

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

Day: Thursday
Date: November 14, 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 (October 10, 2024).

III.a FOR POSSIBLE ACTION – Approval of minutes of previous meetings (October 10, 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 requests for proposals for planning consultants for the Carson City Library 2025-2030 Strategic Plan.

Staff Summary: NRS 379.003 requires every public library in Nevada to develop a master plan, including plans for levels of library services and resources, which must extend 5 years into the future and be made current at least every 2 years. The third and final update to the 2019-2024 Strategic Plan was completed in October 2023, and an annual update was presented by the Library consultant Dr. Fred Steinmann at the Library Board of Trustees ("Board") meeting held December 14, 2023. Staff is requesting input from the Board regarding the proposals submitted by 1) University of Nevada Center for Economic Development ("UCED") and 2) Territory.

[Click Here for Staff Report](#)

V. FOR DISCUSSION ONLY: Discussion and presentation of administrative reports of Library Director.

V.a FOR DISCUSSION ONLY: Discussion and presentation of administrative reports of Library Director concerning general fund, gift fund, grants, staffing updates, programming and outreach events for October 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-notice> Nevada Public Notice Website: notice.nv.gov.



STAFF REPORT

Report To:

Meeting Date: November 14, 2024

Staff Contact:

Agenda Title: FOR POSSIBLE ACTION – Approval of minutes of previous meetings (October 10, 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):

[10-10-2024 Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
October 10, 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, October 10, 2024 in the Carson City Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada 89701.

PRESENT: Chairperson Sarena Nichols
Vice Chair Beth Lucas
Trustee Deborah Case
Trustee Elizabeth Markle
Trustee Jonathon Olivas

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

(5:31:22) – Chairperson Nichols called the meeting to order at 5:31 p.m. Roll was called; a quorum was present.

II. PUBLIC COMMENT

(5:32:09) – 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
(September 12, 2024)**

(5:32:15) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

(5:32:22) – **MOTION:** Trustee Markle moved to approve the September 12, 2024 meeting minutes as presented. Vice Chair Olivas seconded the motion. The motion carried 5-0-0.

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 OCTOBER 2024, AND UPDATES ON CARSON CITY LIBRARY ADMINISTRATIVE ACTIVITIES SINCE THE PREVIOUS REPORTS.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
October 10, 2024 Regular Meeting
Page 2**

(5:32:46) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. She provided an update on the Governor’s Office of Economic Development (GOED) Workforce Development Program Grant.

(5:34:52) – Ms. Holt provided the Library Director’s Report, which is incorporated into the record. Ms. Holt responded to clarifying questions regarding the Gift Fund and event attendees.

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

(5:50:44) – Chairperson Nichols introduced the item. She entertained board member announcements and requests for information.

(5:51:10) – Chairperson Nichols commented that she looked forward to receiving quotes from the various strategic planning consultants. Ms. Holt suggested selecting a consultant by November 2024, noting that she would reach out to Trustees individually once all proposals had been submitted.

(5:53:00) – In response to Trustee Case, Ms. Holt stated that the Library’s current strategic plan could be found on the Library’s website under “About Us.”

(5:53:53) – Ms. Holt announced that she had joined the Carson City Chamber of Commerce Leadership Institute Class of 2025.

VII. PUBLIC COMMENT

(5:43:33) – Chairperson Nichols entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(5:54:56) – Chairperson Nichols adjourned the meeting at 5:54 p.m.

The Minutes of the October 10, 2024 Carson City Library Board of Trustees meeting are so approved this 14th day of November 2024.



STAFF REPORT

Report To:

Meeting Date: November 14, 2024

Staff Contact:

Agenda Title: FOR POSSIBLE ACTION: Discussion and possible action regarding requests for proposals for planning consultants for the Carson City Library 2025-2030 Strategic Plan.

Staff Summary: NRS 379.003 requires every public library in Nevada to develop a master plan, including plans for levels of library services and resources, which must extend 5 years into the future and be made current at least every 2 years. The third and final update to the 2019-2024 Strategic Plan was completed in October 2023, and an annual update was presented by the Library consultant Dr. Fred Steinmann at the Library Board of Trustees ("Board") meeting held December 14, 2023. Staff is requesting input from the Board regarding the proposals submitted by 1) University of Nevada Center for Economic Development ("UCED") and 2) Territory.

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

Proposed Motion

I move to approve the proposal submitted by _____.

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):

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



University of Nevada, Reno
Center for Economic Development

The College of Business
University of Nevada, Reno
Mail Stop 204
Reno, NV 89557
Phone: 775.784.1931
Fax: 775.784.4082

<http://www.unr.edu/business/research-and-outreach/uced>

Carson City Library Strategic Planning Services

A Proposal by the University Center for Economic Development

October 15, 2018

Prepared by: Frederick Steinmann, DPPD
Phone: 775.784.1655
Email: fred@unr.edu

PROJECT PROPOSAL

SECTION 1: PROPOSAL INTRODUCTION

Title:	Carson City Library Strategic Planning Services
Primary Investigator:	Dr. Frederick Steinmann, University Center for Economic Development
Duration:	November 2018 (Start) through March 2019 (End)
Amount Requested:	\$12,000

SECTION 2: BACKGROUND

Overview

In October 2018, faculty from the University Center for Economic Development, part of the College of Business at the University of Nevada, Reno, were provided a copy of a Request for Proposal (RFP) for strategic planning services for a new five-year strategic plan for the Carson City Library. This University Center for Economic Development proposal outlines the Center's response to the Carson City Library's Strategic Planning Services Request for Proposal.

Current Carson City Library Strategic Plan, 2014 through 2019

The current Carson City Library strategic plan, "Level Up (!) 2014 – 2019, a Strategic Plan for Learning", consists of a brief introduction, the Library's mission, vision, and values, an executive summary, and three areas of strategic focus which includes an overview of the strategic plan's goals and objectives for the five year strategic planning horizon. A series of priority action items are also identified in the current Carson City Library strategic plan for 2014 through 2019.

- **Mission:** As a center for knowledge and discovery the Carson City Library will inspire learning, facilitate connection and create opportunity for our community.
- **Vision:** The Carson City Library...is an essential community resource which supports community schools, life-long learning, literacy and digital literacy; provides essential technology tools and training to help citizens gain and sharpen marketable skills; recognizes community challenges and opportunities and responds nimbly with creativity and an entrepreneurial spirit; is a place for everyone to access cultural and civic life; is customer focused; grows its most valuable resources: a passionate and dedicated staff.

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- Values: We embrace the opportunity to provide resources to everyone; we are community and as such welcome ways to meet, exchange ideas, and participate; we are accountable to the public as trusted servants; we collaborate and as such welcome partnerships throughout the community; we respect and honor diversity, different points of view and the right to privacy and confidentiality; we guide learning and literacy in all forms.
 - Strategic Goals:
 - Goal No. 1: The Carson City Library will inspire learning.
 - Goal No. 2: the Carson City Library will facilitate connection.
 - Goal No. 3: The Carson City Library will create opportunity.
 - Priority Areas:
 - Infrastructure (Eight separate objectives)
 - Programming (Fifteen separate objectives)
 - Staffing (Nine separate objectives)
 - Space (Nine separate objectives)
 - Collaboration (Ten separate objectives)

Outlined in further detail in the following sections of this University Center for Economic Development proposal, faculty from the University Center for Economic Development will facilitate a comprehensive environmental assessment and evaluation of the Carson City Library's external and internal environment and a comprehensive assessment and evaluation of each element of the Carson City Library's current strategic plan for 2014 through 2019. The environmental assessment and evaluation will be completed using a comprehensive strategic planning curriculum developed by University Center for Economic Development faculty, a series of public strategic planning workshops, and a variety of data collection and analysis tools used by University Center for Economic Development faculty for past successfully completed strategic planning projects.

Once the environmental assessment and evaluation has been completed, the University Center for Economic Development will facilitate a number of additional strategic planning workshops designed to develop a new set of **strategic core values**, a **strategic mission**, a **strategic vision**, a **set of strategic goals and objectives**, and a set of **implementation and evaluation metrics** for a five year strategic planning horizon for the period between 2019 and 2024. Additional public workshops with key stakeholders will be held once a draft set of strategic core values, the

strategic mission and vision statement, strategic goals and objectives, and implementation and evaluation metrics are developed. A series of University Center for Economic Development technical reports, summarizing key findings made during the strategic planning process, will be produced and provided to the Carson City Library and key stakeholders during the strategic planning process.

SECTION 3: PROPOSAL OVERVIEW

The Carson City Library's Strategic Planning Services Request for Proposal is divided into six numbered individual tasks and one unnumbered task, including:

- Task 1, (Methodology) Facilitate the strategic planning process using methods effective for public libraries.
- Task 2, (Environmental Scan) Review existing data and data scans prepared by the Library Management team and information from staff planning sessions. Coordinate data and information to include the Library Board of Trustees as a basis to identify library needs as well as ways to increase library usage and cardholder registration especially to engage traditionally unserved or underserved residents: Community input is a key component of this planning process and may include: (1) focus groups/individual interviews/community meetings, (2) surveys – online or hard copy, (3) in-person and/or phone interviews, and (4) other methods as identified by the consultant and the library.
- Task 3, (Public Workshops) Facilitate a minimum of 6 (preferably more) planning meetings and input sessions, which may include public and Library Board sessions.
- Task 4, (Evaluation of the Current Strategic Plan) Review the current mission statement and make revisions as required and refine core values.
- Task 5, (Development of New Priority Areas and a New Strategic Plan) Identify service priorities, goals, objectives, and key results based on community need, opportunities and urgent issues considering unserved and underserved populations and economic and workforce development. Preferably in the OKR (objectives and key results) framework.
- Task 6, (Development of a New Strategic Plan, Deliverables) Write and present a draft strategic plan that will be communicated to the library's stakeholders. The final deliverables shall be a technical report that includes: (1) an up-to-date community profile and identification of community markets, (2) an assessment of the library's environment, including evaluation of strengths/weaknesses/opportunity/threats, quality of services, reputation, management, and budget, etc., (3) specification of the vision, values, and priorities of the organization, (4) clearly defined goals, and objectives that are measurable and for which the library will be accountable, and key results/tactics to reach these objectives. Preferably in the OKR (objectives and key results) framework.

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- Task 7, (Timeframe) Project Timeline: It is anticipated that the project can begin in November 2018 and be fully completed by the end of March 2019.

The following University Center for Economic Development proposal outlines the Center's participation and approach to completing each one of these eight individual tasks.

Proposed Approach for Task 1, Methodology

The University Center for Economic Development has considerable experience with strategic planning for public-sector and non-profit private sector organizations located throughout Nevada. Recently, faculty from the University Center for Economic Development completed a comprehensive organizational strategic plan and strategic communications plan for the City of Fernley, Nevada. Currently, faculty from the University Center for Economic Development are working on separate new five-year organizational strategic plans for the Lyon County Library System and for the government of Lyon County as well as a new five-year organizational strategic plan for the Reno Elks Lodge #597 located in Reno, Nevada. Based on this experience and the incorporation of well used and tested existing strategic planning curriculum, the University Center for Economic Development has developed a comprehensive strategic planning process that can be and has been used for different public-sector, non-profit private-sector, and for-profit private-sector organizations, agencies, entities and firms located throughout the State of Nevada and in other parts of the western United States.

This proprietary strategic planning curriculum emphasizes and incorporates the use of multiple strategic planning workshops and data-driven policy analysis and environmental assessment. The multiple strategic planning workshops, where key stakeholders are encouraged to participate in a number of facilitated exercises, are divided into three separate sessions (each session can be further subdivided into shorter workshops at the request of the organization the strategic plan is being developed for). The first strategic planning workshop focuses solely on completing a comprehensive environmental assessment and an assessment of the organization's current strategic plan. The second strategic planning workshop focuses solely on reviewing the results of the first strategic planning workshop and drafting a set of strategic core values, a strategic mission statement, a strategic vision statement, a set of new strategic goals and objectives, and developing a set of implementation and evaluation metrics. The third strategic planning workshop is dedicated to evaluating the draft strategic plan developed during the second strategic planning workshop.

The University Center for Economic Development is well-known throughout the State of Nevada for its data research and analytical capabilities. The University Center for Economic Development regularly collects and analyzes a number of key socio-demographic and economic variables for the State of Nevada and for each county and municipality/township located throughout the state including, but not limited to, population growth characteristics, population aging characteristics, housing characteristics, income and general economic characteristics, and labor force and employment characteristics. This ongoing socio-demographic and economic data is incorporated into any strategic planning project the University Center for Economic

Development agrees to participate in and complete and is used to complete the environmental assessment of the organization's internal and external environment.

The University Center for Economic Development has considerable past and current experience with the development of surveys and with related data collection and analysis techniques. As needed, faculty from the University Center for Economic Development have incorporated the use of various surveys into past strategic planning projects and is willing and able to work with contracting organizations to develop survey questions and data collection techniques that will add to the completion of the environmental assessment, evaluation of the organization's current strategic plan, and the development of the organization's new strategic plan.

Proposed Approach for Task 2, Environmental Scan

As part of Task 2, faculty from the University Center for Economic Development will work with representatives from the Carson City Library to complete a comprehensive environmental scan of the Carson City Library's external and internal environment. This process will involve identifying relative data sets needed in order to complete the environmental assessment including, but not limited to, the aforementioned various key socio-demographic and economic variables listed above that the University Center for Economic Development already collects, library usage and cardholder registration data maintained by the Carson City Library, and other relevant data sets.

A comprehensive data collection and analysis effort will be undertaken and completed. This comprehensive data collection and analysis effort will include multi-year trend analysis at the county and/or local municipal/town level (when possible based upon data availability constraints) for a variety of key socio-demographic and economic variables. Comparison to national and statewide trends will be included in this analysis. University Center for Economic Development faculty will work collaboratively with representatives from the Carson City Library to identify the specific socio-demographic and economic variables that will be analyzed as part of the environmental scan.

As part of the internal organizational environmental scan, faculty from the University Center for Economic Development will incorporate the use of strategic planning workshops, surveys, focus groups/individual interviews/community meetings, and internal organizational documents (i.e. budget documents) to evaluate the current strengths and weaknesses of the organization. A needs assessment will also be developed, again in close collaboration with representatives from the Carson City Library, to identify and quantify the needs of the Carson City Library and its key stakeholders including existing users of the library as well as traditionally unserved or underserved residents.

Proposed Approach for Task 3, Public Workshops

In order to ensure proper community input, the University Center for Economic Development will conduct, at a minimum, four separate strategic planning workshops held in Carson City, Nevada. As mentioned in the previous section of this University Center for Economic

Development proposal, the Center's existing strategic planning curriculum consists of three primary workshops, including (1) completion of the environmental assessment and evaluation of the current strategic plan, (2) development of a draft strategic plan, and (3) review and revision of the draft strategic plan and development of the final strategic plan. For the purposes of this proposal, University Center for Economic Development faculty propose dividing the first general workshop, completion of the environmental assessment and evaluation of the current strategic plan, into two separate workshops. An overview of the various topics and purposes of each workshop are presented here.

- Workshop No. 1: Completion of the Environmental Assessment. The purpose of the first strategic planning workshop will be to complete the environmental assessment of the Carson City Library's external and internal environment. The completed socio-demographic and economic data analysis, as well as the completed analysis of other relevant data sets identified in collaboration between the Carson City Library and the University Center for Economic Development, will be presented during this workshop. University Center for Economic Development will also present an overview of the results of all focus group/individual interviews/community meetings, surveys, in-person and/or phone interviews, and other outreach efforts that will be completed prior to the start of this first workshop. Workshop participants will complete a number of structured small group exercises designed to complete the environmental assessment and complete a comprehensive strengths, weaknesses, opportunities, and threats (SWOT) analysis.
- Workshop No. 2: Review of Workshop No. 1, Review of the Carson City Library's Current Strategic Plan for 2014 through 2019. The purpose of the second strategic planning workshop will be to complete a comprehensive review of the results from Workshop No. 1 and complete a comprehensive evaluation of the Carson City Library's current strategic plan, including an evaluation of the current core values, current mission statement, vision statement, current goals and objectives, and current priority areas and their accompanying objectives. Workshop participants will complete a number of structured small group exercises designed to complete the evaluation of the Carson City Library's current strategic plan.
- Workshop No. 3: Development of a Draft Strategic Plan for 2019 through 2024. The purpose of the third strategic planning workshop will be to complete the development of a draft strategic plan for the Carson City Library for the period of 2019 through 2024; this workshop will include a review of the results from Workshop No. 1 and from Workshop No. 2 as well as a number of facilitated small group exercises designed to draft a set of strategic core values, a strategic mission statement, a strategic vision statement, a set of strategic goals and objectives, and a set of implementation and evaluation metrics for the Carson City Library's new strategic plan.
- Workshop No. 4: Development of a Final Strategic Plan for 2019 through 2024. The purpose of the fourth strategic planning workshop will be to complete the development of a final strategic plan for the Carson City Library for the period of 2019 through 2024. This workshop will include a review of the results from Workshop No. 3 as well as a

number of facilitated small group exercises designed to edit, improve and refine the draft set of strategic core values, the strategic mission statement, the strategic vision statement, the set of strategic goals and objectives, and the set of implementation and evaluation metrics for the Carson City Library's new strategic plan developed during Workshop No. 3.

In addition to these four strategic planning workshops, University Center for Economic Development faculty agree to be part of five separate strategic planning meetings with Carson City Library representatives (including, but not limited to, staff meetings and Carson City Library Board of Trustee meetings). An overview of the various topics and purposes of these strategic planning meetings is presented here.

- Strategic Planning Meeting No. 1: Kick-Off Meeting. Prior to the commencement of any work completed by University Center for Economic Development faculty as part of this project, University Center for Economic Development faculty propose a kick-off meeting with Carson City Library staff and other key representatives. The purpose of this kick-off meeting will be to set dates and locations for each of the four strategic planning workshops outlined above, identify various socio-demographic and economic, internal Carson City Library, and other relevant data sets that University Center for Economic Development faculty will analyze and incorporate into the strategic planning process, and to agree upon a survey (and other needed focus groups/individual interviews/community meetings, in-person and/or phone interviews) that University Center for Economic Development faculty will employ prior to Workshop No. 1.
- Strategic Planning Meeting No. 2: Review of the Results from Workshop No. 1. University Center for Economic Development faculty will present a review of the results from strategic planning Workshop No. 1 to representatives of the Carson City Library. The purpose of this review meeting is to go over the results from Workshop No. 1 and revise those results based upon input received from representatives for the Carson City Library.
- Strategic Planning Meeting No. 3: Review of the Results from Workshop No. 2. University Center for Economic Development faculty will present a review of the results from strategic planning Workshop No. 2 to representatives of the Carson City Library. The purpose of this review meeting is to go over the results from Workshop No. 2 and revise those results based upon input received from representatives for the Carson City Library.
- Strategic Planning Meeting No. 4: Review of the Results from Workshop No. 3. University Center for Economic Development faculty will present a review of the results from strategic planning Workshop No. 3 to representatives of the Carson City Library. The purpose of this review meeting is to go over the results from Workshop No. 3 and revise those results based upon input received from representatives for the Carson City Library.

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- Strategic Planning Meeting No. 5: Presentation of the Final Carson City Library Strategic Plan for 2019 through 2024. University Center for Economic Development faculty will present a final review of the completed Carson City Library Strategic Plan for 2019 through 2024 to Carson City Library representatives (likely a Carson City Library Board of Trustees meeting). This presentation will be based primarily upon the results from strategic planning Workshop No. 4 but will also include an overview of all previous work completed by University Center for Economic Development faculty during this strategic planning process.

Combining the strategic planning workshops and strategic planning meetings, the University Center for Economic Development agrees to facilitate a total of nine strategic planning meetings and input sessions. University Center for Economic Development faculty agree to organize and facilitate four strategic planning workshops (as outlined above) and five strategic planning meetings (again, as outlined above). Additional strategic planning workshops and/or strategic planning meetings can be developed and scheduled but may result in the extension of the initial timeframe (November 2018 through March 2019) and an increase in the estimated and quoted cost of this project as presented below.

Upon completion of the first two strategic planning workshops (Workshop No. 1 and Workshop No. 2) and upon completion of the last two strategic planning workshops (Workshop No. 3 and Workshop No. 4), University Center for Economic Development faculty will complete publication of two University Center for Economic Development technical reports. The first of these two technical reports will be drafted and completed prior to the start of Workshop No. 3 and will contain a comprehensive summary of all work completed and all analysis reviewed during Workshop No. 1 and Workshop No. 2. The second of these two technical reports will be initially drafted after Workshop No. 3 and then revised after Workshop No. 4 and will contain the Carson City Library's new strategic plan for 2019 through 2024. Both completed and final technical reports will be presented to the Carson City Library.

University Center for Economic Development faculty will work closely with representatives from the Carson City Library to advertise each workshop. University Center for Economic Development faculty will be responsible for the registration and notification of workshop participants and will utilize its website, hosted by the University of Nevada, Reno, to publish all materials used for each workshop. The University Center for Economic Development will also assume responsibility for the production of all workshop materials, all workshop supplies, and facility and catering arrangements for each workshop.

Proposed Approach for Task 4, Evaluation of the Current Strategic Plan

The approach that University Center for Economic Development faculty will employ for the completion of this task, ***Evaluation of the Current Strategic Plan***, is outlined in the previous subsection, ***Proposed Approach for Task 3, Public Workshops***. As part of strategic planning Workshop No. 2, University Center for Economic Development faculty will facilitate a number of small group exercises designed to evaluate each element of the Carson City Library's current

strategic plan, including the core values, strategic mission, strategic vision, strategic goals, and the existing priority areas and accompanying objectives.

University Center for Economic Development faculty will also use the proposed survey and needs assessment to collect general information from survey respondents regarding the current Carson City Library strategic plan for 2014 through 2019. The results of this survey work, as well as the results of the facilitated small group exercises completed during the first round of strategic planning workshops, will be included in the first published University Center for Economic Development technical report and reviewed during the facilitated discussion completed during strategic planning Workshop No. 2.

Proposed Approach for Task 5, Development of New Priority Areas and New Strategic Plan

The approach that University Center for Economic Development faculty will employ for completion of this task, ***Development of New Priority Areas and New Strategic Plan***, is outlined in the previous subsection, ***Proposed Approach for Task 3, Public Workshops***. As part of strategic planning Workshop No. 3, University Center for Economic Development faculty will facilitate a number of small group exercises designed to develop a set of draft strategic core values, a draft strategic mission statement, a draft strategic vision statement, a draft set of strategic goals and objectives, and a draft set of implementation and evaluation metrics for the Carson City Library's new strategic plan for the period between 2019 and 2024.

The Objectives and Key Results (OKR) framework is a popular framework used in strategic planning processes that is designed to structure the development, definition and tracking of strategic objectives and their related outcomes. The OKR framework is designed to focus organizational resources on the accomplishment of strategic goals, priority areas, and objectives over the planning horizon (typically, five years) of an existing strategic plan by setting clearly defined and specific goals and a timeline for the achievement of each goal and each goal's component parts. The University Center for Economic Development incorporates the OKR framework into all of its strategic planning efforts and projects using the Stronger Economies Together (SET) curriculum initially developed by the US Department of Agriculture's Rural Development and the Western Rural Development Center. The SET curriculum is a data-driven strategic planning process consisting of eight separate modules. The last four modules of the SET curriculum (Defining Your Regional Vision and Goals, Discovering Assets and Barriers, Planning for Success, and Measuring Success) have been designed using an OKR framework. The SET curriculum serves as the basis of the University Center for Economic Development's current proprietary strategic planning curriculum and approach and University Center for Economic Development faculty will use this approach, modified as necessary in collaboration with representatives from the Carson City Library, to structure each of the four strategic planning workshops outlined above.

As part of strategic planning Workshop No. 4, University Center for Economic Development faculty will facilitate a number of small group exercises designed to edit, improve and refine the draft set of strategic core values, the draft strategic mission statement, the draft strategic vision statement, the draft set of strategic goals and objectives, and the draft set of implementation and

evaluation metrics developed during strategic planning Workshop No. 3. The results of strategic planning Workshop No. 3 and this development of a new strategic plan for the Carson City Library will be included in the second published University Center for Economic Development technical report and reviewed during the facilitated discussion completed during strategic planning Workshop No. 4. All final results will be presented to the Carson City Library during strategic planning Meeting No. 5.

In keeping with the OKR framework, the University Center for Economic Development agrees to facilitate four additional yearly review half-day workshops. Each of these four additional yearly review half-day workshops will occur annually during the five year planning horizon for the strategic plan upon adoption of the strategic plan by the Carson City Library. These half-day workshops will occur in 2020, 2021, 2022 and 2023 and will be scheduled in partnership with representatives from the Carson City Library. The purpose of these yearly review half-day workshops will be to review the progress the Carson City Library has made in regards to implementation of the new strategic plan and set priorities for the coming year. The results of each yearly review half-day workshop will be summarized in a University Center for Economic Development technical memorandum and presented to the Carson City Library. **There is no additional cost for these yearly half-day workshops** and is part of the University Center for Economic Development's continued commitment to building organizational capacity throughout Nevada.

Proposed Approach for Task 6, Development of a New Strategic Plan, Deliverables

As previously alluded to in the previous subsections outlined above, the University Center for Economic Development will produce a number of deliverables, including:

- Development of an Evaluation and Needs Assessment Survey; to be developed in cooperation with representatives from the Carson City Library.
- Completion of Workshop No. 1; to include an agenda and handout packet consisting of slides and additional materials used during the workshop.
- Completion of Workshop No. 2; to include an agenda and handout packet consisting of slides and additional materials used during the workshop.
- Completion of Workshop No. 3; to include an agenda and handout packet consisting of slides and additional materials used during the workshop.
- Completion of Workshop No. 4; to include an agenda and handout packet consisting of slides and additional materials used during the workshop.
- Completion of five strategic planning meetings with Carson City Library staff, Board of Trustees and other stakeholders as requested.

-
- University Center for Economic Development Technical Report No. 1 (Summary of Strategic Planning Workshop No. 1 and Strategic Planning Workshop No. 2); to include a summary of the internal and external environmental assessment, assessment and evaluation of the Carson City Library’s current strategic plan, and results of any and all survey work completed by University Center for Economic Development faculty.
 - University Center for Economic Development Technical Report No. 2 (Summary of Strategic Planning Workshop No. 3 and Strategic Planning Workshop No. 4); to include a summary of the completed Carson City Library Strategic Plan for 2019 through 2024.

All materials, and the deliverables listed in this subsection, will be provided to representatives from the Carson City Library upon their development. Electronic and hard copies of all these materials and deliverables will be provided. University Center for Economic Development faculty will utilize electronic means when possible to distribute these materials and deliverables, including the use of email, the University’s dropbox, and the University Center for Economic Development’s website. Hand delivery or use of the U.S. Postal Service will be used to deliver printed hard copies of all materials and deliverables produced as part of this project.

Proposed Approach for Task 8, Timeline

The University Center for Economic Development stipulates to the timeline as outlined in the Carson City Library’s Strategic Planning Services Request for Proposal with a general start date of November 2018 and a general end date of March 2019.

SECTION 4: PAST RELATED PROJECT EXPERIENCE

The University Center for Economic Development has recently engaged in a number of strategic planning projects in northern Nevada that required University Center for Economic Development faculty and staff to complete analysis of existing socio-demographic, economic, and market conditions and complete numerous public workshops with locally, regionally, and statewide elected and appointed officials, public sector staff, community leaders, business owners, residents and citizens, and property owners. The following is a list of several recent projects the University Center for Economic Development has completed or is currently engaged in:

- ***One Truckee River Management Plan***, 2016 (Keep Truckee Meadows Beautiful): University Center for Economic Development faculty participated as a sub-contractor to CFA, Inc. to complete the ‘Social Issues’ and ‘Financing’ components of the 2016 One Truckee River Management (OTRM) Plan. Largely focused on regional homeless issues, the ‘Social Issues’ component of the 2016 OTRM Plan required University Center for Economic Development faculty and staff to assess the feasibility of developing new supportive and affordable housing in the region. The ‘Financing’ component of the 2016 OTRM Plan required University Center for Economic Development faculty and staff to assess the feasibility of employing various public financing tools, including the use of General Improvement Districts, Special Assessment Districts, and Tax Increment Areas,

in funding parts of the plan. In partnership with the other team members, University Center for Economic Development faculty and staff participated in numerous stakeholder meetings and helped facilitate two community and stakeholder workshops.

Contact: Angela Fuss (Formerly with CFA, Inc.), Planning Group Manager, Lumas & Associates

Phone: 775.827.6111

Email: afuss@LumosInc.com

Total Project Cost: \$19,000.00

Project Duration: Nine Months

Status: Completed

University Faculty/Staff Assigned: Frederick Steinmann (PI), Richard Bartholet (Co-I)

Deliverables:

Steinmann, Frederick A., and Richard Bartholet. *A Summary of Funding and Administrative Issues Pertaining to the 2016 One Truckee River Management Plan*. UCED Technical Report 2015/16-16. April 2016.

Bartholet, Richard, and Frederick A. Steinmann. *A Summary of Social Issues Pertaining to the 2016 One Truckee River Management Plan*. UCED Technical Report 2015/16-20. May 2016.

- ***One Truckee River Management Plan Community Watershed Knowledge Survey***, 2017 (Keep Truckee Meadows Beautiful): As a follow-up to the 2016 One Truckee River Management Plan, the University Center for Economic Development completed a comprehensive regional survey designed to measure community knowledge levels of the Truckee River watershed. University Center for Economic Development faculty and staff facilitated one stakeholder workshop where the preliminary results of the survey were presented and input was received and later incorporated into the final technical report.

Contact: Christi Cakiroglu, Executive Director, Keep Truckee Meadows Beautiful

Phone: 775.851.5185

Email: christi@ktmb.org

Total Project Cost: \$7,000

Project Duration: Four Months

Status: Completed

University Faculty/Staff Assigned: Frederick Steinman (PI), Brian Fogarty (GRA)

Steinmann, Frederick A., and Brian Fogarty. *One Truckee River Community Watershed Knowledge Survey*. UCED Technical Report 2017/18-01. August 2017.

- ***City of Fernley Redevelopment Project***, 2016 – Present (City of Fernley, Nevada): University Center for Economic Development faculty are currently working on a

comprehensive redevelopment plan for the City of Fernley. In addition to drafting the redevelopment plan and owner participation rules, University Center for Economic Development faculty and staff have facilitated six separate community workshops designed to inform the public about the redevelopment process and gather information from property owners, residents, community leaders, and business owners located within the study area. University Center for Economic Development faculty have completed comprehensive assessments of existing socio-demographic, economic, and market conditions for the City of Fernley, Lyon County, and the larger northern Nevada region as part of this project.

Contact: Colleen Unterbrink, Assistant to the City Manager, City of Fernley

Phone: 775.784.9800

Email: crunterbrink@cityoffernley.org

Total Project Cost: \$28,000.00

Project Duration: Twelve Months

Status: Ongoing

University Faculty/Staff Assigned: Frederick Steinmann (PI), Richard Bartholet (Co-I)

Deliverables (to date):

Steinmann, Frederick A. *A Preliminary Financial and Economic Redevelopment Feasibility Study for the City of Fernley, Nevada*. UCED Technical Report 2015/16-07.

Steinmann, Frederick A., Brian Fogarty, Angelo Sisante, Richard Bartholet, and Thomas Harris. *Preliminary Findings of Blight in the Redevelopment Study Area – City of Fernley, Nevada*. UCED Technical Report 2017/18-05. November 2017.

- ***Lyon County Library System Strategic Plan***, 2018 (Lyon County Library System): University Center for Economic Development faculty are currently working on developing a new strategic plan for the Lyon County Library System. As part of this project, University Center for Economic Development faculty and staff have facilitated two organizational and community workshops designed to gather information regarding the strategic plan from internal and external stakeholders, including elected and appointed officials, staff, and members of the community. As part of this project, University Center for Economic Development faculty and staff have completed comprehensive assessments of existing socio-demographic, economic, and market conditions for the individual communities of Dayton, Fernley, Silver Springs, and Yerington, all of Lyon County, and the various counties located throughout northern Nevada including Carson City, Storey County, and Washoe County.

Contact: Amy Geddes, Director, Lyon County Library System

Phone: 775.463.6645

Email: ageddes@lyon-county.org

Total Project Cost: \$2,600.00

Project Duration: Three Months

Status: Ongoing:
University Faculty/Staff Assigned: Frederick Steinmann (PI)

Deliverables:

Steinmann, Frederick A. *A Strategic Plan for the Lyon County Library System for Fiscal Year 2020 through Fiscal Year 2024: Summary Results of Lyon County Strategic Planning Community Workshop No. 1.* UCED Technical Report 2017/18-13. February 2018.

Steinmann, Frederick A., and Jacob Carrico. *A Strategic Plan for the Lyon County Library System for Fiscal Year 2020 through Fiscal Year 2024.* UCED Technical Report 2017/18-20. April 2018.

- ***Lyon County Organizational Strategic Plan***, 2017 – Present (Government of Lyon County): University Center for Economic Development faculty are currently working on developing a new strategic plan for the government of Lyon County. As part of this project, University Center for Economic Development faculty and staff have already facilitated four organizational and community workshops located in different parts of Lyon County. These workshops were designed to gather information regarding the strategic plan from internal and external stakeholders, including elected and appointed officials, staff, and members of the community. As part of this project, University Center for Economic Development faculty and staff have completed comprehensive assessments of existing socio-demographic, economic, and market conditions for the individual communities of Dayton, Fernley, Silver Springs, and Yerington, all of Lyon County, the various counties located throughout northern Nevada including Carson City, Storey County, and Washoe County.

Contact: Jeff Page, Lyon County Manager, Lyon County

Phone: 775.463.6531

Email: jpage@lyon-county.org

Total Project Cost: \$29,000.00

Project Duration: Ten Months

Status: Ongoing

University Faculty/Staff Assigned: Frederick Steinmann (PI), Richard Bartholet (Co-I)

Deliverables (to date):

Steinmann, Frederick A., and Richard Bartholet. *A Strategic Plan for Lyon County for Fiscal Year 2018 through Fiscal Year 2022: Summary Results of Lyon County Strategic Planning Community Workshop No. 1.* UCED Technical Report 2017/18-12. February 2018.

Steinmann, Frederick A., Richard Bartholet, and Jacob Carrico. *A Strategic Plan for Lyon County for Fiscal Year 2018 through Fiscal Year 2022*. UCED Technical Report 2017/18-24. July 2018.

- ***RTC of Washoe County 2040 Regional Transportation Plan***, 2016 (Regional Transportation Commission of Washoe County): As part of the RTC of Washoe County's efforts to draft its 2040 Regional Transportation Plan, faculty from the University Center for Economic Development presented at the RTC's Economic Development Forum on March 8, 2016 and facilitated and hosted a Millennial Forum on the main campus of the University of Nevada, Reno on May 2, 2016.

Contact: Michael Moreno, RTC Public Affairs Administrator, RTC of Washoe County
Phone: 775.348.0400

Email: Mmoreno@rtcwashoe.com

Total Project Cost: \$0.00

Project Duration: Two Months

Status: Completed

University Faculty/Staff Assigned: Frederick Steinmann (PI)

Existing and published University Center for Economic Development technical reports for each one of these completed and ongoing projects can be provided to the Carson City Library Review & Selection Committee upon request.

SECTION 6: BUDGET

Total University Center for Economic Development costs for this proposal are outlined on the second-to-last page of this proposal.

Total salaries, wages and benefits costs, including fringe, is \$7,400. Dr. Frederick Steinmann will serve as the Primary Investigator and one University Center for Economic Development Graduate Research Assistant will be assigned to the project on a part-time basis.

Total operations and travel costs is \$4,600.00. A total of \$700.00 is budgeted for operations and supplies. This line will cover general material costs (pens, paper, post-it notes, flip-chart paper, etc.) for use in the various strategic planning workshops as outlined above. A total of \$500.00 is budgeted for printing including the printing of agendas, handout packets, technical reports, and other materials. A total of \$2,000.00 is budgeted for survey materials, including online hosting, postage, and materials (paper, envelopes, etc.) used specifically for the survey. Hosting and catering for the various strategic planning workshops is budgeted at \$1,200.00. A total of \$200.00 is budgeted for various travel costs, largely associated with required travel for the various strategic planning workshops as outlined above.

PROPOSED BUDGET

SALARIES, WAGES, and BENEFITS:

Dr. Frederick Steinmann	\$ 5,000
UCED/College of Business Graduate Research Assistant	\$ 2,400

TOTAL SALARIES, WAGES, and BENEFITS	\$ 7,400 (Includes Fringe)
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OPERATIONS and TRAVEL (Use in Workshops)

Operations and Supplies	\$ 700
Printing	\$ 500
Survey Materials	\$ 2,000
Hosting and Catering for Community Workshops	\$ 1,200
Travel	\$ 200

TOTAL OPERATIONS and TRAVEL	\$ 4,600
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<u>TOTAL COST</u>	<u>\$ 12,000</u>
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PRIMARY INVESTIGATOR and CO-INVESTIGATOR BIO

Dr. Frederick Steinmann (Primary Investigator): Frederick currently works for the University Center for Economic Development with expertise in strategic planning, redevelopment, land use planning, public policy, and economic development. Frederick has previously worked on several successful strategic planning processes in Nevada and California, including a Comprehensive Economic Development Strategy for Lander County and a Comprehensive Economic Development Strategy for the Walker Basin Restoration Project Area in Lyon and Mineral Counties and a Strategic Plan for the City of Fernley, Nevada for FY 2017 through FY 2021. Previously, Frederick has worked for the City of Reno (NV) Redevelopment Agency, the Nevada Small Business Development Center, and the City of Carson (CA) Business Services Development Department and Carson (CA) Redevelopment Agency. Frederick currently holds a Bachelor's of Science and a Master's of Science in Economics from the University of Nevada, Reno and a Doctorate of Policy, Planning and Development from the University of Southern California.

From: Fred Steinmann <fred@unr.edu>

Sent: Tuesday, October 1, 2024 1:39 PM

To: Joy Holt

Cc: Nathan G Strong

Subject: RE: RE: Carson City Library Strategic Plan

Attachments: Carson City Library Strategic Planning Services - UCED Proposal October 15, 2018.docx

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Hi Joy!

I saw that Nate followed up with you as well but I thought I'd just chime in. I checked my records this morning and the proposal that we submitted (and was approved) for the current/expiring strategic plan we did for the Carson City Library was for \$12,000 (see attached proposal).

I suspect that we'd be in the same range...maybe a little more around \$14,000 to \$15,000 given that our costs have increased a bit over the past few years...for a new five-year strategic plan. Unless you'd like something different, we'd probably propose a very similar approach...with multiple one-on-one and small group interviews, a community survey, workshops, etc.

[REDACTED]
[REDACTED] but I'd certainly be happy to work with you and him in November to develop and submit a proposal with a potential start date of early January.

Let me know if you have any questions about any of this or if you need any additional information.

Thanks and I hope all is well!

Best,

Fred



Strategic Planning

Carson City Library

November 6, 2024

territory

Our Understanding of Your Needs

Carson City Library (“CCL”) recognizes and embraces the changing needs of the patrons it serves as well as internally as an organization. As a result, it’s time to refresh the Library’s Strategic Plan. Through attentive listening and data insight from library stakeholders and the community, CCL seeks to better understand needs and wants for the future ahead.

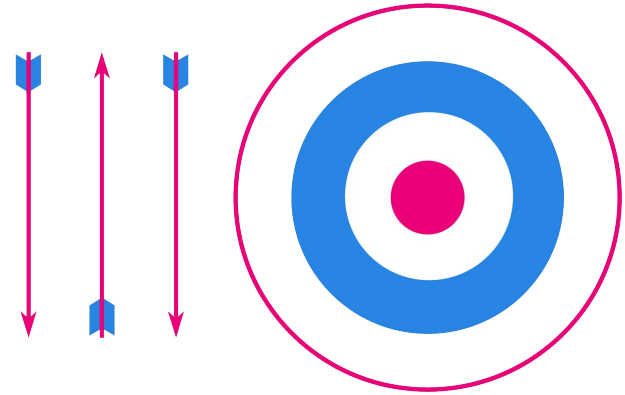
The Library would like to leverage the recent work (the third annual update) with their 2019–2024 Strategic Plan as the starting point to revise a new 2025 edition while maintaining the strong momentum of its four strategic goals and areas of focus.



Goals

Engage, Listen, and Adapt: Refreshing Carson City Library' Strategic Plan

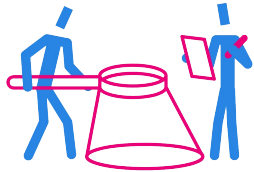
- Refine and update the Strategic Plan for a 2025 rollout
- Foster active stakeholder engagement
- Maintain momentum and continue to empower initiative teams
- Embrace growth and scalability
- Review and assess past SWOT work and revise as seems appropriate



PROPOSED APPROACH

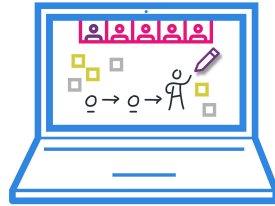


Phases



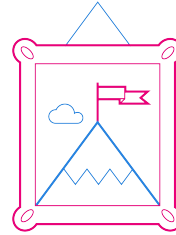
Phase 1: Discover & Plan

Client kick-off meeting, planning and alignment



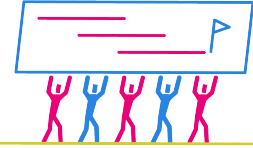
Phase 2: Stakeholder & Community Engagement

Review 2019 Strategic Plan, conduct interviews/focus groups, analyze results



Phase 3: Draft Strategic Plan Design

Facilitate a fun and engaging CCL leadership workshop, draft strategic plan, provide recommendations, guidance



Phase 4: Strategic Plan Delivery

Draft and finalize strategic plan including performance metrics, regular reviews, organizational readiness assessment

Phase One: Discover and Plan

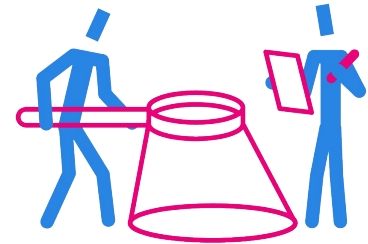
1

Key Activities

- Identify key points of contact for Territory and CCL
- Facilitate project kick-off to review and align on intended engagement outcomes, project plan, and working cadence
- Coordinate with the Library project core team to ensure the process is comprehensive, inclusive and relevant, ensuring engagement with prioritized stakeholders
- Agree on project roles and responsibilities, i.e. align on composition and scheduling for meetings
- Review all relevant documents
- Identify stakeholders: whom to engage in what form throughout the strategic planning and assessment process
- Identify and align on outcomes to incorporate into the strategic plan
- Develop a project plan for each phase of the project, including timeline and approach and planned project meetings with the core team to review progress and deliverables

Outcomes

- Remote kick-off workshop
- Alignment on project roles and responsibilities
- Project plan and timeline



Phase Two: Stakeholder / Community Engagement

2

Key Activities

Background Research

- Review recently revised 2019-2024 Strategic Plan
- Collect and analyze community demographic/segmentation information

Stakeholder / Community Engagement

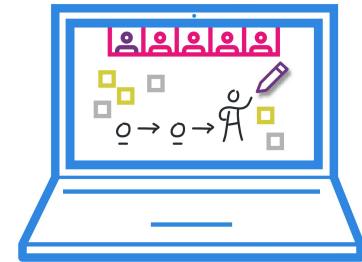
- Conduct up to six (6) 45-minute interviews with key staff and/or community stakeholders
- Explore strategic areas of focus and service priorities for the future
- Summarize findings from interviews

Analysis and Planning

- Draft findings into the Strategic Briefing to inform the facilitated Strategic Planning workshop for CCL staff / team, to be distributed by CCL in advance
- Develop the agenda for the Strategic Planning workshop

Outcomes

- 2019 - 2024 Strategic Plan reviewed
- Desktop research of community demographic/segmentation data
- Interviews with key staff and/or community stakeholders
- Summarized results of interviews
- Development of agenda and briefing doc for the Strategic Planning workshop for CCL staff / team



Phase Three: Draft Strategic Plan Design

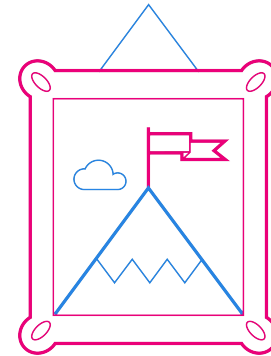
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Key Activities

- Facilitate a fun, interactive, and engaging in person all-day CCL Leadership workshop to explore ambitious, yet attainable, goals to advance the Library's mission, conduct scenario planning, paths to identified outcomes.
- Draft outline for the Strategic Plan, which will be based the existing Plan format focused on Strategic Goals, & associated Key Objectives & Actionable Items
- Identify and align on performance metrics with specific measurements connected to improvement and impact

Outcomes

- All-day CCL Leadership workshop
- Draft outline for the Strategic Plan



Phase Four: Strategic Plan Delivery

4

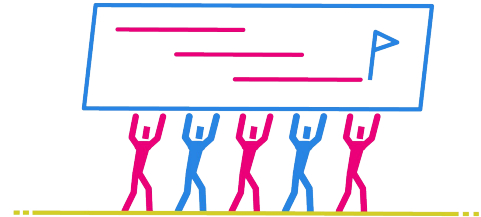
Key Activities

Deliver CCL Strategic Plan, which will:

- be based the existing CCL Strategic Plan format, the new Strategic Plan will be focused on Strategic Goals, & associated Key Objectives & Actionable Items
- include recommendations on operational enhancements and processes to improve performance and efficiency, and
- identify performance metrics with specific measurements connected to improvement and impact

Outcomes

- Delivery of the Final CCL Strategic Plan



BUDGET & ASSUMPTIONS



Budget, Billing Terms, & Contacts

Budget

The cost of the services outlined in this proposal is \$37,771. Without interviews, it is \$34,171.

However, Territory will be offering a special small library rate to provide the same services for \$29,471. The price without the interviews would be \$26,471.

Expenses are not included, such as travel, session materials, and third-party costs.

Billing Terms

Territory will invoice 50% of the total agreed upon work plan upon signature. Subsequent invoicing will be based on milestones. Payment terms are net 30 days from invoice date.



Parker Lee
Managing Partner
parker.lee@territory.co



Matt Morasky
Lead Facilitator
matt.morasky@territory.co



Lisa Russell
VP Operations
lisa.russell@territory.co
+1 513.238.3719

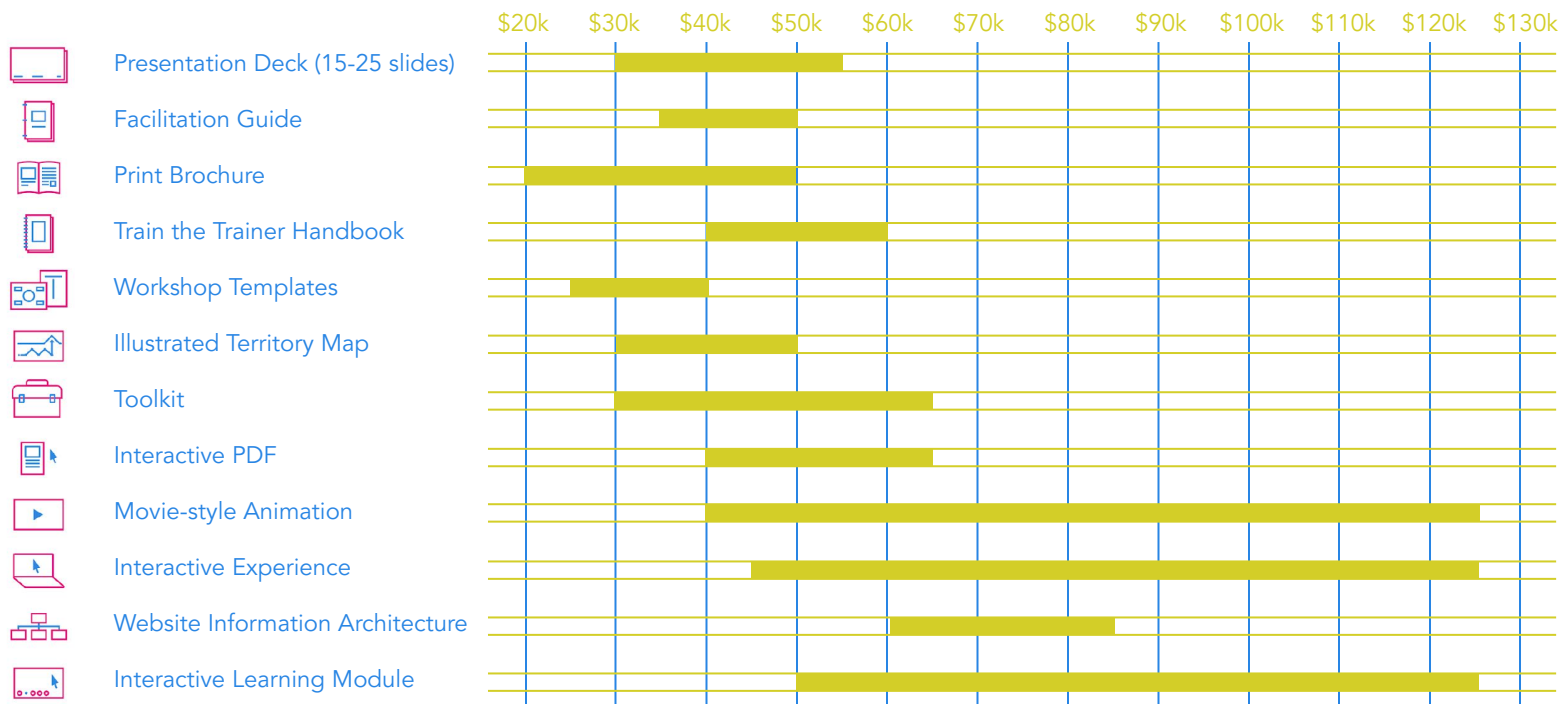
The Fine Print

This proposal is based on the following assumptions. Departure from these may impact the timing of delivery and budget. In such an event, a change order will be submitted for client approval.

Assumptions

- All Carson City Library stakeholders will participate fully in the engagement calls and workshops. Decision-makers will attend milestone review calls or ensure a proxy is empowered to decide on their behalf.
- Third-party expenses, such as travel and printing costs, are not included.
- Client sponsor is responsible for gathering, consolidating, and resolving conflicting feedback from all stakeholders before milestone review calls, then providing approval for each milestone before Territory progresses to the next phase of work.
- In the visual output production, Territory assumes that Carson City Library will provide a final copy for the deliverable. Territory will provide proofreading and light copy editing, but this estimate does not include extensive copy editing or copywriting.
- Additional preparation meetings and work, or production revision cycles beyond what is outlined in this document, will result in a change order of \$3,500 per revision cycle.

Example Fees for Deliverables



*Fee estimates are provided as an example only; deliverable costs will vary based on the nature of the artwork, complexity, number of revisions, etc.

Possible Activation Tools

We create tools that connect your audiences to new ideas, skills and each other.

Plan



Insights Research



Activation Framework & Engagement Plan



Remote Vision Workshop

Create Awareness



Videos



Learning Posters



Brochures / Table Tents



Case Studies / Thought Leadership



Remote Allhands Conference

Educate and Inspire



Presentation
(static, interactive)



Learning Map



Digital Solution Explorer



Experience Microsite



Performance Calculator



Card Decks as
Activation Thought Starters



Group Experiences

Empower



Target Audience Profiles



Assessment Templates



Proposal / Presentation
Builder



Playbook



New Skills Education



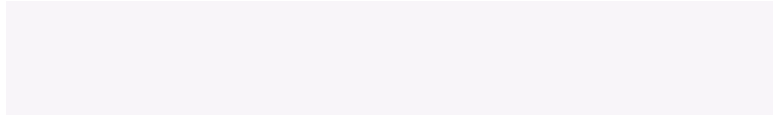
Knowledge Management Portal



eLearning Module

Approval & Authorization

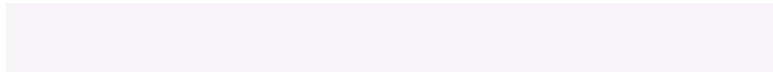
Carson City Library



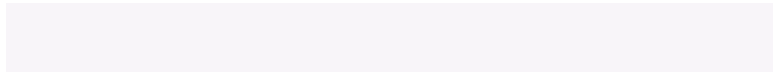
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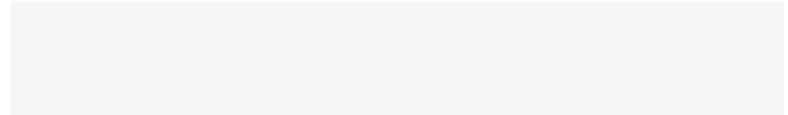


Title



Date

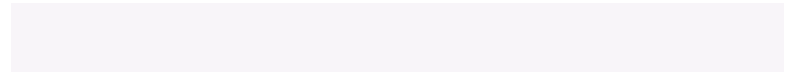
Territory



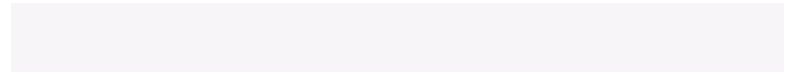
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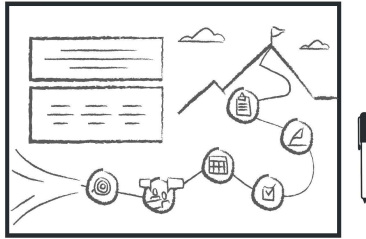
Title



Date

Territory Design Process

The deliverable creation and production process generally follows the outline below, and includes regular touch points for client review and feedback during the concept, design, and production phases.



Concept

Create sketch-level concepts to confirm the essential elements and conceptual layout of the information and basic images. Includes preliminary copy. *Up to 2 revision cycles expected.*



Design

A more detailed, styled design blueprint to define and visualize the communication tool. Final copy is confirmed. *Up to 2 revision cycles expected.*



Refine & Deliver

Finalize design elements as digital illustrations to produce the final visual renders. *Up to 2 revision cycles expected.*

ABOUT US





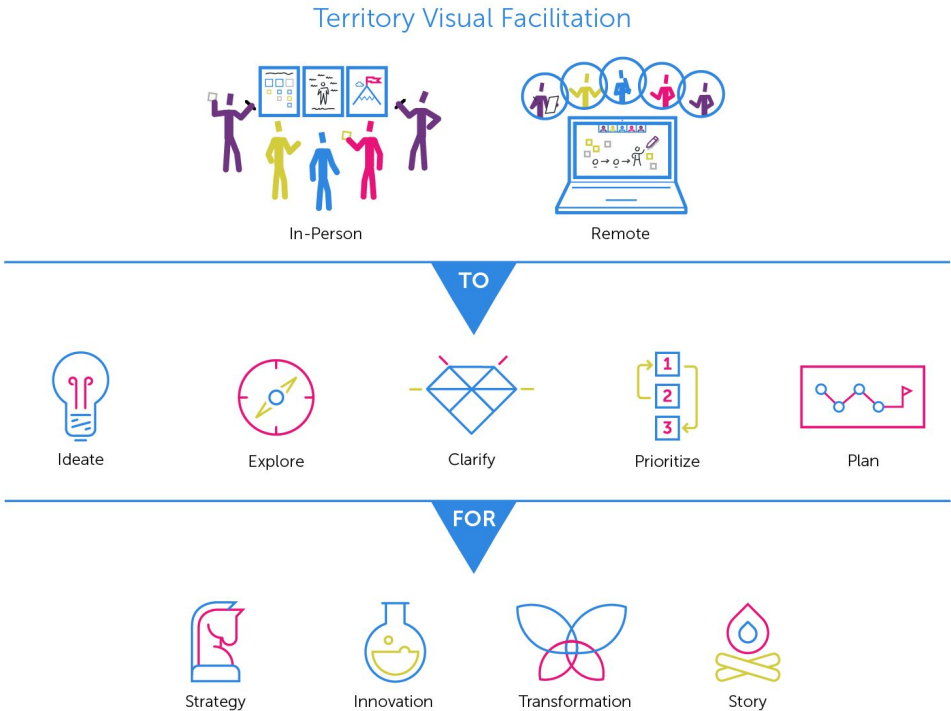
People ask us to solve problems

Our clients choose to partner with us when facing their toughest and most important work because we deliver trust.

Our broad expertise, agile ways of working, and commitment to your success deliver solutions to the problems you face, no matter the type of output.



How we do it



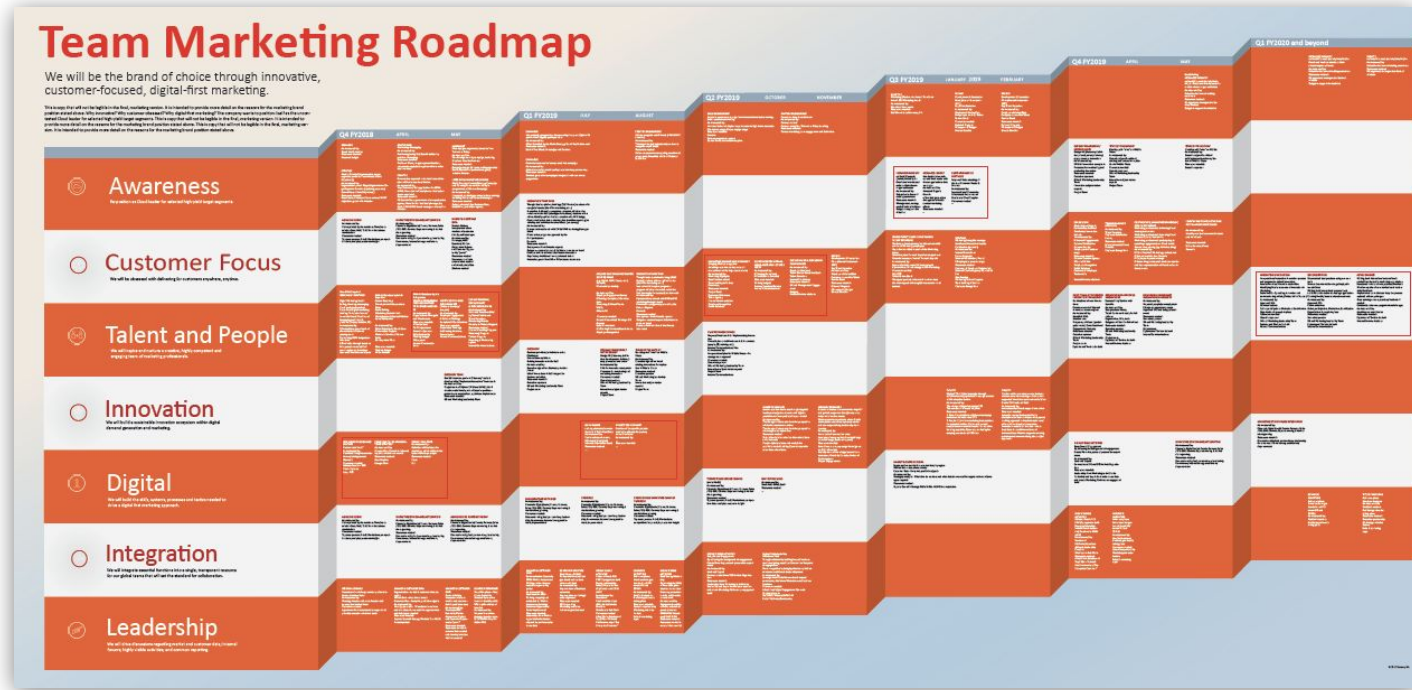
Some of our esteemed client partners



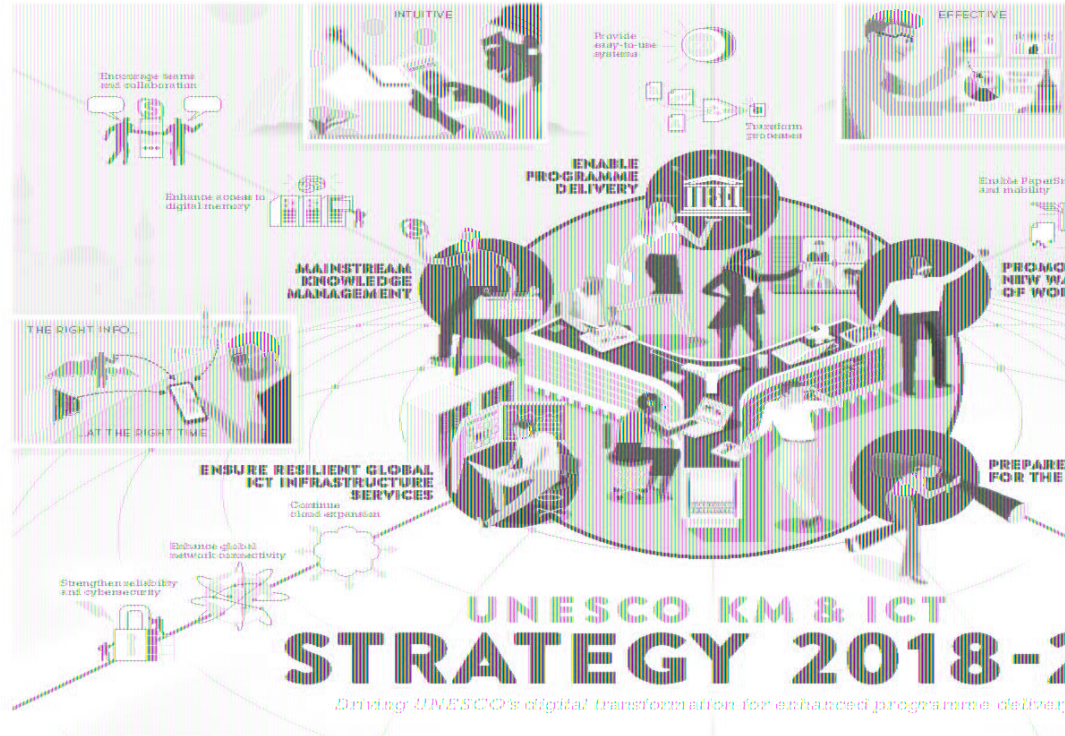
SAMPLE OUR WORK



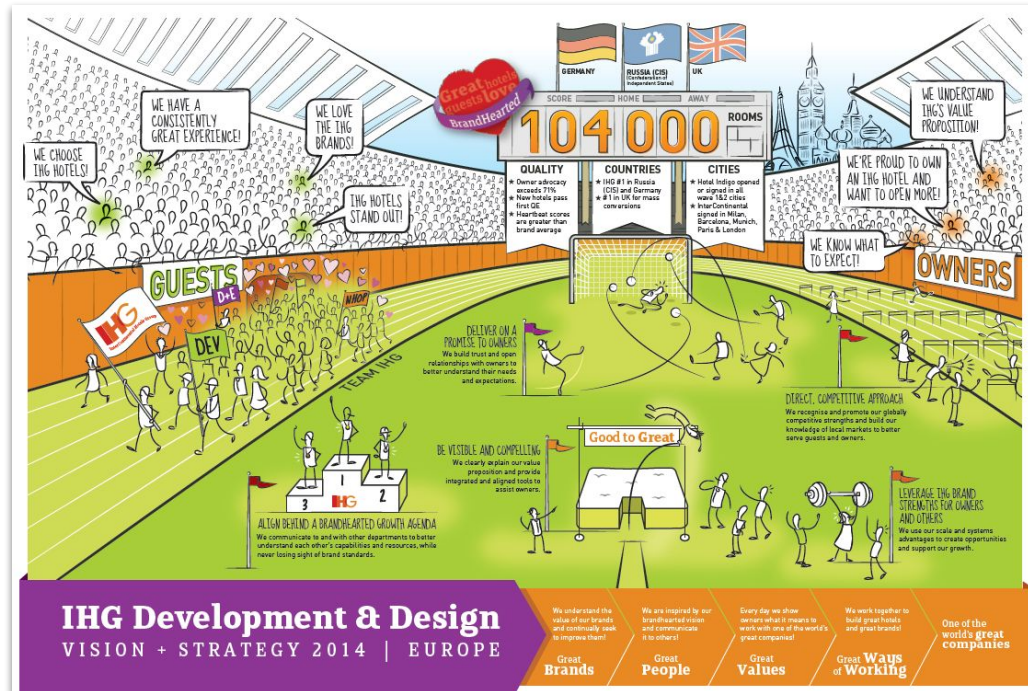
Example Operations Team Strategy Roadmap



UNESCO Visualized Strategic Plan



Strategy Illustration Example

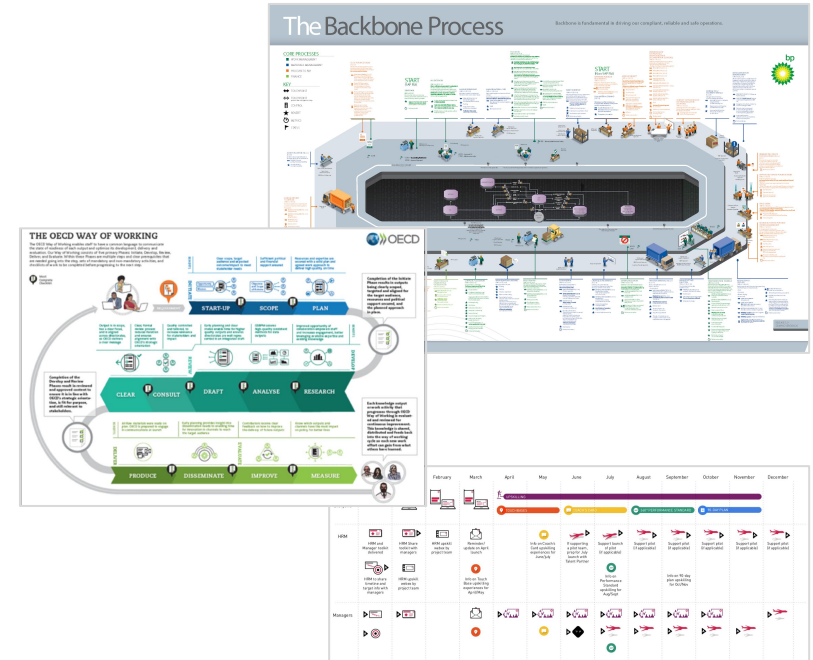


This engagement was executed by Territory personnel when working at another firm.

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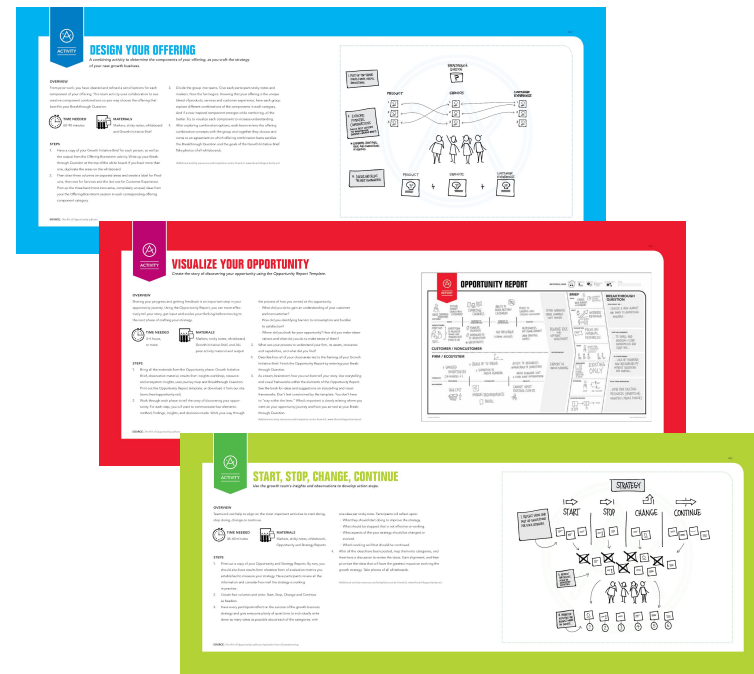
Examples / Process Maps

Process maps provide immediate clarity of how systems work, the roles involved, and the steps and requirements to deliver. They allow people to “see” themselves in the process, which drives understanding and establishes alignment both internally and externally. They are the basis of creating consistent and efficient operations.



Examples / Activity Templates & Frameworks

Activity templates are used to educate, engage, and extract information. They provide a consistent way to support and hasten staff development. Frameworks are used to organize and create clarity around specific tasks or issues. They can be self-guided or facilitated.



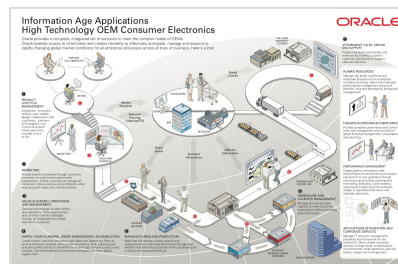
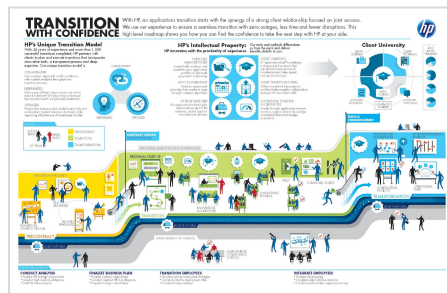
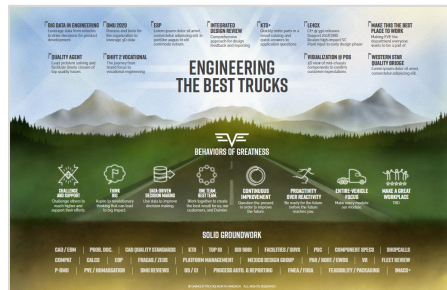
Examples / Operations Playbook

Operations playbooks are the “Rosetta stone” for creating and delivering programs consistent, scalable, and repeatable experiences. Internally, a great operations playbook can become an essential training resource, ensuring consistent, high-quality development and delivery.



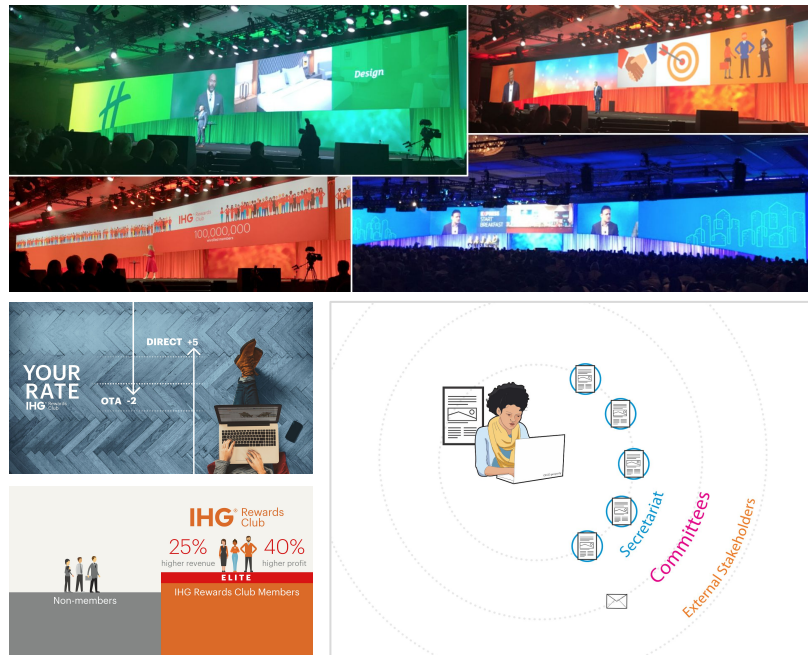
Examples / Value Proposition Maps

Value proposition maps are proven to increase client understanding and appreciation of a product, service, or idea. Though they come in many forms and styles, they all encourage insightful conversation and move deals to close faster.



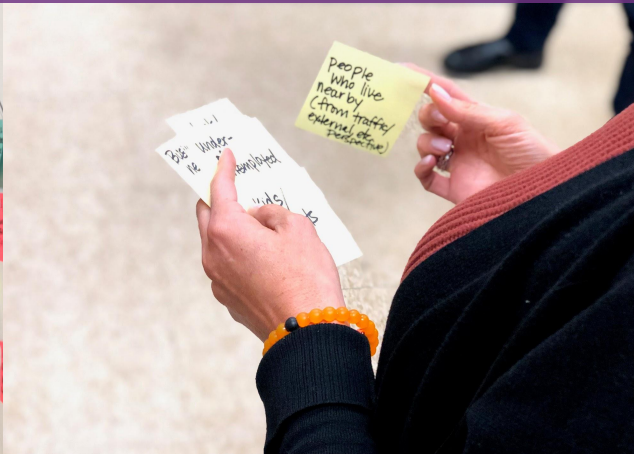
Examples / Presentation decks

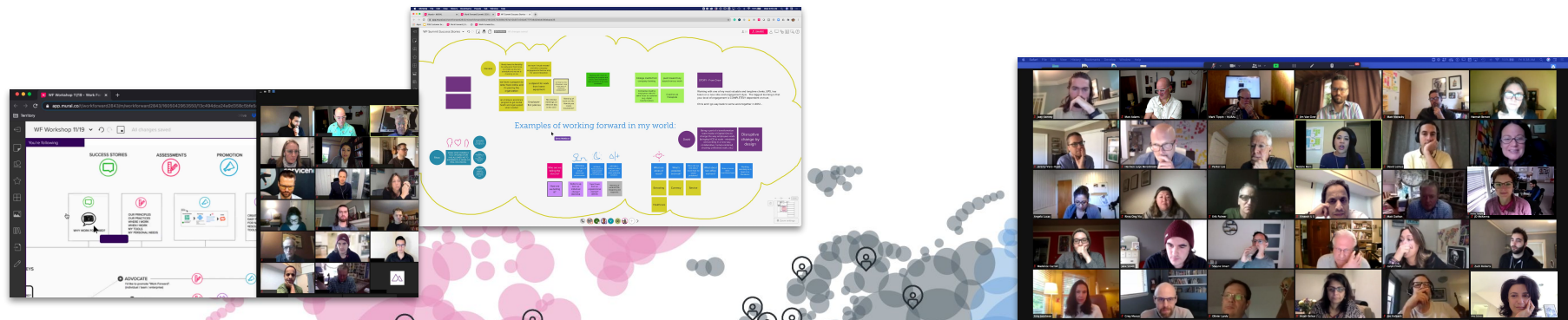
A great deck demonstrates confidence, communicates clearly, and inspires the audience. When combined with the immediate impact that only visual storytelling can deliver, presentations become powerful tools for motivation, persuasion, and buy-in.



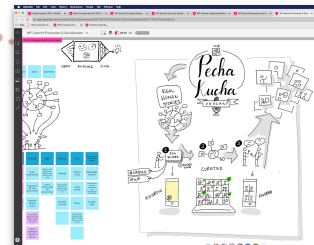
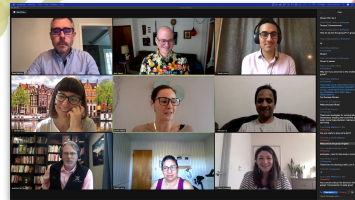
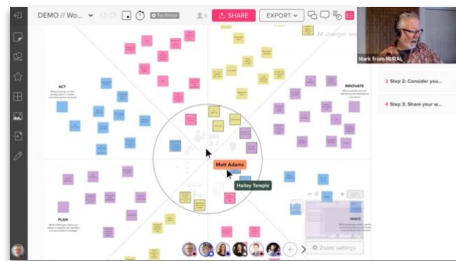


What might a workshop look like?





What does a remote workshop look like?



What to Expect in a Remote Session

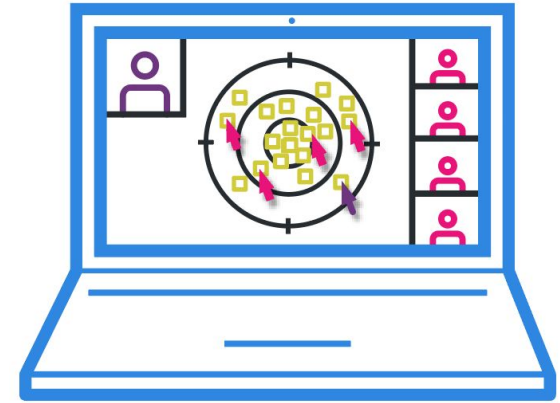
Your remote session will feature our unique blend of visual thinking and facilitated co-creation. We'll ask questions, explore, draw, develop stories, and make decisions using exercises.

To make our sessions most productive, we prefer the MURAL platform, which enables participants to collaborate, ideate, vote, align, and perform all the same activities that can be done in an in-person session - including recording all conversations and decisions.

Our remote sessions are designed to achieve the same outcomes that can be achieved when we are together. Our remote experiences offer a unique blend of collaborative online tools and visual facilitation.

Working remotely presents unique opportunities and distinct challenges. We ask for undivided, cameras-on attention from all participants and suggest you download and distribute to your team our best-practices checklist:

[Tips from Territory for successful online meetings](#)





territory.co

 [Our ideas on Territory.co](#)

 [Our thoughts on Twitter](#)

 [Our experiences on Instagram](#)



STAFF REPORT

Report To:

Meeting Date: November 14, 2024

Staff Contact:

Agenda Title: FOR DISCUSSION ONLY: Discussion and presentation of administrative reports of Library Director concerning general fund, gift fund, grants, staffing updates, programming and outreach events for October 2024, and updates on Carson City Library administrative activities since the previous reports.

Agenda Action: Other / Presentation

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):

[GENERAL FUND BOARD REPORTS_FY24_FINAL TOTALS_November 2024.pdf](#)

[GIFT FUND BOARD REPORTS_FY24_FINAL TOTALS_November 2024.pdf](#)

[101 GENERAL FUND BOARD REPORT_NOVEMBER_2024.pdf](#)

[GIFT FUND BOARD REPORT_NOVEMBER_2024.pdf](#)

[Library Director Report_11142024.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

101 GENERAL FUND FY24 FINAL TOTALS**AS OF****11/7/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	985,857.00	985,857.00	768,721.89	0.00	217,135.11	78%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	52,207.24	0.00	7,792.76	87%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	10,729.43	0.00	-10,729.43	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	13,413.33	0.00	-13,413.33	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	3,893.51	0.00	-3,893.51	
1016200	500114	F L S A	0.00	0.00	75.47	0.00	-75.47	
1016200	500116	HOLIDAY PAY	0.00	0.00	5,491.35	0.00	-5,491.35	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	24,392.97	0.00	12,607.03	66%
1016200	500225	MEDICARE	15,031.00	15,031.00	12,286.10	0.00	2,744.90	82%
1016200	500230	RETIREMENT	291,648.00	291,648.00	227,713.70	0.00	63,934.30	78%
1016200	500240	GROUP INSURANCE	153,368.00	153,368.00	101,777.36	0.00	51,590.64	66%
1016200	500250	WORKERS' COMPENSATION	25,140.00	25,140.00	26,072.98	0.00	-932.98	104%
1016200	500260	EDUCATION INCENTIVE	1,000.00	1,000.00	1,000.00	0.00	0.00	100%
1016200	500271	PHONE ALLOWANCE	1,920.00	1,920.00	960.00	0.00	960.00	50%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	4,246.96	0.00	15,753.04	21%
1016200	500330	TRAINING	8,000.00	8,000.00	1,453.08	0.00	6,546.92	18%
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	30,489.71	0.00	47,501.29	39%
1016200	500430	EQUIPMENT REPAIR & MAINT	890.00	890.00	1,325.00	0.00	-435.00	149%
1016200	500433	SOFTWARE MAINTENANCE COST	36,073.00	36,073.00	37,269.69	0.00	-1,196.69	103%
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	5,653.04	0.00	-13.04	100%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	4,181.28	0.00	818.72	84%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	395.08	0.00	1,104.92	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	8,894.88	0.00	-894.88	111%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	5,308.86	0.00	6,691.14	44%

1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	26,830.44	0.00	-4,142.44	118%
1016200	500643	JANITORIAL SUPPLIES	4,800.00	4,800.00	2,702.04	0.00	2,097.96	56%
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	183,340.00	183,340.00	204,096.59	960.96	-21,717.55	111%
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	826.93	0.00	4,673.07	15%
1016200	500680	GIFTS & DONATIONS	0.00	932.00	0.00	0.00	932.00	0%
1016200	500710	TELEPHONE	17,411.00	17,411.00	10,724.57	0.00	6,686.43	62%
1016200	500712	POWER	23,000.00	27,000.00	26,848.67	0.00	151.33	99%
1016200	500713	HEATING	10,730.00	10,730.00	9,276.68	0.00	1,453.32	86%
1016200	500950	ISC: FLEET MANAGEMENT	2,196.00	2,196.00	2,196.00	0.00	0.00	100%
1016200	502450	CASH SHORT/OVER	0.00	0.00	-26.10	0.00	26.10	
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	8,806.23	0.00	724.77	92%
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	2,038,102.00	1,640,437.98	960.96	396,703.06	80%

101 GIFT FUND FY24 FINAL TOTALS

AS OF

11/7/2024

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	
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	5,000.00	5,019.90	0.00	-19.90	100%
2306200	500623	COLLECTION - FOL	1,000.00	30,000.00	29,250.00	160.56	589.44	98%
2306200	500625	OPERATING SUPPLIES	1,000.00	7,500.00	6,051.64	0.00	1,448.36	81%
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	12,500.00	4,062.56	0.00	8,437.44	33%
2306200	500685	OPERATING HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	
2306200	500699	UNDESIGNATED AMOUNTS	0.00	77,900.00	0.00	0.00	77,900.00	0%
2306200	501225	GRANT - OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	501475	SUMMER LEARNING PROGRAM	1,000.00	5,000.00	0.00	0.00	5,000.00	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	0.00	0.00	5,000.00	0%
2306200	501240	CAPITAL CITY READS	500.00	3,000.00	3,000.00	0.00	0.00	100%
2306200	501241	DIGITAL COLLECTION	250.00	17,000.00	17,000.00	2,858.97	-2,858.97	100%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	5,000.00	5,022.01	0.00	-22.01	100%

TOTALS	12,500.00	167,900.00	69,406.11	3,019.53	95,474.36	41%
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101 GENERAL FUND FY25**AS OF****11/7/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,017,942.00	1,017,942.00	249,901.36	0.00	768,040.64	25%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	17,967.60	0.00	42,032.40	30%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	4,932.79	0.00	-4,932.79	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	13,748.01	0.00	-13,748.01	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	192.09	0.00	-192.09	
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	4,833.63	0.00	32,166.37	13%
1016200	500225	MEDICARE	15,544.00	15,544.00	4,141.52	0.00	11,402.48	27%
1016200	500230	RETIREMENT	298,361.00	298,361.00	75,889.56	0.00	222,471.44	25%
1016200	500240	GROUP INSURANCE	132,964.00	132,964.00	25,565.95	0.00	107,398.05	19%
1016200	500250	WORKERS' COMPENSATION	31,418.00	31,418.00	7,369.13	0.00	24,048.87	23%
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	320.00	0.00	640.00	33%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	3,941.84	0.00	16,058.16	20%
1016200	500330	TRAINING	8,000.00	8,000.00	1,250.00	0.00	6,750.00	16%
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	29,463.81	0.00	48,527.19	38%
1016200	500430	EQUIPMENT REPAIR & MAINT	890.00	890.00	163.09	0.00	726.91	18%
1016200	500433	SOFTWARE MAINTENANCE COST	36,073.00	36,073.00	30,209.43	0.00	5,863.57	84%
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	1,754.12	0.00	3,885.88	31%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	391.33	0.00	4,608.67	8%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	509.95	0.00	990.05	34%
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	2,130.54	0.00	5,869.46	27%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	1,781.02	0.00	10,218.98	15%

101 GENERAL FUND FY25**AS OF****11/7/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	6,392.68	0.00	16,295.32	28%
1016200	500643	JANITORIAL SUPPLIES	4,800.00	4,800.00	2,997.74	0.00	1,802.26	62%
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	183,340.00	183,340.00	76,768.88	80,894.32	25,676.80	42%
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	233.29	0.00	5,266.71	4%
1016200	500680	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	
1016200	500710	TELEPHONE	17,411.00	17,411.00	4,511.88	0.00	12,899.12	26%
1016200	500712	POWER	23,000.00	23,000.00	8,822.51	0.00	14,177.49	38%
1016200	500713	HEATING	10,730.00	10,730.00	186.18	0.00	10,543.82	2%
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	-0.20	0.00	0.20	
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	1,808.95	0.00	7,751.05	19%
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	579,656.36	80,894.32	1,396,981.32	28%

230 GIFT FUND FY25
AS OF
11/7/2024

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	
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	1,885.41	0.00	-885.41	189%
2306200	500623	COLLECTION - FOL	1,000.00	1,000.00	12,703.30	0.00	-11,703.30	1270%
2306200	500625	OPERATING SUPPLIES	1,000.00	1,000.00	20.00	0.00	980.00	2%
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	3,231.07	16,164.94	-16,896.01	129%
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	212.37	0.00	787.63	21%
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	0.00	0.00	5,000.00	0%
2306200	501240	CAPITAL CITY READS	500.00	500.00	0.00	1,960.89	-1,460.89	0%
2306200	501241	DIGITAL COLLECTION	250.00	250.00	0.00	209.63	40.37	0%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	250.00	436.46	0.00	-186.46	175%
		TOTALS	12,500.00	12,500.00	18,488.61	18,335.46	-24,324.07	148%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: November 14, 2024



Staffing Updates:

- New Circulation Supervisor, Ali Whipple, started on 11/01/2024.
- Senior Workforce Development Professional position associated with the GOED contract, has been filled. Tammy Westergard started on 11/4/2024.
- 1 Senior Library Assistant position has posted.
- 1 Senior Library Assistant position posting pending.
- Workforce Development and Social Services Coordinator position posting pending.

Programming and Outreach Events:

Special Programs in November:

- **11/2, 11/9, 11/16, 11/23 - Carson City Master Plan Update, 10:00am–** The Carson City Community Development Director, Hope Sullivan, will be presenting an update on the ongoing Carson City Master Plan.
- **11/14– Suncatcher Craft, 5:30pm–** Fall leaf suncatcher craft to celebrate that Fall has officially arrived!
- **11/14 - Bordewich Bray Elementary outreach event, 5:30pm.**
- **11/21 & 11/26 - Off the Shelf Book Club, 5:30pm -** We will be reading *Burnt: A Memoir of fighting Fire* by Clare Frank. The author will also attend to present an author talk and participate in discussion.

Other News:

- Boonanza was a huge success. Approx. 2700 people stopped at the Carson City Library booth.
- The Nevada Day Parade was great fun. 400 bookmarks were given away. We ran out only 1/2 way through the parade.

