

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

Day: Thursday
Date: August 8, 2024
Time: Beginning at 5:30 pm
Location: Community Center, Robert 'Bob' Crowell Board Room
851 E. William St.
Carson City, NV 89701

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.

NOTICE TO PUBLIC:

The public may provide public comment in advance of a meeting by written submission to the following email address: jholt@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.

Notice to persons with disabilities: Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. 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.

Agenda Management Notice: 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 (July 11, 2024).

III.a FOR POSSIBLE ACTION – Approval of minutes of previous meetings (July 11, 2024).

[Click Here for Staff Report](#)

IV. FOR POSSIBLE ACTION – Library Board of Trustees Business

IV.a FOR POSSIBLE ACTION - Discussion and possible action regarding the election of a Chair and a Vice-Chair of the Library Board of Trustees for the 2025 fiscal year. Staff Summary: Article III of the Library Bylaws require that, during the first regular meeting of the fiscal year, the Library Board of Trustees elect a Chair and a Vice-Chair for that fiscal year.

[Click Here for Staff Report](#)

V. INFORMATION ONLY - Library Director administrative reports

V.a INFORMATION ONLY: Presentation of administrative reports of Library Director concerning general fund, gift fund, grants, staffing updates, programming and outreach events for August 2024, and updates on Carson City Library administrative activities since the previous reports.

[Click Here for Staff Report](#)

VI. INFORMATION ONLY - Board Members’™ announcements & request for information.

VII. 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.

VIII. 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-notices> Nevada Public Notice Website:
notice.nv.gov.



STAFF REPORT

Report To:

Meeting Date: August 8, 2024

Staff Contact:

Agenda Title: FOR POSSIBLE ACTION – Approval of minutes of previous meetings (July 11, 2024).

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):

[07-11-2024 Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
July 11, 2024 Regular Meeting
Page 1**

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, July 11, 2024 in the Carson City Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada 89701.

PRESENT: Chairperson Sarena Nichols
Trustee Deborah Case
Trustee Beth Lucas

STAFF: Mihaela Neagos, Deputy District Attorney
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 <https://www.carson.org/government/city-meetings>.

I. CALL TO ORDER - ROLL CALL

(5:32:02) – Chairperson Nichols called the meeting to order at 5:32 p.m. Roll was called; a quorum was present. Vice Chair Olivas and Trustee Markle were absent from this meeting.

II. PUBLIC COMMENT

(5:33:06) – Chairperson Nichols entertained public comments; however, none were forthcoming.

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

III.a. FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (June 13, 2024)

(5:34:00) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

(5:34:08) – Trustee Lucas inquired about the motion on the item since only she and Chair Nichols were present at the June 13, 2024 meeting. Ms. Neagos clarified that only a simple majority, two out of three votes, was required for the motion to pass. She reminded Trustees that even if they miss a meeting, they can still vote on the approval of the minutes from the previous meeting if they had reviewed the meeting online.

(5:36:06) – **MOTION: Trustee Lucas moved to approve the June 13, 2024 meeting minutes as presented. Chairperson Nichols seconded the motion. The motion carried 2-0-1 with Trustee Case abstaining, as she was absent during the June 13, 2024 meeting.**

IV. FOR POSSIBLE ACTION - LIBRARY BOARD OF TRUSTEES BUSINESS

None.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
July 11, 2024 Regular Meeting
Page 2**

V. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

V.a. DISCUSSION AND PRESENTATION OF ADMINISTRATIVE REPORTS OF LIBRARY DIRECTOR CONCERNING GENERAL FUND, GIFT FUND, GRANTS, STAFFING UPDATES, PROGRAMMING AND OUTREACH EVENTS FOR JULY 2024, AND UPDATES ON CARSON CITY LIBRARY ADMINISTRATIVE ACTIVITIES SINCE THE PREVIOUS REPORTS.

(5:37:42) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report, General Fund Report, and Gift Fund Report, all of which are incorporated into the record, and responded to clarifying questions.

(5:38:29) – Ms. Holt noted that the Nevada Library Cooperative Contract was approved for the next four years, adding that the contract covered shared costs for the Library’s integrative system. She mentioned that the Library was looking to obtain a phone notification system and purchase a streaming service called Hoopla.

(5:41:17) – Ms. Holt responded to clarifying questions regarding the General Fund, noting that she estimated the Library would be approximately 20 percent under budget for fiscal year 2024-2025. She provided the Director’s Report, which is incorporated into the record, and referenced the Monthly Circulation Count, which is incorporated into the record.

(5:48:52) – In response to Chairperson Nichols’ question, Ms. Holt confirmed that the Monthly Circulation Count included the number of physical materials checked out. Trustee Lucas noted a decrease in circulation numbers despite the start of summer vacation and Ms. Holt said the Library would likely see a spike in the numbers with the Summer Reading Program.

(5:50:07) – Chairperson Nichols suggested including specific information in the Monthly Circulation Count. She emphasized the importance of updating patrons on the Library activities “beyond the fun things.” Ms. Holt agreed to implement more information into the reports.

(5:51:03) – Ms. Holt referenced the Door Count, which is incorporated into the record, and noted that there were two columns of counts to account for patrons entering and leaving the Library. She added that the Library was averaging over 10,000 visitors per month, which amounts to approximately 330 people a day. Chairperson Nichols expressed appreciation for the Door Count report and the high traffic.

(5:52:11) – In response to Chair Nichols, Ms. Holt provided an overview on the Escape Room event scheduled for July 13, 2024, noting that the theme was clock-related. Additionally, Ms. Holt mentioned that the Summer Reading Program Wrap-up Party would include a tie-dye activity. In response to Ms. Holt, Trustee Lucas recommended that the Door Count be provided quarterly instead of monthly. Ms. Holt asked what other statistics Trustees would like to see and Chair Nichols requested a detailed overview on which books and genres patrons were checking out.

(5:57:09) – In response to Trustee Lucas’ question on the Senior Workforce Development Professional position associated with the Governor’s Office of Economic Development (GOED), Ms. Holt noted that the job listing for

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
July 11, 2024 Regular Meeting
Page 3**

the position could not be posted until the City received the funds.

(5:58:17) – Trustee Case inquired about the decrease in minutes read through the Summer Reading Program. Ms. Holt explained that participants often forget to log their minutes, and Staff were looking to increase reminders. She added that the Library was behind on the number of minutes read this year compared to last year's numbers. In response to Trustee Case, Ms. Holt clarified that Staff identifies and analyzes areas for improvement at the end of each program.

VI. INFORMATION ONLY - BOARD MEMBER ANNOUNCEMENTS & REQUESTS FOR INFORMATION

(6:02:44) – Chairperson Nichols introduced the item and entertained announcements and requests for information from Trustees. Ms. Holt responded to clarifying questions regarding the annual election of a Chair and Vice Chair of the Library Board of Trustees. Discussion ensued regarding how Trustees could support the Library.

VII. PUBLIC COMMENT

(6:08:30) – Chairperson Nichols entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(6:08:53) – Chairperson Nichols adjourned the meeting at 6:08 p.m.

The Minutes of the July 11, 2024 Carson City Library Board of Trustees meeting are so approved this 8th day of August 2024.



STAFF REPORT

Report To:

Meeting Date: August 8, 2024

Staff Contact:

Agenda Title: FOR POSSIBLE ACTION - Discussion and possible action regarding the election of a Chair and a Vice-Chair of the Library Board of Trustees for the 2025 fiscal year. Staff Summary: Article III of the Library Bylaws require that, during the first regular meeting of the fiscal year, the Library Board of Trustees elect a Chair and a Vice-Chair for that fiscal year.

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

Proposed Motion

I move to nominate _____ for Chair and _____ for Vice-Chair of the Library Board of Trustees.

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):

[Carson_City_Library_Board_Bylaws_April_2021.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

Carson City Library Board Bylaws

Carson City Library
900 N. Roop Street
Carson City, NV 89701

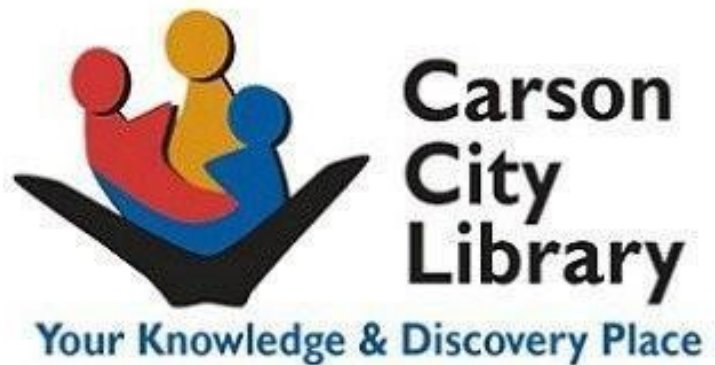
Phone: 775-887-2244

Fax: 775-887-2273

www.carsoncitylibrary.org

revised: April 2021

approved: June 22, 2021



Bylaws of the Carson City Library Board of Trustees

Article I – Name & Authorization

This organization shall be called “The Board of Trustees of the Carson City Library,” existing by virtue of the provision of Chapter 379 of the Nevada Revised Statutes and exercising the powers and authority and assuming the responsibilities delegated to it under [NRS 379.025](#), as may be amended.

Article II – Purpose

The purpose of the Board of Trustees of the Carson City Library (“Board”) is to represent the Carson City Library (“Library”) both to the people and to the governing officials, and to provide the people and the governing officials a well-run library.

Article III – Officers

Board officers shall be as follows: Chairperson and Vice Chairperson, who shall be elected from the Trustees at the first regular board meeting of the fiscal year, serve a term of one year in such office, and may be reelected in subsequent years.

Should either office be vacated, the Board shall elect a new officer at the next meeting.

The Board Chairperson shall preside at all meetings, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the Chairperson, the Vice Chairperson shall perform all duties authorized for the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the Trustees in attendance will appoint a Board member as the presiding officer for the meeting as needed.

The Library Director shall act as executive secretary to the Board. The secretary shall keep a true and accurate account of all proceedings of the Board meetings; issue notices of all proceeding of the Board meeting; issue notices of all regular meetings and, on the authorization of the Chairperson, of all special meetings; and have custody of the minutes and the other records of the Board.

Article IV – Terms, Vacancies, Etc.

Section 1. – Term of Office – Each Trustee's term of office shall be four years.

No Trustee shall serve more than two full consecutive terms. If a Trustee is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. (NRS 379.020)

Each vacancy occurring on the Board will be filled through the following procedure:

- 1) Carson City Personnel Department will be advised of each vacancy occurring on the Board; will advertise for qualified applicants; and will forward applications of all qualified persons to the Carson City Board of Supervisors.
- 2) Carson City Board of Supervisors will select, by vote, one applicant for each vacancy and forward the selection to the Board.

Section 2. – Disqualifications, Vacancies – When any Trustee fails, without cause, to attend three consecutive regular meetings of the Board, or at least half of the regular scheduled meetings in any given fiscal year, it shall be the duty of the Chairperson to notify the appointing officials.

Article V – Meetings

All meetings of the Board shall comply with the provisions of the Nevada Open Meeting Law.

Section 1. Annual Meeting – An annual meeting shall be the first meeting of the fiscal year for election and appointment of officers.

Section 2. Special Meetings – Special meetings may be called by the Chairperson or upon the written request of three Trustees for the transaction of business stated in the call for the meeting.

Section 3. Quorum – A quorum for transaction of business shall consist of a simple majority of the Board.

Section 4. Order of Business – The order of business at regular meetings shall comply with the provisions of the Nevada Open Meeting Law.

Section 5. Parliamentary Authority – Robert's Rules of Order – Henry Martyn Robert, Hachette Book Group, 12th edition, 2020, shall govern the parliamentary procedure of the meetings.

Article VI – Library Director

The Library Director shall be appointed by the Board and is the Board's executive officer and shall have charge of administration of the Library. The Library Director shall be responsible for employing and directing the staff, for appointing a recorder to attend Board meetings and act as recording secretary, for selecting Library materials, for the care of the buildings and equipment, for the efficiency of the Library's service to the public, and for operating the Library under the financial conditions set forth in the annual budget. The Library Director or a designee shall attend all Board meetings.

Article VII – Duties of the Board

1. Set, appoint and evaluate the professional performance of the Library Director. (NRS 379.025)
2. Determine the policy of the Library to allow development of the highest possible degree of operating efficiency in the Library.
3. Submit the annual budget and work to secure adequate funds to finance the requested Library services.
4. Through the Library Director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they met the requirements of the total Library program.
5. Study and support legislation which will bring about the greatest good to the Library.
6. Cooperate with other public officials and boards to promote the services of the Library and participate in maintaining vital public relations.
7. Perform other duties as set forth under NRS 379.025, as may be amended.

Article VIII – Amendments

These bylaws may be amended by a simple majority of the Board, provided the amendment was stated in the agenda for the meeting.



STAFF REPORT

Report To:

Meeting Date: August 8, 2024

Staff Contact:

Agenda Title: INFORMATION ONLY: Presentation of administrative reports of Library Director concerning general fund, gift fund, grants, staffing updates, programming and outreach events for August 2024, 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_AUGUST_2024.pdf](#)

[230 GIFT FUND REPORT_AUGUST_2024.pdf](#)

[Library Director Report_08022024.pdf](#)

[Circulation Stats by Collection_List_July 2023 & July 2024.pdf](#)

[Board Report_Circulation Statistics_Graph_July 2023 & July 2024.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

101 GENERAL FUND FY25**AS OF****8/2/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,017,942.00	1,017,942.00	56,596.44	0.00	961,345.56	6%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	4,583.85	0.00	55,416.15	8%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	4,247.52	0.00	-4,247.52	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	0.00	0.00	0.00	
1016200	500114	F L S A	0.00	0.00	0.00	0.00	0.00	
1016200	500116	HOLIDAY PAY	0.00	0.00	325.68	0.00	-325.68	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	224.82	0.00	36,775.18	1%
1016200	500225	MEDICARE	15,544.00	15,544.00	947.86	0.00	14,596.14	6%
1016200	500230	RETIREMENT	298,361.00	298,361.00	16,274.35	0.00	282,086.65	5%
1016200	500240	GROUP INSURANCE	132,964.00	132,964.00	6,850.67	0.00	126,113.33	5%
1016200	500250	WORKERS' COMPENSATION	31,418.00	31,418.00	2,970.41	0.00	28,447.59	9%
1016200	500260	EDUCATION INCENTIVE	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
1016200	500271	PHONE ALLOWANCE	960.00	960.00	80.00	0.00	880.00	8%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	1,229.34	0.00	18,770.66	6%
1016200	500330	TRAINING	8,000.00	8,000.00	0.00	0.00	8,000.00	0%
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	29,211.02	0.00	48,779.98	37%
1016200	500430	EQUIPMENT REPAIR & MAINT	890.00	890.00	200.00	0.00	690.00	22%
1016200	500433	SOFTWARE MAINTENANCE COST	36,073.00	36,073.00	21,962.80	0.00	14,110.20	61%
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	250.00	0.00	5,390.00	4%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	431.74	0.00	1,068.26	29%
1016200	500580	TRAVEL	3,500.00	3,500.00	0.00	0.00	3,500.00	0%
1016200	500601	OFFICE SUPPLIES	8,000.00	8,000.00	1,029.23	0.00	6,970.77	13%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	152.97	0.00	11,847.03	1%

101 GENERAL FUND FY25**AS OF****8/2/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	1,088.63	0.00	21,599.37	5%
1016200	500643	JANITORIAL SUPPLIES	4,800.00	4,800.00	1,519.31	0.00	3,280.69	32%
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	183,340.00	183,340.00	41,071.83	0.00	142,268.17	22%
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	907.45	0.00	16,503.55	5%
1016200	500712	POWER	23,000.00	23,000.00	1,082.42	0.00	21,917.58	5%
1016200	500713	HEATING	10,730.00	10,730.00	26.76	0.00	10,703.24	0%
1016200	500950	ISC: FLEET MANAGEMENT	2,304.00	2,304.00	1,152.00	0.00	1,152.00	50%
1016200	502450	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	
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	9,560.00	9,560.00	509.11	0.00	9,050.89	5%
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	2,057,532.00	2,057,532.00	194,926.21	0.00	1,862,605.79	9%

230 GIFT FUND FY25**AS OF****8/2/2024**

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	0.00
2306200	500111	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
2306200	500125	TEMPORARY STAFFING	0.00	0.00	0.00	0.00	0.00	0.00
2306200	500225	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00
2306200	500250	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
2306200	500309	PROFESSIONAL SERVICES	0.00	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	0.00
2306200	500571	FACILITY FFE NON-CAPITAL	0.00	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	0.00
2306200	500580	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
2306200	500618	COMMUNITY PROGRAMMING	1,000.00	1,000.00	85.75	0.00	914.25	8.58
2306200	500623	COLLECTION - FOL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
2306200	500625	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
2306200	500630	CUSTODIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2306200	500631	YOUTH PROGRAMMING	0.00	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	0.00
2306200	500635	NOD \$5 INDIGENT LEGAL SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
2306200	500636	LABORATORY EXPENSES	0.00	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	0.00
2306200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
2306200	500685	OPERATING HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
2306200	500699	UNDESIGNATED AMOUNTS	0.00	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	0.00
2306200	501475	SUMMER LEARNING PROGRAM	1,000.00	1,000.00	212.37	0.00	787.63	21.24
2306200	502450	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00
2306200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00
2306200	593000	UNRESERVED FUND BALANCE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
2306200	501240	CAPITAL CITY READS	500.00	500.00	0.00	0.00	500.00	0.00
2306200	501241	DIGITAL COLLECTION	250.00	250.00	0.00	0.00	250.00	0.00
2306200	501242	SUMMER READING PROGRAM FOL	250.00	250.00	811.89	0.00	-561.89	324.76
	TOTALS		12,500.00	12,500.00	1,110.01	0.00	11,389.99	9%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: August 08, 2024



Staffing Updates:

- Haley Wilson was promoted to Programming and Outreach Coordinator on 07/12/2024.
- New Library Assistant, Joanna Rowley, started on 07/14/2024.
- Haley Swift is no longer with the Library, effective 07/31/2024.
- 1 Library Assistant position is currently posted.
- 3 Senior Library Assistant positions are currently open.
- 1 Collection Development Supervisor position is open.
- 1 Unclassified position is still unfilled.

Programming and Outreach Events

- Saturday, August 3, 2024, 10:15 a.m.-2:00 p.m.: *Time to Escape*: Escape Room.
- Saturday, August 10, 2024, 11:00 a.m. and 1:00 p.m.: *Movies Through the Decades-Pt. 3*.
- Saturday, August 17, 2024, 10:00 a.m.-2:00 p.m.: Summer Reading Challenge Wrap-Up Party.
- Friday, August 23, 2024, 2:30 p.m.: Teen Back-to-School Party.

Other News:

- Summer Reading Challenge is actively underway.

~Total minutes read as of 08/03/2024=**518,103**, which is approx. **64% of our goal** of 800,000 minutes read.

- The Library received the annual donation from the Friends of the Carson City Library. This fiscal year, FY25, the Friends were able to donate \$55,000 to the Carson City Library which will fund reading challenges, various programming and outreach events, digital and print collections expansion, and the Capital City Reads annual community reading event. Many thanks to the Friends, whose generosity affords us the opportunity to best serve our community!



Collection Code	July 2023	July 2024
Audio	253	245
Baker & Taylor Fiction	776	740
Baker & Taylor Non-fiction	97	136
Baker & Taylor Youth Fiction	53	142
Baker & Taylor Youth Non- Fiction	10	53
Biography	70	60
Boardbook	130	71
Digital Equipment	52	84
DVD	77	101
Easy	636	783
Easy Nonfiction	115	146
Fiction	2497	2755
Graphics	162	132
Juvenile Fiction	510	464
Juvenile Graphic Novel	312	317
Juvenile NonFiction	404	342
Juvenile Video	181	253
Large Print	367	289
Nonfiction	1298	1314
Spanish Adult	30	51
Spanish Child	102	78
Video	2009	1860
Young Adult	9	252
Young Adult Graphic Novel	31	29
Young Adult Manga	268	372
Young Reader	253	273
	10702	11342

