

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

Day: Thursday
Date: December 12, 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 (November 14, 2024).

III.a FOR POSSIBLE ACTION – Approval of minutes of previous meeting (November 14, 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 a proposed 2025 Carson City Library Calendar.

Staff Summary: At the end of each year, the Library Board of Trustees discuss and approve a calendar for the new year, which dictates the number of hours the Library will be open or closed for the entire new calendar year.

[Click Here for Staff Report](#)

IV.b FOR POSSIBLE ACTION: Discussion and possible action regarding 1) the proposed amendment of the Carson City Library Policy ("Policy") and the Bylaws of the Carson City Library Board of Trustees ("Bylaws") and, if applicable, 2) the process of effectuating the amendments.

Staff Summary: Pursuant to NRS 379.025(i), the trustees of a public library "establish bylaws and regulations for the management of the library and their own management" and pursuant to NRS 379.027, the librarian may recommend policies to the trustees. The current Policy and Bylaws have been last revised April 2021 and approved June 2021. This agenda item does not contemplate approval of any amendment of the Policy or Bylaws at this time. Rather, the Board may decide whether it is necessary for the Policy and Bylaws to be revised and the process by which recommended amendments may be brought forth to the Board for approval. Specific amendments may be discussed in concept and possible action may be taken that directs staff to prepare proposed language effectuating such specific amendments. However, final review and possible approval of such specific amendments by the Board will occur at a future meeting.

[Click Here for Staff Report](#)

IV.c FOR DISCUSSION ONLY: Presentation and discussion of Library Trustee roles and responsibilities.

Staff Summary: NRS 379.025 establishes the powers and duties of the Board of Trustees of the Carson City Library ("Board"). This agenda item is intended to present information and provide an opportunity to discuss what is legally required of Public Library Trustees in Nevada.

[Click Here for Staff Report](#)

V. INFORMATION ONLY - Library Director administrative reports.

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 December 2024, and updates on Carson City Library administrative activities since the previous reports.

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: December 12, 2024

Staff Contact:

Agenda Title: FOR POSSIBLE ACTION – Approval of minutes of previous meeting (November 14, 2024).

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

Proposed Motion

I move to approve the minutes of the November 14, 2024 meeting.

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):

[11-14-2024 Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
November 14, 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, November 14, 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

(5:34:07) – Vice Chair Lucas called the meeting to order at 5:34 p.m. Roll was called; a quorum was present.

(5:34:41) – Trustee Olivas joined the meeting at 5:34 p.m.

(5:44:36) – Chairperson Nichols joined the meeting at 5:44 p.m.

II. PUBLIC COMMENT

(5:34:39) – Vice Chair Lucas 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
(October 10, 2024)**

(5:35:22) – Vice Chair Lucas introduced the item and entertained changes, comments, and/or a motion.

(5:32:22) – **MOTION:** Trustee Markle moved to approve the October 10, 2024 meeting minutes as presented. Trustee Case seconded the motion. The motion carried 4-0-0.

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.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the November 14, 2024 Regular Meeting Page 2

(6:00:06) – Chair Nichols introduced the item and referenced the Staff Report and Supporting Materials, all of which are incorporated into the record.

(6:00:46) – Ms. Holt responded to clarifying questions and referenced an email from Dr. Fred Steinmann with a price quote for the University Center for Economic Development (UCED), which is incorporated into the record, and noted inflation adjustments.

(6:01:47) – Vice Chair Lucas inquired about the potential for biannual updates and Ms. Holt explained that it could be considered but noted the impacts of costs and staff engagement.

(6:03:27) – Chairperson Nichols emphasized the importance of staff discussions about the Strategic Plan, even if updates occurred biannually.

(6:05:08) – Trustee Case noted a significant cost difference between the two proposals and Ms. Holt explained that Territory strived to create the \$37,771 budget, despite their average strategic plans totaling \$75,000. Trustee Case expressed concerns regarding Territory's lack of itemized travel costs and minimal writing services. Chair Nichols commented that the proposal seemed excessive for a small library.

(6:08:42) – In response to Trustee Case, Ms. Holt confirmed that UCED's proposal included comprehensive services for approximately \$15,000. Trustee Lucas noted that UCED's lower costs could be attributed to the use of graduate students and proximity.

(6:12:29) – Chair Nichols pointed out that Territory's higher costs involved more workshops and stakeholder interaction. Ms. Holt responded to clarifying questions regarding stakeholder involvement and public workshops. Trustee Case suggested conducting one-on-one interviews to broaden community engagement.

(6:20:14) – Trustee Olivas expressed support for UCED's proposal due to familiarity and lower costs.

(6:20:38) – MOTION: Trustee Olivas moved to direct Ms. Holt to move forward with engaging UCED for the Library's Strategic Plan from 2025-2030. Trustee Case 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 NOVEMBER 2024, AND UPDATES ON CARSON CITY LIBRARY ADMINISTRATIVE ACTIVITIES SINCE THE PREVIOUS REPORTS.

(5:35:56) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. Ms. Holt responded to clarifying questions regarding the Gift Fund. She continued with her report, which is incorporated into the record. Ms. Holt reported that funding for the Nevada Governor's Office of Economic Development (GOED) Contract had been secured and would function as a grant.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the

November 14, 2024 Regular Meeting

Page 3

(5:55:59) – Chair Nichols commented on the success of BOOnanza and encouraged Trustees to participate in next year’s event.

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

(6:22:44) – Chairperson Nichols introduced the item. Vice Chair Lucas asked about progress on acquiring a new circulation desk and Ms. Holt confirmed that staff were actively looking at options.

(6:24:05) – Trustee Case shared a community member’s complaint about individuals yelling outside of the Library and Ms. Holt advised that complaints could be directed to her or addressed at meetings. She described current measures to manage misconduct at the Library.

(6:28:40) – Chair Nichols requested an action plan from Tammy Westergard for the next meeting and Ms. Holt noted that this would be on the next agenda. Discussion ensued regarding meeting schedules.

VII. PUBLIC COMMENT

(6:32:51) – Chairperson Nichols entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(6:33:11) – Chairperson Nichols adjourned the meeting at 6:33 p.m.

The Minutes of the November 14, 2024 Carson City Library Board of Trustees meeting are so approved this 12th day of December 2024.



STAFF REPORT

Report To:

Meeting Date: December 12, 2024

Staff Contact:

Agenda Title: FOR POSSIBLE ACTION - Discussion and possible action regarding a proposed 2025 Carson City Library Calendar.

Staff Summary: At the end of each year, the Library Board of Trustees discuss and approve a calendar for the new year, which dictates the number of hours the Library will be open or closed for the entire new calendar year.

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

Proposed Motion

I move to approve the 2024 Carson City Library Calendar as presented (or with modifications made on the record).

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):

[Calendar 2025_DRAFT_12052024.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

JANUARY

PO: 252 **OPEN:** 244
CLOSURE: 8

PO: 244 OPEN: 244
CLOSURE: 0

PO: 254 **OPEN: 244**
CLOSURE: 10

PO: 252 OPEN: 236
CLOSURE: 16

PO: 224 **OPEN: 208**
CLOSURE: 16

PO: 248 **OPEN: 232**
CLOSURE: 16

PO: 242 OPEN: 234
CLOSURE: 8

PO: 234 OPEN: 216
CLOSURE: 18

PO: 242 OPEN: 242
CLOSURE: 0

PO: 238 OPEN: 238
CLOSURE: 0

PO: 242 **OPEN: 234**
CLOSURE: 8

PO: 252 **OPEN: 242**
CLOSURE: 10



Carson City Library
Your Knowledge & Discovery Place



Carson City Library
Your Knowledge & Discovery Place

Note: This calendar details *proposed* open hours and closures of the physical library building.

****This includes remaining open on Juneteenth and Veteran's Day holidays.**



STAFF REPORT

Report To:

Meeting Date: December 12, 2024

Staff Contact:

Agenda Title: FOR POSSIBLE ACTION: Discussion and possible action regarding 1) the proposed amendment of the Carson City Library Policy ("Policy") and the Bylaws of the Carson City Library Board of Trustees ("Bylaws") and, if applicable, 2) the process of effectuating the amendments.

Staff Summary: Pursuant to NRS 379.025(i), the trustees of a public library "establish bylaws and regulations for the management of the library and their own management" and pursuant to NRS 379.027, the librarian may recommend policies to the trustees. The current Policy and Bylaws have been last revised April 2021 and approved June 2021. This agenda item does not contemplate approval of any amendment of the Policy or Bylaws at this time. Rather, the Board may decide whether it is necessary for the Policy and Bylaws to be revised and the process by which recommended amendments may be brought forth to the Board for approval. Specific amendments may be discussed in concept and possible action may be taken that directs staff to prepare proposed language effectuating such specific amendments. However, final review and possible approval of such specific amendments by the Board will occur at a future meeting.

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

Proposed Motion

I move to direct the Library Director to propose amendments to the Library Bylaws, or Policies, or both.

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):

[CarsonCityLibraryBylaws_June 2021_updated 042021.pdf](#)

[CarsonCityLibraryPolicy_June 2021_updated 042021.pdf](#)

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

(Vote Recorded By)

Carson City Library Board Bylaws

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

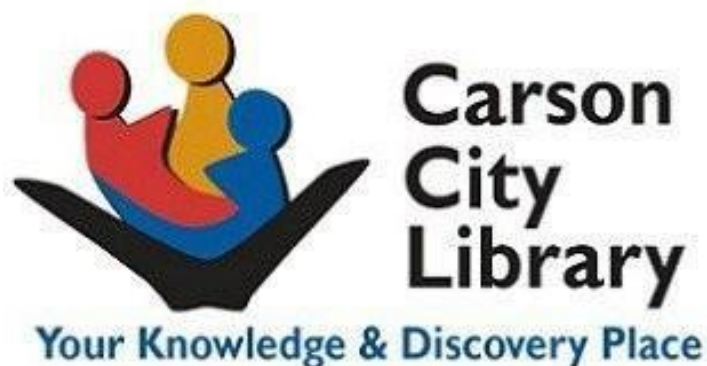
Phone: 775-887-2244

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.

Carson City Library Board Bylaws

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

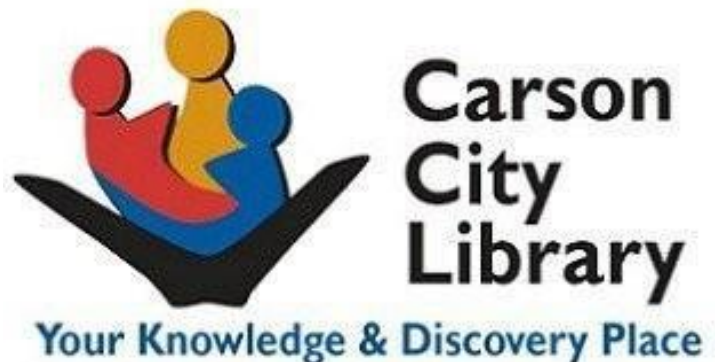
Phone: 775-887-2244

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: December 12, 2024

Staff Contact:

Agenda Title: FOR DISCUSSION ONLY: Presentation and discussion of Library Trustee roles and responsibilities.

Staff Summary: NRS 379.025 establishes the powers and duties of the Board of Trustees of the Carson City Library ("Board"). This agenda item is intended to present information and provide an opportunity to discuss what is legally required of Public Library Trustees in Nevada.

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):

[Nevada Library Governance Overview for LBOT_2025.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)



Nevada State Library, Archives & Public Records

About this photo

Nevada State Library, Archives and Public Records / Library Development / Nevada Library Governance and Public Library Trustees
/ Nevada Library Governance: Overview for Trustees

Search this Guide

Search

Nevada Library Governance and Public Library Trustees

Trustee Training

Nevada Library

Governance:

Overview for

Trustees

Trustee Roles
and
Responsibilities

Advocacy

Effective

Board

Meetings

Ethics and
Liability

Makings
Decisions

Money Matters

Library Associations

Trustee Roles and Responsibilities

The library board is responsible for the library and all that happens in it. That may be a strong statement, but it is both a legal and practical way of looking at the job you accepted as board member. Even though the board delegates the actual day-to-day operation of the library to professional, paid staff, the board never gives up ultimate bottom-line responsibility for the success or failure of the library. To manage that responsibility, the board has six major duties:

1. Set policies
2. Hire and evaluate the director
3. Plan for the future of the library
4. Submit budgets and monitor finances
5. Monitor and evaluate the overall effectiveness of the library
6. Advocate for the library in the community

See statutory powers and duties of Nevada library trustees in NRS 379.025.

Library Directors

The director is responsible for administering all functions of the library. Just as there is sometimes confusion about the role of the library board member, there may be confusion about the director's role on the board team. The director is first an employee of the board, but the relationship between the board and the director is not the typical employer/employee relationship. The library board members' job is to make sure the library operates well and in the best interest of those the library serves, not to demonstrate expertise in managing a library. The board must hire a qualified director, who possesses the required professional library education and experience, to manage the day-to-day operations.

Board Officers

Board leaders facilitate good group decisions. Any group that expects to accomplish anything must have leaders to keep the group organized, help the group discipline itself, prod the group to move ahead, and facilitate the work of the group to make good decisions. That's the function of all board officers.

Boards grow from different traditions and have different ideas about the type and number of officers they need. The job responsibilities of your board's officers may vary.

Someone has to be the board's leader and that person is the board **chairperson**.

The job description for the chairperson is relatively simple, but the job can be complex.

First of all the board chairperson must be understood to have no power beyond that of any other board member unless the full board has granted that power to the chairperson. For example, the board may delegate specific powers to the board chairperson, such as managing board meetings, crafting the agenda with the Library Director, speaking to the public on behalf of the board, or signing contracts or the director's timesheet on behalf of the board.

Any powers exercised by the board chairperson must first be granted by the full board in policy, or in commonly accepted and understood practice of the board. In other words, the board president does not speak for the board unless the full board has formally or informally delegated that privilege to the chairperson.

Advocacy

An effective trustee promotes the interest of the library at all times. As a trustee, you must have a deep personal commitment to your library and the services it provides. You must have a sense of what you want your library to be in the future, not just what it is today, and you must be willing to work to help move forward to that point. The trustee who has the deep personal commitment to the library is well on the way toward being a good advocate.

As a trustee, you will come to appreciate the concept of libraries as an integral part of our society. Our entire educational process depends, to a great extent, on the quality of information services. Libraries are not only part of our present society; they are a part of our history that has helped move society forward. They are the hope for an informed future. They serve the societal good. When you advocate better public library services, you advocate better quality of life for American citizens today and in the future.

As an advocate for libraries, you must be willing to go out into your community on behalf of the library. All communities served by public libraries consist not only of library users to whom the trustee must respond, but also of citizens who pay taxes to support the library but do not use it. You must recognize the entire community and be prepared to work with groups as well as individuals. This means not just waiting for an invitation, but aggressively pursuing opportunities to speak before various community groups.

You are expected to know enough about your library to be able to respond to queries and to articulate just what the library has to offer. You must have a clear idea of how your library fulfills community expectations and values and be able to "tell the library story" to illustrate this in a meaningful way.

To be an effective advocate you must understand the different roles and responsibilities of librarians and trustees and do everything possible to work together meaningfully to develop and promote a comprehensive library program. For example, at a county commission or city supervisors meeting it is appropriate for you as a trustee to present and support the library's programs and budget, and for the librarian to be there to answer technical questions regarding services. The more you understand your library's roles the better advocate you will be.

A successful advocate can bring new users into the library, bring new revenues into the library, and increase awareness of library services. Legislators have been known

to see the public library from a new perspective after speaking to an effective trustee advocate. Remember, the reason you were appointed to the library board is because you have the ability to help improve the library's services. The people to whom you speak may be motivated to write a bequest to the library in a will, ask a corporate officer to consider a donation to the library, or speak to state or federal legislators on behalf of the library.

Your advocacy for the library will take different forms, including establishing a relationship with the mayor, city manager and supervisors and/or the county manager and county commissioners, and state legislators. You will also be expected to communicate the value of library services to the taxpayer. Your advocacy efforts will generally be part of a planned board effort. The board must speak with one voice. You, as an individual board member, can speak about the board's official position on library-related issues. An effective trustee promotes the interest of the library at all times.

Finally, as a trustee advocate, you will be a defender of intellectual freedom, and of an individual's right to information. That includes, but is not limited to, firm support of the American Library Association's Freedom to Read Statement and Library Bill of Rights. (Both documents are included in the Appendix.) One of the questions frequently asked of library trustees (usually in open forum) is whether a particular book or other item should be in the library's collection.

The response must be unequivocal in defense of intellectual freedom. You must explain that the role of the library is to provide materials in response to the needs of all segments of the community and (when available) to provide information on all sides of a given issue. Communicating to the community about library services and programs is of great importance.

Planning for the Future

The purpose of planning for the library's future is to anticipate both opportunities and problems. Planning involves the following basic questions:

- What is our purpose?
- Where are we now?
- Where do we want to go?
- How will we get there?
- What is the optimum timeframe for achievement?
- How will we know what we accomplished?
- What is our purpose?

The library mission should be expressed in a brief statement of the library's purpose that sets the focus for planning. It is based on, but not limited to, a vision of the library's roles in the community. While somewhat general, the statement should summarize the library's major areas of emphasis.

Effective Board Meetings

Regular board meetings and committee meetings are where most of the board's work is done. What you do in meetings can make the difference between an effective and an ineffective board. Poor meetings can alienate staff, damage the board team, waste your time and the time of the other board members, cause turmoil in the community, and actually hamper the operation of the library.

Careful preparation is the key to meetings that produce results. Here are a few guidelines for planning and conducting an effective meeting:

- Decide what is to be accomplished
- Define the purpose in clear terms
- Develop a written agenda
- Begin on time, and end on time

You can expect the board chairperson to run the meetings and keep the board moving toward good decisions. However, it is no less each board member's responsibility to:

- Attend all meetings
- Prepare well for meetings
- Take part in all discussions
- Cooperate with fellow board members to make meetings work
- Adhere to parliamentary law and to relevant state laws
- Learn traditional meeting practices of your board and follow them
- Practice the art of compromise with other members of the team
- Practice the art of listening and merging your ideas with those of the others
- Work toward consensus on issues
- Focus all deliberations on the best interests of library users
- Publicly support the board decisions

Ethics and Liability

As a board member of a public library, you are a public servant. Beyond the strict legal definition of how board members should conduct themselves, there are board member ethics. The public expects that your performance will always be above question and for the public good, not for your own interest or another special interest. Most professional employees are covered by a code of ethics or standards of practice. The following is a suggested code of ethical conduct [ALTA (Homepage of ALA) (12 May 2003) (online), ala.org, date accessed 27 May 2003.] for library trustees:

As a member of the library board I will:

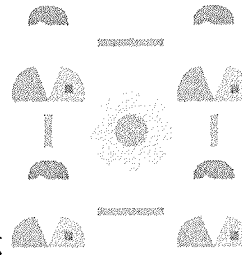
- Promote the highest level of library service while observing ethical standards
- Declare any conflict of interests between my personal life and my position on the library board and avoid voting on issues that appear to be a conflict of interest
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution
- Distinguish clearly in my actions and statements between my personal philosophies and attitudes and those of the institution
- Respect the confidential nature of library business while being aware of, and in compliance with, the Freedom of Information Act
- Be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by groups or individuals

Trustees who accept appointment to a library board are expected to perform the duties and responsibilities of Trustee. As a member of the library board I will not:

- Be critical, in or outside of the board meeting, of fellow board members or their opinions
- Use any part of the library for my personal advantage or the personal advantage of my friends or relatives
- Discuss the confidential proceedings of the board outside the board meeting
- Promise prior to a meeting how I will vote on any issue in the meeting
- Interfere with the duties of the director or undermine the director's authority

Makings Decisions

Your board team will have to make dozens of decisions, all the way from deciding meeting times to deciding to build a new building. Good decisions are made through a logical, common-sense process that includes plenty of pertinent information, expert advice, experience, vision, and exchange of ideas among members of the board team.



Politics, special interests, and personal bias are realities that always come into play when a board attempts to make a team decision, but with a well-understood and followed decision-making process, those elements can be controlled and the board team can make good decisions.

The following steps will lead to effective board decisions:

Define the Issue Clearly

First make sure that all members of the board team are on the same channel. You could deliberate for hours on an issue that deserves only a few minutes if all board members aren't clear about what the issue really is. The best way to avoid that is to get a motion on the table right away, so everyone can focus on that specific motion. The chairperson should make it clear to all what a positive or a negative vote means. If you are not clear about the intent or meaning of the motion, ask the maker of the motion to clarify.

Look at the Information

Good information is the only way a board team can understand enough about the issues to make good decisions. Your experience is a prime source of valuable information. Other board members also will have valuable information and insights.

Board members are not on the front line with the daily business of the library and probably have limited expertise in library management. That means you have to rely on information from a variety of other people. The director and committee reports are standard sources for information about the issues that come before the board. Call on outside experts when necessary. Board members aren't appointed for their expertise and experience in running a library, but rather their ability to ask the right questions, draw upon their experience and leadership skills, and make good, informed decisions for the benefit of the library and community.

Consider the Alternatives

Approach every issue with an open mind, believing that there is more than one side to every issue. What seems obvious at first glance may prove to have serious consequences down the road. Play "devil's advocate," ask tough questions, and encourage other members of the team to voice opinions even though they may not agree with the majority.

Even a strong recommendation from the director or a board committee should not be accepted without a hard look at the possible alternatives. The director and committees should be expected to deliver a list of alternatives they have considered in arriving at their final recommendation.

Seek Assistance

You should expect a recommendation from your director on all issues before the board. Never be afraid to seek help from outside the board from attorneys and other specialists who can help you make the decision. Just remember that no matter who recommends what or who advises you how to vote, the board has the ultimate responsibility and liability for the decisions they make. You can't blame others for your poor decisions.

Keep in mind your mission and goals. All that you do should be in line with the mission of the library. Every decision the board makes should be in line with the five-year master plan of the library and somehow advance the mission. You should also be able to say that every decision is for the greatest good of those who use the library.

Project the Consequences

This is where the board members vision comes in. A board decision cannot be made in isolation from all other things going on in the library. You must consider how this decision will affect people, programs, and plans. How will the community be affected by your decision? Are there possible legal problems with this decision? Will a decision to spend money in one area mean that less money will be available for other areas?

A decision today could well have consequences for years to come. For example, a decision to build a new building would be very shortsighted if it did not take into consideration the cost of upkeep and maintenance for the life of the building.

Vote

This is where you put it all together and voice your own individual decision on the issue. Set aside personal bias and emotions, and cast the vote for what you think is the best decision for the library.

Money Matters

Trustees have a responsibility to safeguard public funds. To understand the budgeting process and approve an annual budget for the library, board members must know where the money comes from and how much revenue they can expect to build into the budget each year. A good understanding of revenue sources is important as board members must encourage continued funding from those sources and find new sources when needed.

Each board member should:

- Know the library's financial base and background
- Know the governmental unit(s) allocating the local appropriation
- Know the grants available from the state and federal government
- Understand the basics of legal regulations and reporting required for library funding
- Understand the financial needs of library operation and plan for funds needed for growth and expansion
- Investigate other possible sources of funding: a bond issue, endowments, trusts, memorials, dedicated tax revenue, foundation grants, donations, gifts, and fines
- Not wait for a budget presentation to make a case for needed funding or to describe programs and services; this is an ongoing responsibility of all trustees

Library Associations

- American Library Association
- Nevada Library Association
- Public Library Association
- United for Libraries
- Association of Rural and Small Libraries
- Mountain Plains Library Association

Last Updated: Nov 22, 2024 8:27 AM

URL: <https://nsla.nv.gov/governance-and-trustees>

 **Print Page**

[Login to LibApps](#)

Nevada State Library, Archives & Public Records

100 N. Stewart Street
Carson City, NV 89701



Administration

Phone: (775) 684-3339

Fax: (775) 684-3311

☒ Email Administration

Talking Book Services

Phone: (775) 684-3354

Toll Free (800) 922-9334

☒ Email Talking Books

Archives

Phone: (775) 684-3310

Fax: (775) 684-3371

☒ Ask An Archivist

Library

Phone: (775) 684-3360

☒ Ask a Librarian

Library Development

Phone: (775) 684-3367

☒ Email Planning & Development

Imaging & Preservation

Phone: (775) 684-3414

☒ Email Imaging & Preservation



STAFF REPORT

Report To:

Meeting Date: December 12, 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 December 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):

[101 GENERAL FUND BOARD REPORT_DECEMBER_2024.pdf](#)

[GIFT FUND BOARD REPORT_DECEMBER_2024.pdf](#)

[Library Director Report_12122024.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

101 GENERAL FUND FY25**AS OF****12/5/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,017,942.00	1,017,942.00	317,126.17	0.00	700,815.83	31%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	20,852.10	0.00	39,147.90	35%
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	907.25	0.00	-907.25	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	6,669.66	0.00	30,330.34	18%
1016200	500225	MEDICARE	15,544.00	15,544.00	5,161.40	0.00	10,382.60	33%
1016200	500230	RETIREMENT	298,361.00	298,361.00	96,271.65	0.00	202,089.35	32%
1016200	500240	GROUP INSURANCE	132,964.00	132,964.00	32,941.34	0.00	100,022.66	25%
1016200	500250	WORKERS' COMPENSATION	31,418.00	31,418.00	8,694.56	0.00	22,723.44	28%
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	400.00	0.00	560.00	42%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	4,141.84	0.00	15,858.16	21%
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	388.33	0.00	501.67	44%
1016200	500433	SOFTWARE MAINTENANCE COST	36,073.00	36,073.00	30,611.83	0.00	5,461.17	85%
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	3,191.31	0.00	2,448.69	57%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	784.12	0.00	4,215.88	16%
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	2,296.91	0.00	5,703.09	29%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	2,113.59	0.00	9,886.41	18%

101 GENERAL FUND FY25**AS OF****12/5/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	6,556.96	0.00	16,131.04	29%
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	81,838.76	73,471.52	28,029.72	45%
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	5,229.72	0.00	12,181.28	30%
1016200	500712	POWER	23,000.00	23,000.00	10,612.37	0.00	12,387.63	46%
1016200	500713	HEATING	10,730.00	10,730.00	653.57	0.00	10,076.43	6%
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	2,242.23	0.00	7,317.77	23%
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	694,165.15	73,471.52	1,289,895.33	34%

230 GIFT FUND FY25

AS OF

12/5/2024

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	3,614.01	0.00	-2,614.01	361%
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	169.00	0.00	831.00	17%
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	7,096.50	16,164.94	-20,761.44	284%
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	24,231.64	18,335.46	-30,067.10	194%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: December 12, 2024



**Carson City
Library**

Staffing Updates:

- 1 Senior Library Assistant position is still posted.
- 1 Senior Library Assistant position posting pending.

Programming and Outreach Events:

Special Programs in November:

- **12/14– Winter Reading Challenge Kickoff Party, 10am–** Featuring fun, games, and a visit with Santa Clause!
- **12/10 - The Christmas Spiders Oral Storytelling Program, 4:00pm–** Learn about the history of tinsel and get in the holiday spirit with the story of The Christmas Spiders.
- **12/19 - Storytime with Monica the Elf, 10:30am–** Our special guest will be teaching about the good manners needed to land on Santa's nice list.
- **12/19 - Make an Ornament, 5:30pm–** Make a Christmas ornament out of popsicle sticks and bedazzling materials.
- **12/21 - Winter Bookmark Craft, 10:30am–** Come make a bookmark to use as you read *many* books for the Winter Reading Challenge!

Additional Information:

- Following is a brief overview of how the Budget works courtesy of the Finance Department's *Budget 101* training document.



Deadlines and Presentations

- Budget is created by Finance in December and January.
- 5 Year capital plan (wish list) is requested in December/January, due early in February.
- Departments are asked to review the budgets that finance has prepared; comments are due in late February/early March along with any supplemental requests and Finance compiles the Tentative Budget.
- Preliminary assumptions and the cost allocation plan are presented to the Board of Supervisors and request approval of the Property Tax Rate to be used, typically in February.
- Department Directors meet regarding the Capital Plan late February/early March and Finance compiles the recommendation for Board Presentation (typically 2nd meeting in April).
- Special IFC meeting, typically late March, where requestor and IFC discuss supplemental requests and prepare recommendations for the Board of Supervisors (typically 2nd meeting in April).
- The Tentative Budget is due to State April 15th. (No Capital or Supplementals).
- Tentative Budget, Capital Plan and Supplemental Requests recommendations are presented to the Board of Supervisors for approval at the 2nd meeting in April. (At the latest).
- Approved adjustments made and final budgets presented at the 2nd meeting in May.
- Final Budget due to State June 1st.

Supplemental Requests

- These are ongoing additions to the base budget.

Base Budget =

- Approved Positions with contracted/negotiated increases.
- Services and Supplies with zero increase from prior year Final Budget.
- Increases to the current budget.
- Supplemental Requests go to IFC for discussion and to recommend approval to the Board of Supervisors, as these are not one time funding, but ongoing funding (typically late March).
- Funding should not be available in another line item of the budget, and there should not be a history of increased costs. (Have we had to augment this budget before?)

Budget Augmentations

- The City augments the budget twice a year, must be adopted by resolution, and provided to the Department of Taxation.
 - 1st Round – Primarily Carryforward (After Audit – January).
 - Unspent dollars during the prior fiscal year are added to the current fiscal year.
 - Projects can continue, as money will roll-forward.
 - Also add approved IFC items, new grant awards, and Board of Supervisor approved spending.
- 2nd Round – Final Augmentation (June –End of Year)
 - Approved IFC items, new grant awards, and Board of Supervisor approved spending.
 - Retirement payouts and unexpected expenses.
- Budget Transfers within the same department can be done at any time.