

STAFF REPORT

LIBRARY BOARD MEETING DATE: August 19, 2026

DATE: August 11, 2026

TO: Library Board of Trustees

FROM: Debi Stears, Collection Development Manager
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THROUGH: Dave Solaro, Assistant County Manager

SUBJECT: Overview of Nevada State Library Training for Public Library Trustees

Overview of Nevada State Library Training for Public Library Trustees

SUMMARY

The Nevada State Library, Archives and Public Records (NSLAPR) provides an online training course to help Nevada public library trustees understand their roles and responsibilities. This report provides an overview of the training and how trustees may participate.

Washoe County Library System Strategic Objective supported by this item:
Promote the Library

PREVIOUS ACTION

There has been no previous action by the Library Board of Trustees related to the Nevada State Library trustee training.

BACKGROUND

Library staff contacted the Deputy State Librarian for information about the State Library's training program for public library trustees. The training is a structured online course divided into individual units and includes an accompanying workbook. Each unit is interactive and concludes with a quiz. Upon completion of the course, trustees receive a certificate and the State Library notifies the library director.

Course topics include:

- Roles and responsibilities of public library trustees;
- Library board organization and governance;
- Respective responsibilities of the library board and library administration;
- Trustee ethics;
- The board's role in establishing library policy;
- Financial management and oversight;
- Planning and evaluation;

AGENDA ITEM # _____

- Public relations and the trustee's role in representing and supporting the library; and
- Nevada laws and requirements affecting public libraries and their governing boards.

The State Library cannot require local library trustees to complete the training but strongly encourages all trustees to participate. Libraries provide the names and email addresses of interested trustees to the State Library, which enrolls them in the course.

The Deputy State Librarian also shared that the Humboldt County Library Board has incorporated the training into its regular meetings by completing one section together at each meeting. This provides trustees an opportunity to review and discuss the material collectively.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

This item is provided for information and discussion only. No action is requested of the Library Board of Trustees.

POSSIBLE MOTION

No motion is necessary; this item is for information and discussion only.