

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF THE MEETING OF THE
LIBRARY BOARD OF TRUSTEES**

Day: Thursday
Date: November 9, 2023
Time: Beginning at 5:30 pm
Location: Community Center, Robert 'Bob' Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish to view the meeting may watch the livestream of the Library Board of Trustees meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

Please notify the Carson City Library Administrative office in advance so that arrangements may be made. Requests may be made in writing and addressed to the office at 900 N. Roop St., Carson City NV 89701, or by calling 775-887-2244, ext. 7554. NOTE: Below is an agenda of all items scheduled to be considered. Notice is hereby provided that items on the agenda may be taken out of order, two or more agenda items may be combined for consideration and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time.

I. Call to Order - Roll Call

II. Public Comment

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board’s agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the Chairperson may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

III. FOR POSSIBLE ACTION - Approval of minutes of previous meeting

III.a FOR POSSIBLE ACTION - Approval of minutes of previous meeting (October 12, 2023).

IV. INFORMATION ONLY - Library Director representative administrative reports

IV.a FOR DISCUSSION ONLY: Administrative reports of Library Director consisting of reports concerning general fund, gift fund, grants, staffing updates, programming and outreach events for November 2023, and updates on Carson City Library administrative activities since the previous reports.

V. INFORMATION ONLY - Board Members' announcements & request for information.

VI. Public Comment

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the Chairperson may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

VII. FOR POSSIBLE ACTION - Adjournment

***Copies of the reference material and any additional supporting material will be made available at the Carson City Library, located at 900 N. Roop St., Carson City, NV 89701 or by contacting Joy Holt, Library Director at 775- 283-7554 or jholt@carson.org. Copies of any such materials will also be made available at the meeting site. **In accordance with NRS 241.020, this agenda has been posted before 9:00 a.m. three working days before the day of the meeting at the following locations: Carson City Library, 900 N. Roop St., Carson City, NV 89701 Carson City Library Website: <http://www.carsoncitylibrary.org/about/board/meetings-and-notice> Nevada Public Notice Website: notice.nv.gov.**



STAFF REPORT

Report To: **Meeting Date:** November 9, 2023

Staff Contact:

Agenda Title: FOR POSSIBLE ACTION - Approval of minutes of previous meeting (October 12, 2023).

Agenda Action: Formal Action / Motion **Time Requested:**

Proposed Motion

Board's Strategic Goal

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[10-12-2023 LBOT Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the

October 12, 2023 Regular Meeting

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, October 12, 2023 in the Carson City Community Center Bonanza Room, 851 East William Street, Carson City, Nevada 89701.

PRESENT: Chairperson Julie Knight
Vice Chair Jonathon Olivas
Trustee Beth Lucas
Trustee Elizabeth Markle
Trustee Sarena Nichols

STAFF: Joy Holt, Library Director
Briana Munoz, Public Meetings Clerk

NOTE: A recording of these proceedings, the Library Board’s agenda materials, and any written comments or documentation provided to the Clerk during the meeting are part of the public record. These materials are available for review, in the Public Meetings Division of the Carson City Clerk’s Office, during regular business hours. For minutes and audio recordings of this Board’s meetings, please visit www.carson.org/minutes.

I. CALL TO ORDER - ROLL CALL

(5:31:07) – Chairperson Knight called the meeting to order at 5:31 p.m. Roll was called; a quorum was present.

II. PUBLIC COMMENT

(5:31:39) – Chairperson Knight entertained public comments. Deni French introduced himself as a Carson City resident. He commented on a matter that was brought up on National Public Radio regarding banned books and referenced the last LBOT meeting where the Board discussed the Library mural and stated “I know that was part of your considerations for the mural as to either name them or title them as subjects or by author and I know there’s people who wouldn’t want to put Mark Twain on it but he’s in a lot of banned book situations right now.” Mr. French added that he appreciated the Board and the Library.

III. FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING

III.a. FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (SEPTEMBER 14, 2023).

(5:33:58) – Chairperson Knight introduced the item and entertained changes, comments, and a motion.

(5:34:15) – **MOTION:** Trustee Markle moved to approve the September 14, 2023 meeting minutes as presented. Trustee Nichols seconded the motion. The motion carried 4-0-1 with Trustee Lucas abstaining, as she was not present during the September 14, 2023, meeting.

IV. FOR POSSIBLE ACTION - LIBRARY BOARD OF TRUSTEE BUSINESS

IV.a. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE CARSON CITY LIBRARY HOSTING AN AFTER-HOURS WELCOME RECEPTION ON SUNDAY, NOVEMBER 5, 2023 AT 6:00 P.M. FOR THE 75TH ANNUAL NEVADA LIBRARY ASSOCIATION CONFERENCE ATTENDEES.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the

October 12, 2023 Regular Meeting

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(5:34:43) – Chairperson Knight introduced the item. Ms. Holt referenced the Staff Report. She also responded to clarifying questions.

(5:41:48) – MOTION: Trustee Olivas moved to approve the Carson City Library hosting an after-hours welcome reception on Sunday, November 5, 2023 at 6:00 P.M. for the 75th Annual Nevada Library Association Conference Attendees. The motion was seconded by Trustee Lucas and carried 5-0.

IV.b. FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING POSSIBLE DATES FOR THE ANNUAL PRESENTATION OF THE UPDATES TO THE 2019-2024 CARSON CITY LIBRARY STRATEGIC PLAN, BY THE CARSON CITY LIBRARY CONSULTANT DR. FRED STEINMANN.

(5:42:18) – Chairperson Knight introduced the item and referenced the Staff Report. Ms. Holt responded to clarifying questions. Ms. Holt stated that Carson City Library Consultant Dr. Fred Steinman would like to go over changes at the Library, US Census Bureau data, and the Strategic Plan. She asked the Board if they were willing to schedule his presentation in December since LBOT will be in the Bonanza Room for the November meeting. Trustee Nichols expressed support for waiting until December for the presentation.

(5:46:27) – MOTION: Trustee Lucas moved to invite Dr. Steinmann to the December meeting of the Carson City Library Board of Trustees for discussion of the Annual Strategic Plan. The motion was seconded by Trustee Nichols and carried 5-0.

V. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

V.a. FOR DISCUSSION ONLY- ADMINISTRATIVE REPORTS OF LIBRARY DIRECTOR CONSISTING OF REPORTS CONCERNING GENERAL FUND, GIFT FUND, GRANTS, STAFFING UPDATES, PROGRAMMING AND OUTREACH EVENTS FOR SEPTEMBER 2023, AND UPDATES ON CARSON CITY LIBRARY ADMINISTRATIVE ACTIVITIES SINCE THE PREVIOUS REPORTS.

(5:46:50) – Chairperson Knight introduced the item. Ms. Holt reported on the following:

- Both Library Assistant positions have been filled. Amanda Conken started on September 26, 2023 and Chenay Pointer started on October 9, 2023.
- The Circulation Supervisor position has been posted internally.
- The second round of Library Clerk position and shelver position interviews are pending.

(5:51:35) – Ms. Holt responded to clarifying questions regarding part-time positions. She reported on the following:

- Parenting classes with Cathy Mello of the Children’s Cabinet of Reno are scheduled for October 12 and 26, 2023 at 12 p.m.
- The Library is celebrating National Fossil Day with a fossil-finding scavenger hunt from October 11 through October 31, 2023.
- A National Pasta Day macaroni art program will be held on October 16, 2023.
- Medicare Options program with Mike Coleson will be held on October 17 and 27, 2023 with each day having two sessions at 11 a.m. and 12 p.m.
- A Saturday Scaries writing workshop with Kelsey Penrose and Corrine Ballendorf is scheduled for October, 21, 2023 at 10 a.m.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the

October 12, 2023 Regular Meeting

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- Classic Disney characters will be this year's Halloween theme at the Library.
- The Library mural has been completed. Ms. Holt stated that there has been mixed feedback on the mural and added that it was "pretty" and "bright."

(6:02:44) –Trustee Markle said that other murals throughout the City had a Nevada history connection and that the Library mural didn't have "much to it." Ms. Holt stated that the Library mural was the only mural on a public building. Chairperson Knight noted that it was raining while the artist was painting the mural and said that she was happy to see it was completed.

VI. INFORMATION ONLY - BOARD MEMBERS' ANNOUNCEMENTS & REQUEST FOR INFORMATION.

(6:05:18) – Chairperson Knight introduced the item and entertained Trustee announcements and requests for information. Trustee Markle announced that the Nevada Poet Laureate Gailmarie Pahmeier will speak at the Carson City Senior Center on Wednesday, October 25, 2023 at 12:30pm. She added that Charlie Abowd will speak at the Senior Center on December 12.

VII. PUBLIC COMMENT

(6:08:09) – Chairperson Knight entertained public comments. Mr. French said he appreciated public libraries and felt they weren't as "well supported in some ways as the government would like." He stated, "I think that's a shame and we've got to work on our legislatures and people in office." Mr. French commented on the library's "enhancement of children's education" and said he is delighted to see the interaction between children and their parents when picking out a book. He expressed appreciation for the Library's "bright and lively" decoration.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(6:11:08) – Chairperson Knight adjourned the meeting at 6:11 p.m.

The Minutes of the October 12, 2023, Carson City Library Board of Trustees meeting are so approved this 9th day of November 2023.



STAFF REPORT

Report To: **Meeting Date:** November 9, 2023

Staff Contact:

Agenda Title: FOR DISCUSSION ONLY: Administrative reports of Library Director consisting of reports concerning general fund, gift fund, grants, staffing updates, programming and outreach events for November 2023, and updates on Carson City Library administrative activities since the previous reports.

Agenda Action: Formal Action / Motion **Time Requested:**

Proposed Motion

Board's Strategic Goal

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[101 GENERAL FUND BOARD REPORT_NOVEMBER_2023.pdf](#)

[230 GIFT FUND REPORT_NOVEMBER_2023.pdf](#)

[Library Director Report_11022023.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

101 GENERAL FUND FY24

AS OF

11/2/2023

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	985,857.00	985,857.00	229,947.74	0.00	755,909.26	23%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	13,676.48	0.00	46,323.52	23%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	5,569.86	0.00	-5,569.86	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	2,954.45	0.00	-2,954.45	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	932.66	0.00	-932.66	
1016200	500114	F L S A	0.00	0.00	0.01	0.00	-0.01	
1016200	500116	HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	7,606.41	0.00	29,393.59	21%
1016200	500225	MEDICARE	15,031.00	15,031.00	3,624.42	0.00	11,406.58	24%
1016200	500230	RETIREMENT	291,648.00	291,648.00	68,243.49	0.00	223,404.51	23%
1016200	500240	GROUP INSURANCE	153,368.00	153,368.00	31,337.39	0.00	122,030.61	20%
1016200	500250	WORKERS' COMPENSATION	25,140.00	25,140.00	6,325.69	0.00	18,814.31	25%
1016200	500260	EDUCATION INCENTIVE	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
1016200	500271	PHONE ALLOWANCE	1,920.00	1,920.00	240.00	0.00	1,680.00	13%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	833.68	0.00	19,166.32	4%
1016200	500330	TRAINING	8,000.00	8,000.00	690.99	0.00	7,309.01	9%
1016200	500346	FACILITY CONTRACT	950.00	950.00	0.00	0.00	950.00	0%
1016200	500349	CONTRACTUAL SERVICES	77,991.00	77,991.00	1,401.05	28,666.00	47,923.95	2%
1016200	500430	EQUIPMENT REPAIR & MAINT	890.00	890.00	0.00	0.00	890.00	0%
1016200	500433	SOFTWARE MAINTENANCE COST	36,073.00	36,073.00	28,967.38	0.00	7,105.62	80%
1016200	500434	BUILDING REPAIR & MAINT	471.00	471.00	0.00	0.00	471.00	0%
1016200	500444	OFFICE EQUIPMENT RENTAL	2,575.00	2,575.00	0.00	0.00	2,575.00	0%
1016200	500540	PUBLICITY/SPECIAL EVENTS	5,640.00	5,640.00	1,244.97	0.00	4,395.03	22%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	2,566.83	0.00	2,433.17	51%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	387.00	0.00	1,113.00	26%
1016200	500580	TRAVEL	3,500.00	3,500.00	203.02	0.00	3,296.98	6%
1016200	500601	OFFICE SUPPLIES	8,000.00	8,000.00	3,317.90	0.00	4,682.10	41%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	1,707.13	0.00	10,292.87	14%
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	8,334.94	0.00	14,353.06	37%

101 GENERAL FUND FY24

AS OF

11/2/2023

1016200	500643	JANITORIAL SUPPLIES	4,800.00	4,800.00	1,572.77	0.00	3,227.23	33%
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	183,340.00	183,340.00	65,219.06	50,400.27	67,720.67	36%
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	0.00	0.00	420.00	0%
1016200	500675	SMALL FURNISHINGS	5,500.00	5,500.00	0.00	0.00	5,500.00	0%
1016200	500680	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	
1016200	500710	TELEPHONE	17,411.00	17,411.00	3,624.16	0.00	13,786.84	21%
1016200	500712	POWER	23,000.00	23,000.00	9,749.93	0.00	13,250.07	42%
1016200	500713	HEATING	10,730.00	10,730.00	317.14	0.00	10,412.86	3%
1016200	500950	ISC: FLEET MANAGEMENT	2,196.00	2,196.00	1,098.00	0.00	1,098.00	50%
1016200	502450	CASH SHORT/OVER	0.00	0.00	5.05	0.00	-5.05	
1016200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	
1016200	507745	POOL SLIDE REFURBISHING	0.00	0.00	0.00	0.00	0.00	
1016200	500241	CITY HSA CONTRIBUTION	9,531.00	9,531.00	3,070.38	0.00	6,460.62	32%
1016200	507760	CAP OUTLAY-LEASES	0.00	0.00	0.00	0.00	0.00	
1016200	509110	LEASE INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00	
1016200	508110	LEASE PRINCIPAL	0.00	0.00	0.00	0.00	0.00	
		TOTALS	2,033,170.00	2,033,170.00	504,769.98	79,066.27	1,449,333.75	25%

230 GIFT FUND FY24

AS OF 11/2/2023

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2306200	500102	HOURLY/SEASONAL	0.00	0.00	0.00	0.00	0.00	
2306200	500111	OVERTIME	0.00	0.00	0.00	0.00	0.00	
2306200	500125	TEMPORARY STAFFING	0.00	0.00	0.00	0.00	0.00	
2306200	500225	MEDICARE	0.00	0.00	0.00	0.00	0.00	
2306200	500250	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00	
2306200	500309	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	
2306200	500570	CC DOWNTOWN FLOWERS	0.00	0.00	0.00	0.00	0.00	
2306200	500571	FACILITY FFE NON-CAPITAL	0.00	0.00	0.00	0.00	0.00	
2306200	500573	FACILITY FF FRIENDS NON-CAP	0.00	0.00	0.00	0.00	0.00	
2306200	500580	TRAVEL	0.00	0.00	0.00	0.00	0.00	
2306200	500618	COMMUNITY PROGRAMMING	1,000.00	1,000.00	355.94	0.00	644.06	36%
2306200	500623	COLLECTION - FOL	1,000.00	1,000.00	20,500.00	19,384.72	-38,884.72	2050%
2306200	500625	OPERATING SUPPLIES	1,000.00	1,000.00	128.73	0.00	871.27	13%
2306200	500630	CUSTODIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	500631	YOUTH PROGRAMMING	0.00	0.00	0.00	0.00	0.00	
2306200	500632	NATIONAL LIBRARY WEEK	0.00	0.00	0.00	0.00	0.00	
2306200	500635	NOD \$5 INDIGENT LEGAL SERVICE	0.00	0.00	0.00	0.00	0.00	
2306200	500636	LABORATORY EXPENSES	0.00	0.00	0.00	0.00	0.00	
2306200	500639	MOBILE MAKERSPACE - MATCH	0.00	0.00	0.00	0.00	0.00	
2306200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2,500.00	2,500.00	68.85	5,427.72	-2,996.57	3%
2306200	500685	OPERATING HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	
2306200	500699	UNDESIGNATED AMOUNTS	0.00	0.00	0.00	0.00	0.00	
2306200	501225	GRANT - OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	501475	SUMMER LEARNING PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
2306200	502450	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	
2306200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	
2306200	593000	UNRESERVED FUND BALANCE	5,000.00	5,000.00	1,056.42	0.00	3,943.58	21%
2306200	501240	CAPITAL CITY READS	500.00	500.00	0.00	2,326.17	-1,826.17	0%
2306200	501241	DIGITAL COLLECTION	250.00	250.00	0.00	0.00	250.00	0%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	250.00	0.00	0.00	250.00	0%
		TOTALS	12,500.00	12,500.00	22,109.94	27,138.61	-36,748.55	177%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: November 9, 2023



**Carson City
Library**

Staffing Updates:

- Circulation Supervisor position has been filled. Sara Martel was promoted from Senior Library Assistant to Circulation Supervisor.
- 1 Senior Library Assistant position is now open.
- Second round of Library Clerk position interviews are still pending.
- 1 Unclassified position is still unfilled.

Programming and Outreach Events

- Thursday, November 16, 2023 - National Button Day, Button Craft - 1pm-2:30 pm.
- Thursday, November 30, 2023 - National Mason Jar Day - Winter in a Jar Craft - 1 pm-2:30 pm.

**Special themed Storytimes include:*

- Wednesday, November 1, 2023 - Day of the Dead
 - Wednesday, November 15, 2023 - National Recycling Day
 - Tuesday, November 21, 2023 - World Hello Day
 - Turkey Storytimes for Thanksgiving Week.
- BOOnanza was a huge success on October 26, 2023. Approx. **2600** people visited the Library tent!

