Report on the American Library Association's Annual Meeting (Virtual) by Trustee Elizabeth Foyt. (Item V.C.)

Trustee Foyt had nothing to add to her written report provided as part of the Board packet but expressed appreciation for the opportunity to participate in the American Library Association (ALA) Annual Meeting, held virtually in June.

Library Reports (Item VI.)

Trustee Waugh moved to accept Reports VI.A.1-3. There was no opposition and the reports were accepted.

Acting Executive Director's Report (Item VI.A.)

Executive Director Kelvin Watson said he had nothing to add to his written report since it was such a short time since his last report. Trustee Ortiz asked if the Library staff was at 100%. Mr. Watson replied that all libraries are operational and are 100% open to the public.

Trustee Ortiz asked whether staff had done any assessment on post-pandemic statistics. Mr. Watson stated that assessment would be available at the next Board meeting.

Counsel Welt commented that he visited San Diego the week before and their library just started in-person services, so the Library District is far ahead.

Library Operations, Security Reports and Monthly Statistics (Item VI.A.1.a.)

Chair Wilson requested that future reports please reference the 2019 data, in addition to the 2020 data as a basis to compare numbers.

Branding and Marketing Report and Electronic Resources Statistics (Item VI.A.2.a.)

Chair Wilson requested information on unsubscribed rates occurring in relation to the District's email marketing; specifically how often and how many addresses are unsubscribed when staff sends an email goes out.

Community Engagement Report and Monthly Statistics (Item VI.A.2.b.)

Chair Wilson asked if staff could determine the contributing factor to the huge bump of Career Online High School graduate numbers compared to previous years. Mr. McNally answered that there are a lot of individuals who are trying to get their education and get back into the workforce. They are using library services. He stated he would have to circle back to the Literacy Services Manager and Executive Director Watson to provide detailed information.

Chair Wilson asked if there was a special program or promotion/ advertising that was done during the pandemic to result in such a significant jump. Mr. McNally replied that it is a core service of our Literacy Services Department and Branding and Marketing Department to put that information and resources out. He thought it might have been a contributing factor.

Development and Planning Report (Item VI.A.2.c.)

No questions.

**Information
Technology Report
(Item VI.A.2.d.)**

No questions.

**Financial Services
Report
(Item VI.A.3.a.)**

No questions.

**General Services
Report
(Item VI.A.3.b.)**

No questions.

**Human Resources
Report
(Item VI.A.3.c.)**

No questions.

**Unfinished Business
Final Report on
2021 Nevada
Legislature issues
by Chelsea Capurro
of The Griffin
Company
(Item VII.)**

Ms. Capurro reported that the District's Bill (AB 258) was passed successfully and was signed by the Governor. She explained that the legislators were not able to work on redistricting during the regular legislative session. The census data was delayed by COVID and will have to be done in a special session. She expects it should happen end of summer or early fall.

Ms. Capurro also mentioned that the District should be aware of and watch for new federal funds available, specifically from the American Rescue Plan. She also explained the difference between interim sessions and regular sessions.

There were no questions from the Trustees.

**New Business
Discussion and
possible Board
action to approve a
revision to the
District's *Circulation
Policy*, last revised
and adopted on
March 12, 2015, and
effective March 13,
2015. (Item
VIII.A.)**

Director of Library Operations Leo Segura explained that the Board of Trustees adopted the *Circulation Policy* on March 22, 1995. Several revisions have been made over the years including 1996, 2002, 2007, 2011, and 2015.

Most public libraries in the country adopted circulation policies to register users who are permitted to borrow items; to help ensure that patrons receive consistent and equitable access to products and services; to ensure that borrowed materials would be returned; and to ensure that patrons have clear expectations of their rights as cardholders.

In response to COVID-19, the District adopted an eCard with an online application with patron authentication. This type of card has proven invaluable for both patrons and staff and we are proposing that we officially adopt the Instant eCard, remove additional barriers to access, clarify the Borrowing Guidelines, and extend the library card renewal period. During the process of developing the proposed version, staff evaluated circulation policies of similar-sized public libraries nationally, as well as considered the District's *Playbook 2026* strategic initiatives.

Major changes to the *Policy* include changes to types of cards available including the addition of the Instant eCard, lengthening expiration dates, removing many barriers to access in the Requirements to apply section. The revisions also include clarification of rules; on cardholder's

responsibilities, use of materials, fines and fees, notices, loss of privileges, and Interlibrary Loan. In addition, staff moved the fines and fees schedule to the staff *Borrowing Guidelines* to streamline the process so that when there are changes in replacement costs they would not necessarily change the District's policy.

Mr. Segura asked that the revised *Circulation Policy* be approved effective July 14, 2021, not the original date listed in the material.

Trustee Ortiz asked, if a North Las Vegas Library (NLV) or Henderson Library card holder does not return an item, would the Library District have assistance from other districts to get the material back?

Mr. Segura stated that there is a reciprocating agreement with both NLV and the Boulder City Library (BC). The Library District collects fines for them and returns materials to them. If either NLV or BC check out District materials that do not get returned, they are under the same policies and procedures as the District's patrons. Similarly, if District patrons borrow from NLV or BC, they follow their borrowing rules.

Trustee Ortiz asked if other library districts have similar policies as the District. Mr. Segura stated that Access Service Manager, Sufa Anderson, has been in negotiations to agree to a five-year renewal process, similar to the District.

Trustee Waugh moved to approve the proposed revisions to the *Circulation Policy*, to address the eCard and remove barriers to access, effective on July 14, 2021. There were no oppositions and the motion carried.

The approved *Circulation Policy* is attached as Appendix B.

Discussion and possible Board action to approve a revision to the District's *Collection Development Policy*, last revised and adopted on November 14, 2002. (Item VIII.B.)

Chief Information Officer Al Prendergast introduced Head of Collection of Bibliographic Services Rebecca Colbert who introduced changes to the District's *Collection Development Policy*.

The existing *Collection Development Policy (Policy)* was last revised in 2002 and needs to be updated to reflect current standards regarding the selection of materials, access, and purpose of the Library District's collection.

The *Policy* is one of the fundamental policies for any public library. Just as the *Circulation Policy* determines who may check out materials and for how long, the *Collection Development Policy* defines the overall purpose of the Library's collection and what materials will be acquired.

The *Policy* reflects the core mission of the Library District: to support the pursuit of lifelong learning through responsive collections and digital resources. The *Policy* outlines how collection development fulfills the District's goals through the selection criteria. Finally, the *Policy* affirms the principles of intellectual freedom and the District's commitment to diverse and accessible content.

The scope of the District's collection has changed since 2002. Digital resources including eBooks, audiobooks, and streaming music and video are a major focus of our collection in 2021. Our commitment to resources that inform and entertain is unwavering but the formats through which that mission is fulfilled have greatly expanded in the last

decade. The Collection Development Department is committed to acquiring quality materials in multiple formats and making sure the public has access to a wide variety of popular and informative titles in the greatest quantity and format available.

The adoption of a revised *Policy* is a significant step toward ensuring that the public is serving the needs of the community and demonstrating the commitment of the Library District to a robust and relevant materials collection.

Chair Wilson asked if any of the policy changes have an effect on day-to-day operations. Ms. Colbert replied that the changes are mostly housekeeping, as the *Policy* has not been revisited since 2002. She stated that the most frequent use of the *Policy* is when a patron submits a Request for Reconsideration and response to those requests. Ms. Colbert explained that during the review and response, staff quotes the *Policy* often and want an up-to-date relevant policy.

Trustee Ramaker asked if donated books go into circulation or if they go out on the market for resale. Ms. Colbert replied that donations are incorporated if they are current. She added that if the Library District does not already own the material, the book donation has to meet the same selection requirements that it would if the District purchased the book.

Trustee Ortiz asked Mr. Watson if the revised *Policy* fit with his direction of purchasing books. He also asked who was in charge of tracking whether a book is read or not and who is responsible for purchasing the books. Mr. Watson stated that Ms. Colbert and her team are responsible for monitoring collection and circulation as well as reviewing public suggestions for material purchases as well as the Interlibrary Loan process.

Mr. Prendergast added that the Distribution Center Manager manages the Distribution Center and the maintenance of the collection. Mr. Prendergast stated that in his reports there are statistics reflecting how many titles the District has, how many items are in the collection, how many circulate and how many were withdrawn from the collection.

Trustee Waugh moved to approve the revised *Collection Development Policy*. There was no opposition and the motion carried.

The approved *Collection Development Policy* is attached as Appendix C.

Discussion and possible Board action to approve a joinder with Clark County for the purchase of general office supplies from Staples. (Item VIII.C.)

Mr. John Vино explained that funds are allocated in the General Fund to purchase general office supplies for the District. Nevada Statutes and Board Policy require that a request for bids be advertised for purchases exceeding \$75,000 within a fiscal year. In lieu of advertising a request for bids, the District may, in accordance with NRS 332.195, use a previously bid contract of a government entity with the authorization of the contracting vendor.

Clark County has in place a contract for general office supplies with Staples. The contract offers discounts and requires no minimum purchase. The Contract is in its third renewal year, effective through June 30, 2022, and has one further renewal year. Staples has

authorized the District's use of the County contract. The District has previously joined onto Clark County's contract with Staples.

There were no questions.

Trustee Waugh moved to authorize staff to utilize Clark County's contract with Staples for the purchase and direct delivery of general office supplies and to authorize staff to extend the contract for the remaining one-year renewal subject to funding being available and the vendor continuing to meet specifications as outlined in the contract documents. There was no opposition and the motion carried.

**Discussion and possible Board action to declare fines and fees of approximately \$1,624,345.64 that are five years old, dating from the year 2016, as uncollectable, and purge from District records.
(Item VIII.D.)**

Mr. Prendergast introduced Access Service Manager, Sufa Anderson. Ms. Anderson manages the Library Services platform and is responsible for all of the reporting. Mr. Prendergast presented on uncollectible fines and fees that are five years old, dating from the year 2016.

In September 2000, the Board authorized staff to contract with a collection agency, Unique Management Services, Inc. (Unique) to pursue the collection of delinquent fines and fees owed to the District. At that time, the Board approved a motion to expunge fines and fees owed prior to January 1999. The rationale for forgiving this debt was that the fines and fees preceding the implementation of the former automation system (DRA) were considered uncollectible.

For the past 21 years, since contracting with collection agencies, the District has recovered over \$12,371,254.89 in items and \$7,788,475.54 in fines and fees. The District is currently under contract with Unique.

In June 2004, the Board authorized staff to declare fines and fees totaling \$704,763.00 that were five years old, dating from 1999, as uncollectible and to purge these from District records. At that time, staff recommended that each year delinquent fines and fees that are older than five years be reported to the Board for the purpose of being declared uncollectible.

Currently, there are 25,368 outstanding accounts from the year 2016. Collection agencies advise that debts older than five years are not likely to be recoverable. Given the age of the debt and the transient nature of the District's population, it is unlikely that the District will collect a significant portion of the debt.

Staff again recommends that the Board declare fines and fees that are older than five years as uncollectible. Currently there is approximately \$1,624,345.64 in outstanding fines and fees that accrued in 2016. By clearing these fines and fees, the District will be able to purge these inactive patrons and delete these items from its database.

Trustee Rogers asked what would happen with the individuals who had debts and were cleared off the books. Would they be in good standing again to get a library card? Ms. Anderson answered that those individuals would be purged from the system and their account would go to zero. She also explained the process that the District and its vendors go through to get them to that point. In most cases, the individuals have moved away.

Trustee Waugh moved to declare fines and fees of approximately \$1, 624, 345.64 as uncollectible dating from the year 2016, and authorize staff to purge from District records. There was no opposition and the motion carried.

Discussion and possible Board action to appoint the East Las Vegas QALICB, Inc. Board of Directors. (Item VIII.E.)

Director of Development and Planning, Danielle Milam explained that it was time to appoint the East Las Vegas QALICB, Inc. Board of Directors.

Trustee Waugh asked how Ms. Milam determines who the slate will be. Ms. Milam clarified that it was the for the most part the same list of individuals that was appointed at the establishment of the QALICB.

- Kelvin Watson, President
- Keiba Crear, Secretary-Treasurer
- Directors: Senator Mo Denis, Felipe Ortiz, and Michael Saunders

Trustee Waugh moved to appoint the slate of officers and directors listed above to the East Las Vegas QALICB, Inc. Board of Directors. There was no opposition and the motion carried.

Discussion and possible Board action to approve the District's Playbook 2026 Strategic Plan. (Item VIII.F.)

Executive Director, Kelvin Watson presented the District's *Playbook 2026 Strategic Plan*.

At the June 25, 2021 Board of Trustee Meeting and Retreat, Executive Director Kelvin Watson presented the proposed *Playbook 2026 Strategic Plan (Playbook 2026)*, followed by individual Administration Team presentations on department plays.

The *Playbook 2026* cued up from work done by a cross-organizational team of Library District staff that began in 2019. The team reviewed and recommended revisions and additions to the previous *Vision 2020 Strategic Plan* based on pre- and post-pandemic service area demographics, community conditions, public library industry evolution, and global trends and forces both shaping and disrupting Library District business.

Executive Director Watson reshaped and redirected the team's work to identify critical plays to activate more inclusive, responsive, Library District service strategies, including Powerful People, Powerful Places, Powerful Partnerships, and Powerful Platforms.

These activators make the *Playbook 2026* versatile and adaptive. *Playbook 2026* is an inclusive and innovative strategic plan that invites involvement and engagement with all staff throughout the organization, as well as alignment with community partners and leaders.

Over the next year, *Playbook 2026* will be presented to a wide variety of community groups and audiences. It will be assessed, reviewed, and improved on an annual basis with the Board of Trustees to ensure maximum mobilization of Library District assets and to tell the powerful stories and powerful position the Library District plays as an agent of educational, economic, and social well-being of individuals and communities in southern Nevada.

Chair Wilson asked if there were any major changes from the presentation that was given during the Board Retreat. Mr. Watson

answered that there was not.

Trustee Ortiz commented that the proposed plan was well vetted and moved to approve the District's *Playbook 2026 Strategic Plan* as presented. There was no opposition and the motion carried.

The *Playbook 2026 Strategic Plan* is attached as Appendix D.

Discussion and possible Board action regarding approval of the District's 2021-2022 Diversity, Equity, Inclusion and Accessibility (DEIA) Action Plan. (Item VIII.G.)

Director of Human Resources, Jeffrey Serpico presented the District's proposed *2021-2022 Diversity Equity, Inclusion and Accessibility (DEIA) Action Plan*.

On October 14, 1999, the LVCCLD Board of Trustees voted to create a Diversity Competitive Workplace Committee. The original committee, composed of four Trustees, the Executive Director, HR Director, and four team members, met to examine the issues of recruitment and retention of diverse staff in the library profession at large, and in our Library District specifically. The original committee created the *LVCCLD Diversity Action Plan* in 2001, which highlighted four initiatives for the district and their committee: 1) Advocacy 2) Recruitment 3) Retention and 4) Implementation and Data Reporting.

In January of 2019, eleven LVCCLD team members were chosen to serve on a new Diversity, Equity, Inclusion and Accessibility (DEIA) Committee, to create and implement a new (DEIA) Action Plan to replace/update the *2013 - 2014 Diversity Action Plan*. Due to the global pandemic in early 2020, diversity initiatives were paused and the new work environment offered an opportunity for the committee to further modify its goals and objectives. The (DEIA) Committee refined the mission statement, principles, goals, objectives, and strategies, all of which are detailed in the newly updated action plan. The final draft of the plan was presented to the Executive Director in May of 2021.

The plan outlines five key goals for 2021-2022 including: (1) Developing and Implement the DEIA Action Plan; (2) Conducting a DEIA survey (District-Wide); (3) Performing a policy audit; (4) Increasing diversity related recruitment and outreach initiatives; and (5) Creating a DEIA resource page on Voyager (Intranet). Each of these goals includes a set of objectives for the action plan against which the District will measure success.

Chair Wilson commented that there is a wide range of diverse community groups in Las Vegas. He stated that it is very important that these community groups be reflected in the staff of government agencies. Chair Wilson noted that Goal 4 in the plan is to specifically target the LatinX community for recruiting and hiring. He asked Mr. Serpico if that is because the LatinX community is underrepresented in the District currently relative to the valley population per the dashboard. Mr. Serpico stated that Chair Wilson was correct.

Chair Wilson stated that he noticed the variance on male to female staff members is high and asked if that was due to the nature of libraries or if it was a recruiting issue. Mr. Serpico stated that it was due to the nature of libraries, similar to the nature of the healthcare industry.

Trustee Rogers asked if the action plan extends to procurement. Mr. Watson answered that Mr. Vино will be looking to expand opportunities

for small, minority business owners. He added that Mr. Vino has a plan, not necessarily coupled with the DEIA plan, but is part of the overall objectives of the organization.

Mr. Vino added that DEIA is built into the District's Purchasing Policy. When looking at bids, there is a process to ensure that emerging small businesses, minority-owned businesses or disadvantaged businesses are considered.

Trustee Waugh expressed his appreciation that opportunities for doing business are being made available to a wider pool of vendors.

Trustee Waugh moved to adopt the final Las Vegas-Clark County Library District's *2021-2022 Diversity, Equity, Inclusion and Accessibility (DEIA) Action Plan*, subject to any modifications as directed by the Board of Trustees. There was no opposition and the motion carried.

The *2021-2022 Diversity, Equity, Inclusion and Accessibility (DEIA) Action Plan* is attached as Appendix E.

**Announcements
(Item IX.)**

The August 12, 2021 Regular Board Meeting has been cancelled.

The next Board Meeting will be held Thursday September 9, 2021 in the East Las Vegas Library at 6:00 p.m.

**Public Comment
(Item X.)**

Trustee Ortiz thanked the Board of Trustees.

Trustee Rogers thanked the library family for all of the condolences, cards, flowers, text messages and prayers received after the loss of his father.

Trustee Ramaker thanked Mr. Segura for supporting Judith Sargent in Mesquite during the back-to-school supply drive.

**Executive Session
(Item XI.)**

Removed from Agenda.

**Adjournment
(Item XIII.)**

Chair Ortiz adjourned the meeting at 6:59 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2021 ATTENDANCE

July 8, 2021 Regular Board Meeting

Appendix A

2021		January 8 Special Board Mtg	January 21 Regular Board Mtg	February 18 Regular Board Mtg	March 11 Regular Board Mtg	March 23 Emergency Brd Mtg	April 8 Finance and Audit	April 8 Regular Board Mtg	May 20 Regular Board Mtg	June 5 Special Board Mtg	June 10 Risk Management Cmt	June 10 Nominating Cmte Mtg	June 10 Special Board Mtg	June 25 Regular Board Mtg	June 25 Board Retreat	July 6 Emergency Board Mtg	July 8 Regular Board Mtg		
Benavidez	Kelly	P	P	P	P	P	P	P	P	P			A-E	P	P	A-U	A-U		
Bilbray-Axelrod*	Shannon	P	P	P	X	X	X	X	X	X	X	X	X	X	X	X	X		
Francis Drake***	Marilyn	P	P	P	P	P	P	P	X	X	X	X	X	X	X	X	X		
Foyt	Elizabeth	P	P	P	P	P	P	P	P	P	A-E		A-E	P	P	P	P		
Meléndrez	José	P	P	P	P	A-E	A-E	A-E	P	P			A-E	P	P	P	P		
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A-U	P		
Wadley-Munier***	Robin	P	P	P	P	P	P	P	X	X	X	X	X	X	X	X	X		
Ramaker	Sandra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Wilson	Brian	P	P	P	P	A-E	A-E	A-E	P	P	P	P	P	P	P	P	P		
Rogers	Keith	A-E	P	P	P	P	P	P	P	P			P	P	P	P	P		
Waugh**	Nathaniel	X	X	X	P	P	P	P	P	P	P	P	P	P	P	P	P		
Jiron****	Jennifer	X	X	X	X	X	X	X	P	P	P	P	P	P	P	P	P		
Turner Whiteley****	Kate	X	X	X	X	X	X	X	P	P			P	P	P	A-E	A-E		

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absence

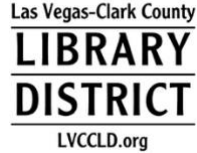
*Shannon Bilbray-Axelrod's term expired March 1, 2021

**Nathaniel Waugh was appointed March 2, 2021

*** Term expired April 18, 2021

**** Appointed to term beginning April 19, 2021

as of July 12, 2021



CIRCULATION POLICY

Las Vegas-Clark County Library District (LVCCLD)

Library Cards

A library card is provided free of charge for Nevada residents. [Apply online](#) or at any library branch.

Library cards expire on a regular basis and may be renewed as long as all outstanding fines and fees are paid in full. Inactive library cards will be purged from the system on a regular basis.

The following library card options are available. Only one library card allowed per individual:

Instant eCard

Anyone who lives, works, attends school, or visits Clark County may [apply online](#) for an eCard and immediately enjoy access to millions of digital resources.

eCards expire annually, and the Library District reserves the right to assess a yearly fee for the library card.

All Access library cards

Individuals who are permanent residents of or who can provide proof of payment of property tax or business tax in the taxing district of the Las Vegas-Clark County Library District are eligible for All Access library cards.

Non-Resident library cards

Nevada residents living outside of the Library's taxing district are eligible for one of our non-resident library cards.

Library cards for individuals who reside outside of Nevada expire annually, and the Library District reserves the right to assess a yearly fee for the library card.

Individuals without a residential address should visit their nearest library to inquire about access to Library services.

Agency library card

Agencies serving Clark County residents may apply for an Agency library card. Eligible agencies include senior centers, retirement homes, preschools, day care centers, schools, and other similar community service agencies. The director of the agency must sign the application indicating the agency will accept financial responsibility for the materials checked out on the card. The agency will be held responsible for lost materials and late fees, and will be subject to the same collection agency procedures as individuals. Schools may be eligible if the principal, who has budget authority for the school, signs the

application indicating the school will be financially responsible for the materials checked out on the card. Agency library cards expire annually and a new application must be submitted yearly.

Requirements to Apply

Anyone who lives, works, attends school, or visits Clark County may [apply online](#) for an eCard and immediately enjoy access to millions of digital resources.

To apply in person at the library, a valid photo ID from Library District approved agencies that includes birthdate as well as proof of current residential address is required. A post office box is acceptable for a mailing address provided that the Library District also has the residential address on file.

An applicant who is under the age of 14 must be accompanied by their parent/legal guardian to apply in person. Alternatively, the parent/legal guardian may complete the [online library card application](#) for their minor child to obtain access to digital resources.

- By establishing a library card, the parent/legal guardian accepts financial responsibility for the materials borrowed on their minor child's library card, and acknowledges that it is their responsibility to guide the selection of materials borrowed by their minor child.
- A parent/legal guardian or authorized user whose name is listed on the minor child's library card can obtain account information by presenting the library card and/or their valid photo ID.

Cardholder Responsibilities

It is the cardholder's responsibility to notify the Library District of changes in account information to ensure contact information is current and valid.

Lost or Stolen Library Card

It is the cardholder's responsibility to report loss or theft of a library card immediately. The cardholder is responsible for all materials borrowed and all charges incurred until the Library District is notified. Once the Library District is notified, the library card will be blocked to prevent subsequent circulation of materials. The cardholder must show valid photo ID to request a replacement library card, for which a fee may be charged. All charges or loans attached to the lost library card will be transferred to the new library card.

Use of Library Materials

To borrow library materials, the library card must be in good standing (no overdue items and less than \$10 in outstanding charges).

Residents of North Las Vegas and Boulder City are subject to the policies and procedures of their respective library districts.

- There is no charge for using library materials within the Library or borrowing library materials normally lent by the Library.
- No person shall remove any item from the Library until the item has been checked out to a library card.

- Cardholders are financially responsible for all library material checked out on their library card.
- Each item borrowed must be returned to the Library or renewed on or before the due date.
- Borrowing limits and loan periods are outlined in the Borrowing Guidelines.
- A parent/legal guardian is responsible for the fines or fees associated with their minor child's library card.

The Library District is not responsible for any damages, including damages to equipment, which may result from the use of library material.

Fines and Fees

Overdue fines and replacement fees for items that are damaged, lost, stolen, or otherwise unreturned are assessed from the first day or hour items are overdue on a per item basis. Details are outlined in the Borrowing Guidelines.

Fines and/or fees totaling \$10 or more, or failure to return items will result in limited borrowing privileges.

Library cards owing a minimum balance of \$25 will be referred to a collection agency. A nonrefundable collection agency fee of \$10 will be assessed to the library card upon referral to a collection agency.

Fines and fees do not apply to Digital resources. These items automatically return at the end of their checkout period.

Fines and fees for items belonging to the North Las Vegas and Boulder City libraries may vary and are subject to the policies and procedures of their respective library districts.

Notices

If a valid email address is on file, the Library District sends courtesy email notifications for items that are due soon, overdue, holds that are ready for pick-up, upcoming library card expiration reminders, and a monthly statement of charges owed to the library.

Account information must be current to ensure courtesy email notifications are received. If email notifications are not received, cardholders maintain responsibility for keeping track of due dates, and submitting payment for fines and fees that may accrue.

If items are not returned to the Library, a bill for the cost of the unreturned items including processing and replacement charges and possible collection agency service fees will be sent.

Loss of Borrowing Privileges

Physical materials may not be borrowed if any of the following apply:

- The borrowing limit of items has been reached.
- Bills or overdue fines and/or fees are \$10 or more.
- An item is more than 10 days overdue.

- The library card has expired. Library cards may be renewed if all fines and fees are paid, and cardholder identity and account information is verified.

A trespass or ban will result in restriction of access to library services.

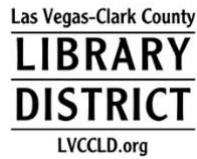
Interlibrary Loan (ILL)

The Interlibrary Loan service is available to All Access cardholders. ILL attempts to acquire materials (books, articles, and microfilm) unavailable in the Library District's catalog.

- A library card in good standing (no overdue items and less than \$10 in outstanding charges) is required to place an ILL request.
- A cardholder may have up to five active ILL requests at any given time.
- Lending libraries establish loan periods for ILL materials or may require that these items be used within Library District branches. By requesting an ILL item, the cardholder agrees to abide by the loan restrictions of the lending library.

ILL requests are submitted online at lvccld.org/ill. Library staff are available to assist with placing a request, or the Interlibrary Loan department can be contacted at ill@lvccld.org or 702-507-6306.

Cardholders are responsible for loss, damage, theft, or otherwise unreturned ILL items, which may include a processing fee. These costs are determined by the lending library. For more information about ILL, please visit the [Interlibrary Loan FAQ's](#).



Collection Development Policy

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Adopted by the Las Vegas-Clark County Library District Board of Trustees on November 9, 1995; revised and adopted on October 10, 2002; revised and adopted on November 14, 2002; revised and adopted on July 8, 2021.

1. **Mission Statement**

We enable the people of our community to pursue lifelong learning through our responsive collections, digital resources and innovative services. Our inviting public libraries are the cornerstone of our diverse communities where children and adults can experience personal enrichment and connect with one another. The Las Vegas-Clark County Library District seeks to offer materials in the collection to entertain, educate, and empower our community.

Values and Operating Principles

The District is guided by the principles of Public Librarianship and First Amendment Rights. The District protects library materials from censorship.

We seek innovative ways to:

- Respond and reach out to serve the current and evolving information needs of our diverse community.
- Create a sense of community by providing a welcoming, inviting, secure environment for our public and staff.
- Provide excellent customer service that is both timely and confidential.
- Develop a well-trained, knowledgeable, courteous and professional staff.
- Communicate with our public and staff to ensure vital, relevant and effective library services.
- Manage our resources effectively and be accountable to our funding sources.

We celebrate our accomplishments, learn from our mistakes, and take pride in serving our community.

2. **Purpose**

The Las Vegas-Clark County Library District's Collection Development Policy is designed to support the District's mission and service priorities. This Policy guides staff and informs the public of the principles upon which collection development and management decisions are based. Collection development refers to the ongoing process of assessing the materials available for purchase or licensing and in making the decision, first, on their inclusion, and second, on their retention.

The Collection Development Policy defines the scope of the collection and provides a guideline for the continuing development of resources. The Policy outlines how collection development fulfills the District's goals through its general selection criteria.

The Policy also affirms the principles of intellectual freedom and the District's commitment to protect library materials from censorship. These principles are embodied in the Library Bill of Rights included in this Policy (Appendix I).

3. Scope

Collections are the foundation upon which the Library District builds its services. The Las Vegas-Clark County Library District strives to develop a diverse, strong, and balanced collection that serves the needs of our growing dynamic population. The Library District selects for its collection popular materials for varying levels of entertainment, education, differing social and religious customs and languages, and includes them on open shelves of the library and online. The collection offers a choice of format, viewpoint, and subject matter at varying levels of comprehension. "Materials" has the widest possible meaning and includes, but is not limited to, print, audiovisual and electronic formats. "Selection" refers to the decision to add items to the collection, or to provide access to those materials. "Electronic" refers to content available on the Library District web site and through licensing agreements that allow access within a library branch or for use by Library District residents through remote electronic access.

4. Access

Ensuring access to information is a fundamental principle of American public librarianship. The Las Vegas-Clark County Library District endorses the principles documented in the American Library Association Freedom to Read Statement (Appendix II). Librarians have a public and professional obligation to provide equal access to all library resources for all library users. The Library District does not restrict access to the reading, listening and viewing of its materials based on age. To ensure equitable access to different materials, the Library District may restrict circulation of reference materials and establish different loan periods for popular materials.

The Library District seeks to acquire the broadest range of materials for its growing community within responsible budgetary constraints. The Library District strives to develop a collection that is as inclusive as possible in order to provide differing viewpoints reflecting the broad cultural, religious and ethnic diversity of its community. Given the diverse nature of the collection, not all materials are suitable for all patrons.

Parents or legal guardians have the right and the responsibility to determine what is appropriate for their own children. The Library District encourages parents to be involved with their child's use of the library and to guide their child's selection of library materials in keeping with their family values. The Library District does not stand in loco parentis and the final responsibility for materials a child uses is up to the parent or guardian. The Library District does not remove or add evaluative labels on library materials such as MPAA ratings on motion pictures or language

ratings on some CDs or audio recordings. To ensure equitable access to different materials, the Library District may restrict circulation of reference materials and establish different loan periods for popular materials.

5. Selection of Library Materials

The Library District allocates resources to ensure that the collection meets the needs of the community and is in compliance with the Nevada Revised Statutes and federal laws. Priorities are established annually to purchase materials in support of the Library District's service objectives and strategic goals. Professional librarians select materials for inclusion based on specific selection criteria developed by the Library District. The whole of the work is considered as well as how it will relate to the entire collection. Materials are evaluated for comprehensiveness and depth of treatment as well as representation of diverse points of view.

Using annually established priorities for the materials budget, professional librarians select materials for the collection from general and specialized review media, trade publications, publishers and booksellers' catalogs and flyers, and vendor prepared lists. In addition, materials may be selected in response to patron requests, from donations or from actual evaluation of the materials. In general, the work as a whole is considered, as well as how it will relate to the collection. Materials are evaluated for comprehensiveness and depth of treatment as well as representation of diverse points of view. The Library District strives to adhere to the principles outlined in the American Libraries Association Statement on Diverse Collections: An Interpretation of the Library Bill of Rights (Appendix III).

The Library District 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 District or otherwise dispersed.

Selection of a work by the Library District does not constitute or imply agreement with or approval of the work's content or the moral, religious, or political beliefs of the author/producer by the Library District, staff or Board of Trustees.

Selection Criteria:

Materials are evaluated according to one or more of the following criteria:

- Present and potential relevance to community needs
- Currency
- Suitability of subject, style and format for the intended audience
- Cost and levels of materials funding

- Importance as a document of the times, and representation of important movements, genres, social and historical trends
- Local, state or regional historical significance
- Relation to the existing collection and to other material on the subject
- Representation of diverse points of view
- Literary merit and/or reviews
- Authority, accuracy and accessibility of presentation
 - Physical quality of material
 - Availability and format
 - Appropriateness and effectiveness of medium to content
 - Suitability of physical format for library use

Textbooks are purchased when they are the best or only source of information on the subject and not solely because a textbook is assigned as school curriculum.

The Library District's collection is not archival in nature. The Library District 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.

- Statement on Special Collections:

The Library District may maintain special collections. A special collection is defined as a collection of materials that focuses on one topic and may strive to provide more in-depth coverage of a certain subject than may otherwise be found in the general collection. In general, special collections will be limited to topics that meet a specific service need of the community. Priority will be given to maintaining those special collections that the Library District has a contractual or special commitment to maintain. Individual libraries may collect materials in subject areas of interest to their local communities and will be supported to the extent that space and budget allow.

- Statement on Youth Collections:

The Library District is committed to supporting the reading, recreational, listening and viewing options of young people. The selection of materials for the collection is intended to nurture a desire for lifelong learning. The Library District complements the school libraries by providing materials in support of homework assignments. The youth collections are designed for infancy through 8th grade but can include materials for parents, caregivers and other professions that work with youth. Particular attention is paid to the inclusion of a wide variety of materials that appeal to different cognitive abilities and learning styles, and various age-related interests.

Deselection of Materials

To ensure that the collection continues to meet the diverse and changing needs of the community, the Library District engages in continual evaluation to maintain a current and relevant collection. The Library District practices deselection as an effective and necessary tool to ensure our libraries have the most useful content available at all times. Collection materials are regularly reviewed based on age, condition, performance, currency, and relevancy.

The Library District has established a set of criteria to determine when an item should be transferred or removed from the collection. The following criteria applies to all materials including those that are gifts:

- Material is damaged and cannot be repaired to withstand public use
- Resource is out-of-date or offers inaccurate data
- Newer, more complete or authoritative resources are available
- A more desirable format for the content has been added to the collection
- Multiple copies of a work are no longer needed to meet demand

6. Request for Reconsideration of Library Materials

The Las Vegas-Clark County Library District 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 Material (Appendix IV). The completed form facilitates an in-depth review of the material in question, permits the District to respond to its patrons' requests, and concerns in writing. Given the diverse nature and depth of the collection, not all materials are suitable for all patrons. The Executive Director will initiate a review to determine if the item has been selected in accordance with the Board-adopted Collection Development Policy. A written response will be provided to the patron within 15 working days of receiving the written request.

7. Responsibility

Final responsibility and authority for the collection rests with the Executive Director who operates within the framework of the policies adopted by the Las Vegas-Clark County Library District Board of Trustees. Direct responsibility for selection and weeding of materials is delegated to the Collection Development Department 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 avoid the subversion of politics and the corruption of morals. We, as citizens 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.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens. 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 need the help of censors to assist them in this task. 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.

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.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

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

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.¹

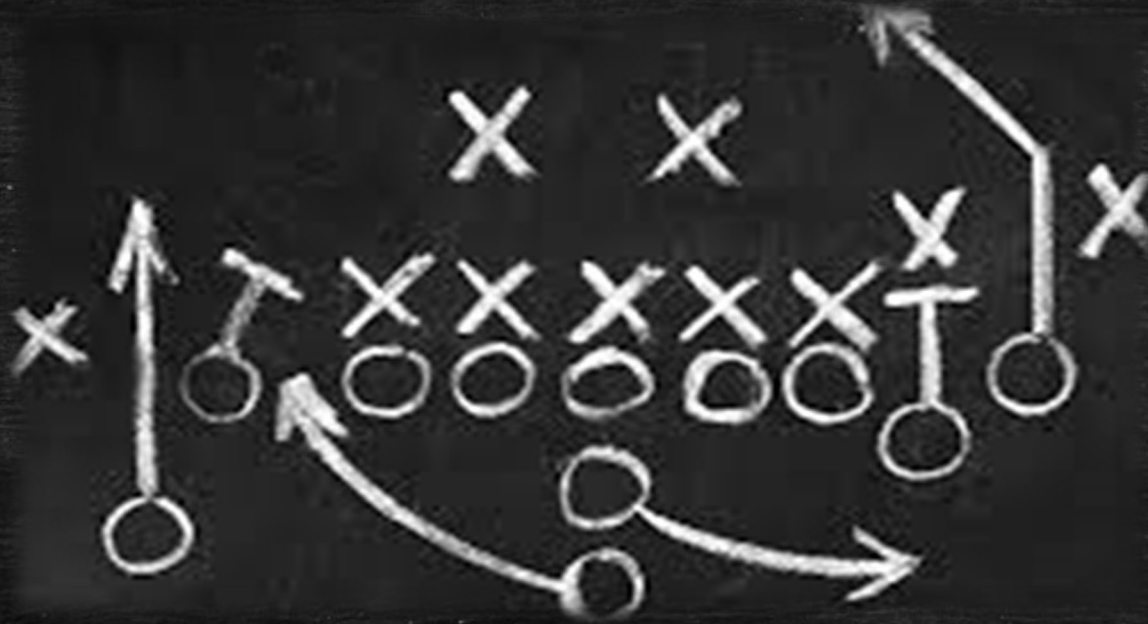
¹ "Services to People with Disabilities: An Interpretation of the Library Bill of Rights," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

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.²

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.

² *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.



Playbook 2026

All In To Win

Inclusion x Innovation x Involvement

TEAM ROSTER

Coach: Kelvin Watson

Joanna Goddard
Hannah Im
Gloria Jertberg
Darren Johnson
Raychel Lendis
Juliette Loeb
Paula Loop
Matt McNally
Jack Meyer
Danielle Milam
Penny Premstit
Al Prendergast

Sylvia Riesselmann
Leo Segura
Jeff Serpico
Thomas Sommer
Natalia Tabisaura
David Tran
Lisa True
John Vino
Sherry Walker
Betsy Ward
Valerie Warren
Jennifer Weitz

LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT

VISION

All people in Southern Nevada thrive and enjoy educational, economic, and social well-being.

MISSION

The Las Vegas-Clark County Library District nurtures the educational, economic, and social well-being of individuals and communities in Southern Nevada. The District is committed to building communities of people who come together to pursue their individual and group aspirations.

HOW WILL WE SUCCEED?

- Limitless Learning
- Business & Career Success
- Government & Social Services
- Community & Culture

DATA POINTS

2019 Demographic Survey

- District wide and all branches
- American Community survey conducted annually so data is current
- Market Segmentation Data

- Fall 2019
- Questions to community thought leaders

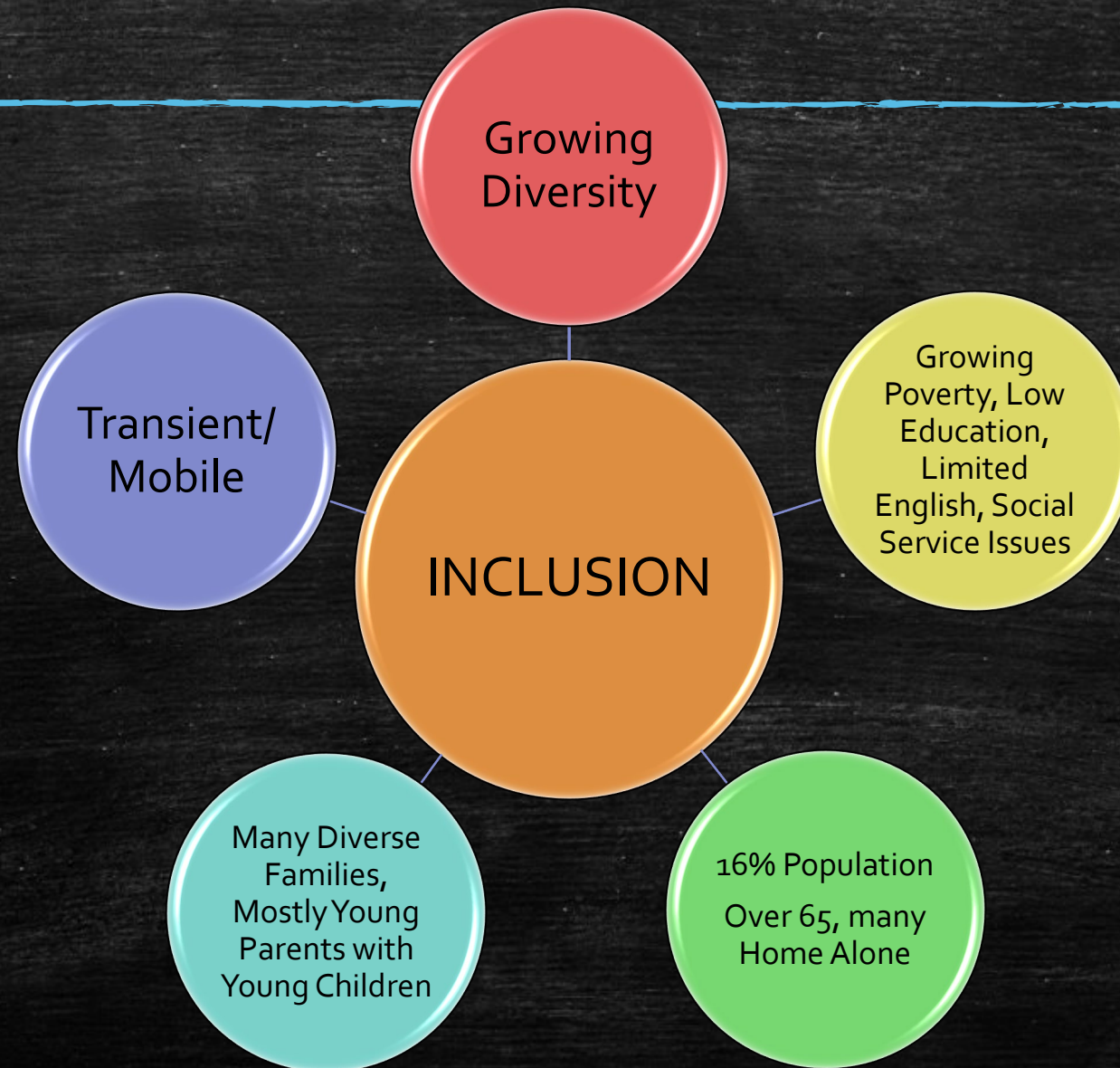
UNLV Student Evaluation Surveys

- January –February 2021
- 244 Employees
- 4 Board Trustees
- 40 Partners

Staff Survey

- Disruptive trends
- Positive trends
- Challenges
- Strengths
- Most impactful programs
- Refining strategies
- Ways to increase library effectiveness
- 10 year headlines

CHALLENGES OF INCLUSION



COMMUNITY CONDITIONS

- ✓ Leadership interviews of biggest challenges- education, unemployment, small business vitality, family sustaining wages, lack of technology skills
- ✓ Impacts of Pandemic- Unemployment still at 230,000
- ✓ Mismatch of worker skills with emerging employment opportunities
- ✓ DEIA and Systems of Bias- inequities in education, health, food and housing, security, policing, incarceration, LGBTQ+
- ✓ Mental health, substance abuse, addiction
- ✓ Growing homeless population and no solutions to scale
- ✓ Limited and low quality child care sector

GLOBAL FORCES OF CHANGE REINVENTION OF THE PUBLIC LIBRARY



X SOCIAL- Young Families,
Aging Populations, Customization,
Responding to Customer Interests,
Building Cultures of Inclusion, Equity,
Diversity and Access

O LEARNING- Virtual and Live,
New Learning Platforms, Project-Based
Learning, Multi-Cultural Content, Digital
Divide, Special Needs Learners, Focus on
Customer Experience, Experiential and Lab
Environments

X ECONOMIC- Pandemic
Instability and Distress, Unemployment,
Affordable Housing, Workforce Skills
Mismatch with Available Jobs, Automation,
Remote Work, Gig Economy, Sustainable
Wages



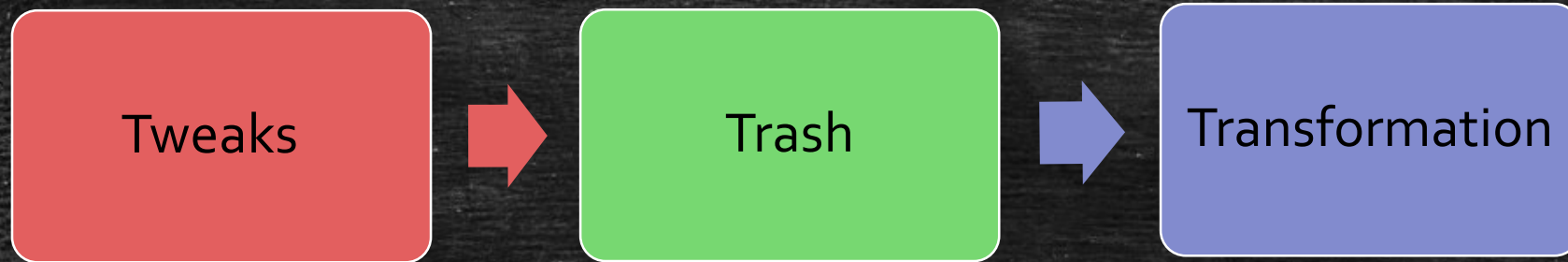
O TECHNOLOGY- Mobile
Apps, Cloud, and Virtual Platforms,
Exponential Change, Fast Adoption, Rising
Demand for Digital Products and Virtual
Services, Multi-Channel Customer Care

X COMPETITION- Online
Search, Online Services, Home Delivery,
Virtual and Shared Work, Google, Amazon,
YouTube, Tik Tok, Instacart, WeWork

O PANDEMIC- Wild Cards that
Turn the World Upside Down

PLAYBOOK INNOVATION

Pre- and Post-Pandemic Feedback on V.2020 Strategic Directions



How Do We Activate the Strategies

What plays can we make to be more inclusive, responsive, relevant and adaptive?

Powerful People

Powerful Places

Powerful
Partnerships

Powerful Platforms

LIMITLESS
LEARNING

BUSINESS AND
CAREER SUCCESS

CONNECTING TO
GOVERNMENT
AND SOCIAL
SERVICES

COMMUNITY
AND CULTURE

LIMITLESS LEARNING

Close the Education Gap

- ✓ Build the learning pipeline- early learning leads to Kindergarten readiness and K-12 school success and graduation
- ✓ STEAM learning opportunities lead to workforce opportunities and greater earning potential
- ✓ Alternative adult learning opportunities- expanded programs, trainings, technology assistance, English instruction, certifications
- ✓ Libraries are essential supports for virtual learning

Interest-Driven Learning

- ✓ Customers drive their own learning
- ✓ We need to listen and respond
- ✓ Take & Makes with learning objectives
- ✓ Maker Spaces

Increase Literacies in All Areas

- ✓ Reading, Digital, Health, Financial, Media

Fun and Fresh

- ✓ Utilize multiple channels, Learning Modalities
- ✓ Do the unexpected, both in the libraries and out in the community where people already gather

Limitless Learning

July 8, 2021 - Regular Board Meeting
Appendix D - Page 11

Powerful People

- Customers, community thought leaders, influencers
- Staff, community experts, training partners, book group, DIY enthusiasts, makers
- Educators
- Volunteers, mentors, coaches
- Donors
- CCSD leadership and CCSD Partnership Office
- Local Employers

Powerful Places

- Place for the whole family to engage in learning activities
- Learning Labs, Maker Spaces, Computer Labs, Device Advice
- Events at libraries and pop-up community places
- Place to master new technologies
- District service model is embedded in all branches
- Branch flavors are encouraged, cultivated, and celebrated
- Casinos, local employers
- Maker spaces

Powerful Partnerships

- Early learning organizations and child care community
- CCSD, Charter Schools, K-12 educators, tutors
- Adult Education Ecosystem
- Post-secondary partners- CSN, UNLV, NSC, trade schools, certifications
- Out of school time partners- City of Las Vegas, Clark County, nonprofits
- Chambers of Commerce
- NSLAPR, IMLS
- DISCOVERY Children's Museum
- North Las Vegas, Boulder City and Henderson Library Districts
- Vegas PBS
- Cooperative Extension
- Veterans

Powerful Platforms

- Library as learning place for families, students, adults
- Online learning – databases, courses, apps, COHS, adult education
- Social media
- We are a learning organization
- Outreach Services delivers broadly

BUSINESS & CAREER SUCCESS

Employment and Career Path Support

- ✓ Resume, interview, job fairs
- ✓ Adult education, English language Instruction
- ✓ Technology training
- ✓ Online courses and certifications
- ✓ Events that support remote workers
- ✓ Services and events for re-entry populations
- ✓ Services and events for veterans
- ✓ Free printing

Business Development, Hubs, and Incubators

- ✓ Small business development services, individual and group
- ✓ Business networking events
- ✓ Online business resources and courses
- ✓ Programs for gig economy workers
- ✓ Access to office equipment, lounges, conference rooms

Business & Career Success

Powerful People

- Adult Learning Program staff
- CCSD HS counselors
- Computer lab staff
- Teen media specialists
- Outreach staff
- One-Stop staff
- Recruiters
- Social service agency liaisons
- Apprenticeship liaisons
- LVCCLD HR
- LVCCLD training staff
- Volunteers
- Trainers
- Local Entrepreneurs and Employers

Powerful Places

- One-Stop Career Center
- Employ NV
- Chambers of Commerce
- Smith Center
- CCSD high schools
- LVCCLD community spaces and study rooms
- Adult services desk
- Maker Spaces
- Computer Labs
- Casino employee break rooms and day cares
- City parks
- Community Centers
- Convention Centers
- UNLV, CSN, NSC
- RTC
- Office space, business hubs, co-working spaces, conference rooms
- Other regional libraries

Powerful Partnerships

- Workforce Connections
- CCSD, CSN, UNLV, NSC
- Goodwill
- FIT
- Payback
- NV Small Business Development Center
- City of Las Vegas Innovation Center
- Chambers of Commerce
- Local Unions
- Greater Las Vegas Assoc Realtors
- Trade schools, re-entry programs
- The Harbor
- NPHY, Shade Tree, Project 150
- YMCA
- Goodwill
- Governor's Office of Economic Development, LVGEA, OWIN, DETR, Dept of Ed, Business and Industry
- Veteran Organizations

Powerful Platforms

- Nevada Career Explorer
- Employ NV
- LVCCLD social media
- WebEx, Zoom
- Lifeworksnv.org
- Online career coaching and training
- LVCCLD website, e-resources
- Teen job fairs
- Job Now
- Monthly newsletters
- Career Online High School
- Biz Library
- Staff Day
- OLLI at UNLV
- One-Stop outreach
- PIC Manual
- Marketing outreach and video demo of online services
- Adult learning classes and certifications

GOVERNMENT & SOCIAL SERVICES

Intelligent Referrals

- ✓ Knowledge and current database/web resources for government agencies and services
- ✓ Knowledge and current database/web resources on social service populations and issues
- ✓ Staff training on working with difficult and special needs customers
- ✓ Current information for homeless, mental health, substance abuse, re-entry populations, and veterans

Public Access Devices and Wi-Fi

- ✓ Technology
- ✓ Training – staff and public

Effective Partnerships

- ✓ CCSD Counselors, social service agencies, mental health providers, homeless and domestic abuse shelters, Three Square, 211, Nevada Partnership for Homeless Youth, Southern Nevada Housing Authority, The Center, Veterans Affairs

Government & Social Services

Powerful People

- Community leaders at City and County, CIS, NV Cooperative Extension, United Way, social workers, faith leaders, police, fire, health providers
- Job seekers, new residents, anyone in need of services
- HR training, staff, customers, students, parents, youth, people waiting in line
- Security and LV Metro Police
- Local medical community

Powerful Places

- Libraries, community centers, churches, YMCA, shelters, foster care, WIC clinics, hospitals, addiction clinics, SNHD, family service providers, DMV locations, RTC buses, senior centers
- Library computer labs, One-Stop, consultation rooms
- Social service and health fairs
- Other regional libraries

Powerful Partnerships

- Library Directory of Social Service partnerships
- CCSD counselors, CIS, NV Cooperative Extension, United Way, Urban League, Workforce Connections, NPHY, Three Square, SafeKey, DHHS, veterans organizations, DETR, SNHD, The Harbor, The Center, Hope for Prisoners
- HELP of SNV
- UNLV school of social work
- SN Housing Authority
- Veterans Organizations
- Local Health Organizations

Powerful Platforms

- Pop-Up libraries, Government services kiosks (DMV, USPS)
- Facebook, Twitter, Snapchat, Instagram, LVCCLD website, TikTok
- Voyager, BizLibrary
- Libby, Hoopla, LVCCLD databases
- Library collections
- LVCCLD website connects to referral agencies and nonprofits
- Branding and Marketing

COMMUNITY & CULTURE

Third Place

- ✓ Sanctuary away from home and work
- ✓ Open, comfortable, flexible spaces and furniture
- ✓ Good lighting, great spaces inside and out

Welcoming Place

- ✓ Culture of respect and recognition
- ✓ Listening to all voices
- ✓ Open door, feeling of belonging
- ✓ Diverse and inclusive collections, programs, events, activities
- ✓ Access to technology for learning, entertainment, play, interaction
- ✓ Enrich community life
- ✓ Strong multi-cultural and multi-channel communications and media partners
- ✓ Collaborative and engaging experiences and events
- ✓ Meet-ups, networking events
- ✓ Make and share, create and share, production showcases
- ✓ A place where all voices are heard and celebrated
- ✓ District is a community culture catalyst
- ✓ Branches reflect the cultures of the neighborhoods and interests of residents

Community & Culture

Powerful People

- Staff practice and promote DEIA throughout the organization
- BIPOC, LGBTQ+, Disabled populations seen, heard, celebrated in all activities
- Environmentally conscious users
- Gig workers, makers, creatives, performers, artists
- Cultural competencies

Powerful Places

- Attractive and accessible branch facilities
- Farmers markets and other places where people gather
- Parks
- Consuls
- First Fridays
- Galleries
- Multipurpose and Performing Arts spaces
- Living Room feel

Powerful Partnerships

- UNLV and CSN Centers for Social Justice
- Delivery/gig companies
- Autism groups
- People First of Nevada
- Gender Justice of NV
- Parks and Recreation
- Community gardens
- Small local businesses
- Environmental organizations
- Opportunity Village
- PIMA Medical Institute
- Local sports teams
- Local performance and art groups

Powerful Platforms

- Mission Statement
- DEIA is top of mind to build learning circles
- Virtual spaces
- Environment
- Social Justice
- Art Galleries
- BiblioBoard
- Website and Social Media
- Multicultural, Multichannel Media

INVOLVEMENT

- ✓ When we are all in, all win
- ✓ Employer of choice
- ✓ Organizational culture is driven by equity, inclusion, diversity, and access for all
- ✓ Transform from within to transform services
- ✓ Service decisions driven by community and customer perspectives, interests, and experiences
- ✓ Staff are aware, visible, valued, engaged and empowered
- ✓ Everyone feels welcome
- ✓ All regional residents are aware of library resources and assets
- ✓ Relevance is local
- ✓ District-wide customer experience standards
- ✓ Branches have flavors
- ✓ Public trust is North Star



POWERFUL
PEOPLE

POWERFUL
PLACES

POWERFUL
PARTNERS

POWERFUL
PLATFORMS

Library District D.E.I.A. Action Plan

Diversity, Equity, Inclusion, and Accessibility Committee

INTRODUCTION:

We are experiencing transformative times that demand agile thinking and a higher level of collaboration. It is imperative that a shift occurs from an awareness of the reality of systemic inequality, to an understanding of what lies at the heart of these inequalities.

As Executive Director and Chief Diversity Officer, I commit to continually championing Diversity, Equity, Inclusion and Accessibility (D.E.I.A.) efforts throughout our organization.

Our plan expands beyond an initiative, but transformation that involves actively revisiting any practices that may perpetuate inequality. It takes every one of us to effectively foster and maintain a collective culture where each team member is valued.

When we adhere to the D.E.I.A Plan while listening and learning from each other, our persistent efforts will serve as a catalyst for ongoing positive change.

PURPOSE:

To ensure our Las Vegas-Clark County Library District (LVCCLD) fosters a culture that allows team members and customers to be their authentic selves, receive equal opportunities and are made to feel welcomed.

HISTORY:

On October 14, 1999, the LVCCLD Board of Trustees voted to create a Diversity Competitive Workplace Committee. The original committee, composed of four Trustees, the Executive Director, HR Director, and four team members, met to examine the issues of recruitment and retention of diverse staff in the library profession at large, and in the Library District specifically. They created the LVCCLD Diversity Action Plan in 2001, which highlighted four initiatives for the district and their committee: 1) Advocacy 2) Recruitment 3) Retention and 4) Implementation and Data Reporting.

In January of 2019, 11 LVCCLD team members were chosen to serve on a new DIAP (Diversity Inclusion Action Plan) Committee, to create and implement a new diversity and inclusion plan. Due to the global pandemic in early 2020, DIAP initiatives were paused and the new work environment offered an opportunity for the committee to further modify its goals and objectives. The new D.E.I.A. (Diversity, Equity, Inclusion, and Accessibility) Committee refined the mission statement, principles, goals, objectives, and strategies, all of which can be found in this updated action plan. A fifth initiative was added by the DEIA, Training and professional development.

COMMITMENT TO DIVERSITY:

LVCCLD is committed to a workplace where everyone is respected as individuals and valued for their contributions in accomplishing the LVCCLD's mission. We are committed to reflect the diversity of the communities we serve, as well as fostering an inclusive, supportive, open, challenging and innovative work environment to enable employees to be their authentic selves.

ROLE OF THE D.E.I.A. COMMITTEE:

- Promote Diversity, Equity, Inclusion and Accessibility awareness.
- Identify diversity barriers, opportunities, and impact on productivity, customer service, training, recruitment, retention, and District policies.
- Make DEIA recommendations to senior leadership and Board of Trustees members.
- Create content and custom D.E.I.A. communications to deliver District-Wide.
- Act as DEIA organizational champions to promote LVCCLD as Public Employer of Choice.

GUIDING PRINCIPLES:

- Diversity: Recognize, value, and embrace individual and collective differences of our team members and communities.
- Equity: Understand the needs and natural differences of each individual and remove barriers to enhance positive outcomes.
- Inclusion: Creating environments for everyone to feel welcomed to be their authentic self by bringing traditionally underrepresented individuals and/or groups into processes, activities, and decision making in a way that ensures equal access to opportunities and resources.
- Accessibility: Proactively making District resources and services available to all LVCCLD community members.

ROADMAP to the FUTURE OF D.E.I.A.

The Diversity Action Plan provides a road map to guide the District in achieving D.E.I.A. goals.

STRUCTURE:

The plan includes a general description of each goal, followed by a series of objectives. Each goal is supported by a series of action items that will enable the District to achieve the goal, followed by performance metrics to monitor and report progress. Responsible parties are identified for each goal. Timelines for achieving goals and meeting objectives will be established.

METRICS:

Qualitative metrics measure the presence of processes and actions that are intended to produce desired outcomes. They serve as leading indicators and predict a future result. For example, having an action plan is a leading indicator of the intent to make progress in diversity and inclusion.

In addition, quantitative metrics reflect actual outcomes and results. They serve as lagging indicators. Lagging describe the end result of actions in the past. For example, the total number Asian American candidates that applied for all open positions last month.

FOUR PILLARS of D.E.I.A.

- 1) Enhance Culture for Equity and Inclusion
- 2) Improve Recruitment and Retention Initiatives
- 3) Cultivate Community Partnerships
- 4) Data Analysis and Reporting