

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

Day: Thursday
Date: January 9, 2025
Time: Beginning at 5:30 pm
Location: Community Center, Robert 'Bob' Crowell Board Room
851 East William
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 (December 12, 2024).

III.a FOR POSSIBLE ACTION – Approval of minutes of previous meeting (December 12, 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 contract between the Carson City Library (“Library”) and Grantcycle for a total not to exceed amount of \$24,999 for the gathering of essential metrics and deliverables, and the addition of a real-time data dashboard for tracking and reporting on the Individual Career Mapping Project, funded through an award from the State of Nevada Governor’s Office of Economic Development (“GOED”) through December 31, 2025, and authorization of the Library Director to execute the contract.

Staff Summary: This is a one-year contract with Grantcycle. Grantcycle will work closely with the Library Director throughout the contract term to ensure thorough analysis and effective communication of the program's impact. The total projected amount for the term of the contract is not to exceed \$24,999, paid for by funds already received from GOED.

[Click Here for Staff Report](#)

IV.b For Possible Action: Discussion and possible action regarding a contract between the Carson City Library (“Library”) and Lifelique, Inc. ("Lifelique") for a total not to exceed amount of \$525,500 for the creation of virtual reality field trips focused on Nevada's circular lithium economy in English and Spanish, funded through an award from the State of Nevada Governor’s Office of Economic Development (“GOED”) through October 30, 2026, and authorization of the Library Director to work with City staff on the approval and execution of the contract.

Staff Summary: This is a two-year contract with Lifelique. Lifelique will work closely with the Library Director throughout the contract term to ensure the work product is an effective tool for career exploration and accessible to a diverse audience. The total projected amount for the term of the contract is not to exceed \$525,500, paid for by funds already received from GOED. Because of its value, this contract requires the approval of the Board of Supervisors and is believed to be a contract which by its nature is not adapted to award by competitive solicitation, pursuant to NRS 332.115(1).

[Click Here for Staff Report](#)

V. INFORMATION ONLY - Library Director representative 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 January 2025, 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: January 9, 2025

Staff Contact:

Agenda Title: FOR POSSIBLE ACTION – Approval of minutes of previous meeting (December 12, 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):

[12-12-2024 Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
December 12, 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, December 12, 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

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

(5:30:32) –Chair Nichols called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Trustee Olivas was absent from this meeting.

II. PUBLIC COMMENT

(5:31:03) – Chair 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
(November 14, 2024)**

(5:31:15) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

(5:31:25) – **MOTION:** Vice Chair Lucas moved to approve the November 14, 2024 meeting minutes as presented. Trustee Markle seconded the motion. The motion carried 4-0-0.

IV. FOR POSSIBLE ACTION – Library Board of Trustees Business.

(5:31:57) – Chairperson Nichols noted that the items under Item IV. would be taken out of order and Item IV.a would be presented last.

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

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
December 12, 2024 Regular Meeting
Page 2**

(6:05:59) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report and Supporting Materials, all of which are incorporated into the record.

(6:07:22) – In response to Vice Chair Lucas, Ms. Holt noted that remaining open on some holidays such as Martin Luther King Jr. Day, President's Day, and Nevada Day had resulted in low turnout. Chair Nichols commented that there were more family friendly activities throughout the City on Nevada Day. Ms. Holt agreed and added that Library Staff were paid overtime while the rest of the City's employees were off. She estimated that the Library could save approximately \$1,000 by closing on some holidays.

(6:11:01) – Vice Chair Lucas commented that she didn't see an issue with the Library closing on some holidays after remaining open over the past years. Ms. Holt mentioned that Library Staff seemed supportive and happy with the proposed closures. In response to Chair Nichols, Ms. Holt noted that the Library would create holiday-themed programming days before the holiday.

(6:12:36) – Ms. Holt mentioned that she was in favor of remaining open on Veteran's Day. Discussion ensued regarding Nevada Day 2025.

(6:16:34) – Ms. Holt noted that the calendar would be sent out to Staff and posted throughout the Library. Ms. Holt referenced the calendar, which is incorporated into the record, and noted some visual errors that would be addressed. She noted that the Library would be closing early on Christmas Eve and New Year's Eve.

(6:19:28) – In response to Chair Nichols, Ms. Holt stated that the Library is open until 8 p.m. on Tuesdays, Wednesdays, Thursdays, and open until 6 p.m. on Mondays and Fridays. She added that the Library was open until 4 p.m. on weekends and that the Library opened at noon on Sundays.

(6:19:51) – In response to Chair Nichols, Ms. Holt stated that the number of patrons varied on Sundays but noted that there was a significant turnout lately.

(6:20:52) – Ms. Holt clarified that she was looking for Trustees to approve the 2025 Carson City Library calendar as presented with some modification of the October 31st holiday and remaining open only for Juneteenth and Veterans Day.

(6:22:37) – **MOTION: Vice Chair Lucas moved to approve the 2025 Carson City Library Calendar with only one modification from presented which is to correct Nevada Day from October 24, 2025 to October 31, 2025. Trustee Markle seconded the motion. The motion carried 4-0-0.**

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.

(5:32:23) – Chairperson Nichols introduced the item. She noted that the purpose of the discussion was to review the bylaws and Library policies. Chair Nichols clarified that the Board was not required to take action.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the December 12, 2024 Regular Meeting Page 3

(5:33:10) – Ms. Holt noted that the bylaws were last updated in June of 2021, adding that bylaws should be updated every three to five years.

(5:34:07) – In response to Vice Chair Lucas, Chair Nichols noted a discrepancy in the requirement for the Board to submit an annual budget, noting that the City handles the budget. Ms. Holt responded to clarifying questions regarding budget approval, submission, and bylaws. Ms. Neagos clarified that bylaws address procedural issues and cannot override statutory requirements. Discussion ensued regarding revising the language to better reflect Nevada Revised Statute (NRS) 379.025.

(5:43:24) – Ms. Holt suggested including “Duties of the Board in compliance with NRS 379.025” under Article VII and Trustees agreed. Discussion ensued regarding how the Board should proceed with the revision of the policies and bylaws.

(5:52:56) – MOTION: Trustee Markle moved to direct Ms. Holt to prepare a presentation on revising the Library policies and bylaws by the end of the 2025 Fiscal Year. Trustee Case seconded the motion.

(5:54:15) – In response to Vice Chair Lucas, Ms. Neagos clarified that a motion could be made on both the policies and bylaws since both were included in the agenda title. Ms. Neagos added that the Board would only be moving to direct Ms. Holt to make a presentation on the policy, not on the bylaws.

(5:54:49) – Chair Nichols called for a vote. The motion carried 4-0-0.

IV.c FOR DISCUSSION ONLY: PRESENTATION AND DISCUSSION OF LIBRARY TRUSTEE ROLES AND RESPONSIBILITIES.

(5:55:04) – Chair Nichols introduced the item. She emphasized the importance of recognizing trustee responsibilities and planning for the future of the Library.

(5:58:04) – Ms. Holt referenced resources available on the Nevada State Library’s website, including the “Nevada Government Public Libraries Trustees” page and trustee training.

(5:59:16) – Trustee Markle recommended that trustees follow the State Council on Libraries and Literacy, which meets periodically to discuss library and literacy issues. Ms. Holt added that the council reviews funding for competitive grants through the Library Services and Technology Act. Discussion ensued regarding the State Council on Library and Literacy.

V. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE 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.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
December 12, 2024 Regular Meeting
Page 4**

(6:23:30) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report and Supporting Materials, all of which are incorporated into the record.

(6:24:11) – Ms. Holt responded to clarifying questions regarding the Gift Fund, noting that the numbers reflected were inaccurate, as the Library had more funds available. She explained that the City initially allocates a set amount at the beginning of the year, which is augmented in November.

(6:26:26) – Ms. Holt provided the Library Director’s Report, which is incorporated into the record. Ms. Holt provided an overview on the budget process, which is incorporated into the record. Chair Nichols expressed appreciation for the information.

(6:30:49) – Vice Chair Lucas asked what the Library’s five-year capital plan wish list would involve and Ms. Holt responded that the current priorities were bathrooms and cameras. Ms. Holt added that by next year, the Library would have a clearer understanding of what to prioritize based on the strategic plan. Ms. Holt responded to clarifying questions regarding a new circulation desk.

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

(6:37:09) – Chairperson Nichols introduced the item and entertained announcements and requests for information.

(6:37:40) – Ms. Holt noted that a presentation by Tammy Westergard on workforce development would be included on the next agenda.

(6:38:03) – Trustee Case asked about an update on the strategic plan process and Ms. Holt stated that once the contract with Dr. Fred Steinmann of the University Center for Economic Development at the University of Reno was finalized the contract, the planning process would be presented.

VII. PUBLIC COMMENT

(6:39:04) – Chairperson Nichols entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(6:39:15) – Chairperson Nichols adjourned the meeting at 6:39 p.m.

The Minutes of the December 12, 2024 Carson City Library Board of Trustees meeting are so approved this 9th day of January 2025.



STAFF REPORT

Report To:

Meeting Date: January 9, 2025

Staff Contact:

Agenda Title: For Possible Action: Discussion and possible action regarding a contract between the Carson City Library ("Library") and Grantcycle for a total not to exceed amount of \$24,999 for the gathering of essential metrics and deliverables, and the addition of a real-time data dashboard for tracking and reporting on the Individual Career Mapping Project, funded through an award from the State of Nevada Governor's Office of Economic Development ("GOED") through December 31, 2025, and authorization of the Library Director to execute the contract.

Staff Summary: This is a one-year contract with Grantcycle. Grantcycle will work closely with the Library Director throughout the contract term to ensure thorough analysis and effective communication of the program's impact. The total projected amount for the term of the contract is not to exceed \$24,999, paid for by funds already received from GOED.

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

Proposed Motion

I move to approve the contract and to authorize the Library Director to execute it.

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):

[Grantcycle_Scope of Work_December 2024.docx](#)

[Grantcycle Contract 2024_DRAFT.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

SECTION 2

Scope of Work for Data Analysis and Dashboard Metrics

This scope of work outlines the essential metrics, deliverables, and the addition of a real-time data dashboard for tracking and reporting on the Individual Career Mapping Project, ensuring thorough analysis and effective communication of the program's impact.

Project Duration: January 2025 – December 2025

Project: Individual Career Mapping Project

Key Meetings for Reporting:

Meeting #1: January 30, 2025

Meeting #2: April 25, 2025

Meeting #3: July 25, 2025

Meeting #4: October 30, 2025

Metrics to be Reported Quarterly:

Trainer Preparedness:

- Completion Rate: Percentage of trainers completing the program successfully.
- Assessment Scores: Scores on assessments measuring understanding of training content and methodologies.
- Participant Satisfaction:
- Satisfaction Surveys: Results from surveys or feedback forms to assess participant satisfaction with the training.

Content Ratings:

- Ratings for the relevance and effectiveness of the training content.

Learning Outcomes:

- Assessment Improvement: Pre- and post-assessment scores to measure knowledge and skill improvement.
- Skill Application: Observation of trainers applying acquired skills during practice sessions.

Program Impact:

- Training Sessions Conducted: Number of training sessions conducted post-launch.
- Completion Rates: Percentage of participants who completed subsequent training programs led by the newly trained trainers.

Feedback and Adaptations:

- Feedback Analysis: Analysis of feedback from trainers and participants.
- Program Adjustments: Changes made to the training program based on feedback and observed challenges.

Implementation Timeline:

- Launch Timeliness: Timeliness of launching the program according to the planned schedule.
- Milestone Adherence: Adherence to milestones and deadlines during the implementation phase.

Resource Utilization:

- Budget Adherence: Budget adherence and cost-effectiveness of the training.
- Resource Efficiency: Efficient use of training materials, technology, and other resources.

Trainer Engagement:

- Follow-up Participation: Participation rates in follow-up training sessions or professional development opportunities related to career library services.
- Learning Community Engagement: Continued engagement in the learning community established during the "Train the Trainer" program.

Long-term Impact:

- Skill Application Tracking: Tracking the application of training skills in subsequent training sessions.

Program Impact Measurement:

- Measuring the overall impact of the program on the organization's adult career services programs and outcomes.

Deliverables:

Quarterly Reports:

- Comprehensive reports summarizing the metrics and insights for each quarter.
- Visual dashboards highlighting key performance indicators and trends.

Real-Time Data Dashboard:

- Development and maintenance of a real-time data dashboard to continuously track and display key metrics.
- Dashboard accessible to project stakeholders for ongoing monitoring and decision-making.

Meeting Presentations:

- Detailed presentations for each key meeting outlining the progress and findings.

Feedback and Adaptation Reports:

- Documentation of feedback received and the subsequent changes made to the program.

Implementation Timeline Tracking:

- Reports on adherence to the implementation timeline and any deviations from the plan.

Resource Utilization Analysis:

- Detailed analysis of budget adherence and the efficiency of resource usage.

Long-term Impact Studies:

- Studies and reports measuring the long-term impact of the program on adult career services.

Timeline:

- January 2025: Project kickoff and initial data collection setup.
- February 2025: Development of the real-time data dashboard.
- March 2025 – November 2025: Ongoing data collection, analysis, and reporting through the dashboard.
- December 2025: Comprehensive report of data collection and analysis for the contract term.

Contract #
RFP#

CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

A Contract Between

Agency Name:	Carson City Library Board of Trustees
Address:	900 Roop Street
City, State, Zip Code:	Carson City, NV 89701
Contact:	Joy Holt, Library Director
Phone:	775-283-7554
Email:	jholt@carson.org

Contractor Name:	Grantcycle
Address:	642 N. Madison Street
City, State, Zip Code:	Bloomington, IN 47404
Contact:	Ansley Fender
Phone:	812-327-6518
Email:	ansley@grantcycle.com

WHEREAS, Governor’s Office of Economic Development (“GOED”), Carson City Library Board of Trustees (“Board”), and Carson City, a consolidated municipality, a political subdivision of the State of Nevada (the “City”) have entered into an interlocal contract between public agencies pursuant to NRS 277.180 for the implementation of the GOED Individual Career Mapping and Training Delivery Model Program, whereby the Carson City Library will contract for impact analytic services for an amount not to exceed \$24,999 for one year.

WHEREAS, the Carson City Library Board of Trustees (“the Board”) desires to retain Grantcycle (the “Contractor”) for data analysis and dashboard metrics services related to the Individual Career Mapping Project; and

WHEREAS, the Contractor is desirous of serving the Board as its services contractor; and

WHEREAS, the Board and the Contractor agree that the Contractor shall be compensated for all services rendered as herein below set forth; and

WHEREAS, it is deemed that the service of Contractor is both necessary and in the best interests of the Carson City Library.

NOW, THEREFORE, in consideration of the aforesaid premises, and the following terms and conditions and other valuable consideration, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by the Board.
2. **DEFINITIONS.**
 - A. “Board” – means the Carson City Library Board of Trustees.
 - B. “Contractor” – means the person or entity identified above that performs services and/or provides goods for the Board under the terms and conditions set forth in this Contract.
 - C. “Fiscal Year” – means the period beginning July 1st and ending June 30th of the following year.
 - D. “Contract” – Unless the context otherwise requires, “Contract” means this document entitled Contract for Services of Independent Contractor and all Attachments or Incorporated Documents.

Contract #
RFP#

E. "Contract for Independent Contractor" – means this document entitled Contract for Services of Independent Contractor exclusive of any Attachments or Incorporated Documents.

3. **CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 10, Contract Termination*, with an option to renew up to three (3) additional years.

Effective from:	January 1, 2025	To:	December 31, 2025
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4. **NOTICE.** All communications, including notices, required or permitted to be given under this Contract shall be in writing and directed to the parties at the addresses stated above. Notices may be given: (i) by delivery in person; (ii) by a nationally recognized next day courier service, return receipt requested; or (iii) by certified mail, return receipt requested. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or electronic mail to the address(es) such party has specified in writing.
5. **INCORPORATED DOCUMENTS.** The parties agree that this Contract, inclusive of the following attachments, specifically describes the scope of work. This Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA:	SCOPE OF WORK
ATTACHMENT BB:	
ATTACHMENT CC:	

Any provision, term or condition of an Attachment that contradicts the terms of this Contract for Independent Contractor, or that would change the obligations of the Commission under this Contract for Independent Contractor, shall be void and unenforceable.

6. **CONSIDERATION.** The parties agree that Contractor will provide the services specified in *Section 5, Incorporated Documents* at a cost as noted below:

Total Contract Not to Exceed:	\$ 24,999
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The Board does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

7. **ASSENT.** The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations specified.
8. **BILLING SUBMISSION: TIMELINESS.** The parties agree that timeliness of billing is of the essence to the Contract and recognize that the Board is on a Fiscal Year. If applicable, all billings for dates of service prior to July 1 must be submitted to the Board no later than the first Friday in August of the same calendar year. A billing submitted after the first Friday in August of the same calendar year, will subject Contractor to an administrative fee not to exceed one hundred dollars (\$100.00). The parties hereby agree this is a reasonable estimate of the additional costs to the Board of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to Contractor.
9. **INSPECTION & AUDIT.**
- A. Books and Records. Contractor agrees to keep and maintain under generally accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the Board, State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all State and federal regulations and statutes.

Contract #
RFP#

- B. Inspection & Audit. Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found, with or without notice by the Board, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. All subcontracts shall reflect requirements of this Section.
- C. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three (3) years, and for five (5) years if any federal funds are used pursuant to the Contract. The retention period runs from the date of payment for the relevant goods or services by the Board, or from the date of termination of the Contract, whichever is later. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. **CONTRACT TERMINATION.**

- A. Termination Without Cause. Regardless of any terms to the contrary, this Contract may be terminated upon written notice by mutual consent of both parties. The Board unilaterally may terminate this contract without cause by giving not less than thirty (30) days' notice in the manner specified in *Section 4, Notice*. If this Contract is unilaterally terminated by the Board, Contractor shall use its best efforts to minimize cost to the Board and Contractor will not be paid for any cost that Contractor could have avoided.
- B. Termination with Cause for Breach. A breach may be declared with or without termination. A notice of breach and termination shall specify the date of termination of the Contract, which shall not be sooner than the expiration of the Time to Correct, if applicable, allowed under subsection 10D. This Contract may be terminated by either party upon written notice of breach to the other party on the following grounds:
 - 1) If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or
 - 2) If any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
 - 3) If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the Bankruptcy Court; or
 - 4) If the Board materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or
 - 5) If it is found by the Board that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the Board with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or
 - 6) If it is found by the Board that Contractor has failed to disclose any material conflict of interest relative to the performance of this Contract.
- C. Time to Correct. Unless the breach is not curable, or unless circumstances do not permit an opportunity to cure, termination upon declared breach may be exercised only after service of formal written notice as specified in *Section 3, Notice*, and the subsequent failure of the breaching party within fifteen (15) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared breach has been corrected. Upon a

Contract #
RFP#

notice of breach, the time to correct and the time for termination of the contract upon breach under subsection 10B, above, shall run concurrently, unless the notice expressly states otherwise.

D. Winding Up Affairs Upon Termination. In the event of termination of this Contract for any reason, the parties agree that the provisions of this Section survive termination:

- 1) The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;
- 2) Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the Board;
- 3) Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the Board;
- 4) Contractor shall preserve, protect and promptly deliver into Board's possession all proprietary information in accordance with *Section 21, Board Ownership of Proprietary Information*.

11. **REMEDIES.** Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. For purposes of an award of attorneys' fees to either party, the parties stipulate and agree that a reasonable hourly rate of attorneys' fees shall be two hundred dollars (\$200.00) per hour.
12. **LIMITED LIABILITY.** The Board will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Damages for any Board breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the Fiscal Year budget in existence at the time of the breach. Contractor's tort liability shall not be limited.
13. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.
14. **INDEMNIFICATION AND DEFENSE.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend, not excluding the Board's right to participate, the Board from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of Contractor under this contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor's obligation to indemnify the Board shall apply in all cases except for claims arising solely from the Board's own negligence or willful misconduct. Contractor waives any rights of subrogation against the Board. Contractor's duty to defend begins when the Board requests defense of any claim arising from this Contract.
15. **REPRESENTATIONS REGARDING INDEPENDENT CONTRACTOR STATUS.** Contractor represents that it is an independent contractor, as defined in NRS 333.700(2) and 616A.255, warrants that it will perform all work under this contract as an independent contractor, and warrants that the Board will not incur any employment liability by reason of this Contract or the work to be performed under this Contract. To the extent the Board incurs any employment liability for the work under this Contract, Contractor will reimburse the Board for that liability.
16. **INSURANCE SCHEDULE.** Unless expressly waived in writing by the Board, Contractor must carry policies of insurance and pay all taxes and fees incident hereunto. Policies shall meet the terms and conditions as specified within this Contract along with the additional limits and provisions as described in *Attachment AA*, incorporated hereto by attachment. The Board shall have no liability except as specifically provided in the Contract. Contractor shall not commence work before Contractor has provided the required evidence of insurance to the Contracting Agency. The

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Board's approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent to this Contract. Any failure of the Board to timely approve shall not constitute a waiver of the condition.

A. Insurance Coverage. Contractor shall, at Contractor's sole expense, procure, maintain and keep in force for the duration of the Contract insurance conforming to the minimum limits as specified in *Attachment AA*, incorporated hereto by attachment. Unless specifically stated herein or otherwise agreed to by the Board, the required insurance shall be in effect prior to the commencement of work by Contractor and shall continue in force as appropriate until:

- 1) Final acceptance by the Board of the completion of this Contract; or
- 2) Such time as the insurance is no longer required by the Board under the terms of this Contract; whichever occurs later.

Any insurance or self-insurance available to the Board shall be in excess of and non-contributing with, any insurance required from Contractor. Contractor's insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by the Board, Contractor shall provide the Board with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by the Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as Contractor has knowledge of any such failure, Contractor shall immediately notify the Board and immediately replace such insurance or bond with an insurer meeting the requirements.

B. General Requirements.

- 1) Additional Insured: By endorsement to the general liability insurance policy, the Board, its officers, employees and immune contractors as defined in NRS 41.0307 shall be named as additional insureds for all liability arising from the Contract.
- 2) Waiver of Subrogation: Each insurance policy shall provide for a waiver of subrogation against the Board, its officers, employees and immune contractors as defined in NRS 41.0307 for losses arising from work/materials/equipment performed or provided by or on behalf of Contractor.
- 3) Cross Liability: All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.
- 4) Deductibles and Self-Insured Retentions: Insurance maintained by Contractor shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by the Board. Such approval shall not relieve Contractor from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed fifty thousand dollars (\$50,000.00) per occurrence, unless otherwise approved by the Board.
- 5) Policy Cancellation: Except for ten (10) days' notice for non-payment of premiums, each insurance policy shall be endorsed to state that without thirty (30) days' prior written notice to the Board, the policy shall not be canceled, non-renewed or coverage and/or limits reduced or materially altered, and shall provide that notices required by this Section shall be sent by certified mail to the address shown on page one (1) of this contract.
- 6) Approved Insurer: Each insurance policy shall be:
 - a) Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the Board and having agents in Nevada upon whom service of process may be made; and
 - b) Currently rated by A.M. Best as "A-VII" or better.

C. Evidence of Insurance.

Prior to the start of any work, Contractor must provide the following documents to the Board:

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- 1) **Certificate of Insurance:** The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to the Board to evidence the insurance policies and coverages required of Contractor. The certificate must name the Board, its officers, employees and immune contractors as defined in NRS 41.0307 as the certificate holder. The certificate should be signed by a person authorized by the insurer to bind coverage on its behalf. The description and Contract effective dates shall be noted on the certificate, and upon renewal of the policies listed, Contractor shall furnish the Board with replacement certificates as described within *Section 16A, Insurance Coverage*.

Mail all required insurance documents to the Board at the address identified on Page 1 of the Contract.

- 2) **Additional Insured Endorsement:** An Additional Insured Endorsement (CG 20 10 11 85 or CG 20 26 11 85), signed by an authorized insurance company representative, must be submitted to the Board to evidence the endorsement of the Board as an additional insured per *Section 16B, General Requirements*.
- 3) **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the underlying Schedule from the Umbrella or Excess insurance policy may be required.
- 4) **Review and Approval:** Documents specified above must be submitted for review and approval by the Board prior to the commencement of work by Contractor. Neither approval by the Board nor failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of Contractor or its subcontractors, employees or agents to the Board or others, and shall be in addition to and not in lieu of any other remedy available to the Board under this Contract or otherwise. The Board reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

17. **COMPLIANCE WITH LEGAL OBLIGATIONS.** Contractor shall procure and maintain for the duration of this Contract any state, county, city or federal license, authorization, waiver, permit qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor shall provide proof of its compliance upon request of the Board. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal property taxes are the responsibility of Contractor in accordance with NRS 361.157 and NRS 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract.
18. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
19. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.
20. **ASSIGNMENT/DELEGATION.** To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by Board, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations nor duties under this Contract without the prior written consent of the Board.
21. **BOARD OWNERSHIP OF PROPRIETARY INFORMATION.** Any data or information provided by the Board to Contractor and any documents or materials provided by the Board to Contractor in the course of this Contract ("Board Materials") shall be and remain the exclusive property of the Board and all such Board Materials shall be delivered into Board possession by Contractor upon completion, termination, or cancellation of this Contract.
22. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The Board has a legal obligation to disclose such information unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 332.061, provided that Contractor thereby agrees

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to indemnify and defend the Board for honoring such a designation. The failure to so label any document that is released by the Board shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

23. **CONFIDENTIALITY.** Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Contract.
24. **FEDERAL FUNDING.** In the event federal funds are used for payment of all or part of this Contract, Contractor agrees to comply with all applicable federal laws, regulations and executive orders, including, without limitation the following:
 - A. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to Executive Orders 12549 and 12689 and Federal Acquisition Regulation subpart 9.4, and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
 - B. Contractor and its subcontracts shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder, including 28 C.F.R. Section 35, inclusive, and any relevant program-specific regulations.
 - C. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964 (P.L. 88-352), as amended, the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)
25. **LOBBYING.** The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
 - A. Any federal, state, county or local agency, legislature, commission, council or board;
 - B. Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
 - C. Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.
26. **GENERAL WARRANTY.** Contractor warrants that all services, deliverables, and/or work products under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.
27. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges that this Contract is effective only and only for the period of time specified in the Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.
28. **ASSIGNMENT OF ANTITRUST CLAIMS.** Contractor irrevocably assigns to the Board any claim for relief or cause of action which Contractor now has or which may accrue to Contractor in the future by reason of any violation of State of Nevada or federal antitrust laws in connection with any goods or services provided under this Contract.
29. **GOVERNING LAW: JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of and venue in the First Judicial District Court, Carson City, Nevada for enforcement of this Contract, and consent to personal jurisdiction in such court for any action or proceeding arising out of this Contract.

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30. **ENTIRE CONTRACT AND MODIFICATION.** This Contract and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto. This Contract, and any amendments, may be executed in counterparts.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK; THE SIGNATURE BLOCKS FOLLOW ON THE NEXT PAGE.)

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IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

_____	_____	_____
Independent Contractor's Signature	Date	Independent Contractor's Title

_____	_____	_____
Board Authorized Signature	Date	Title

Approved as to form by:

_____	On: _____
Deputy District Attorney	Date



STAFF REPORT

Report To:

Meeting Date: January 9, 2025

Staff Contact:

Agenda Title:

For Possible Action: Discussion and possible action regarding a contract between the Carson City Library ("Library") and Lifeliqe, Inc. ("Lifeliqe") for a total not to exceed amount of \$525,500 for the creation of virtual reality field trips focused on Nevada's circular lithium economy in English and Spanish, funded through an award from the State of Nevada Governor's Office of Economic Development ("GOED") through October 30, 2026, and authorization of the Library Director to work with City staff on the approval and execution of the contract.

Staff Summary: This is a two-year contract with Lifeliqe. Lifeliqe will work closely with the Library Director throughout the contract term to ensure the work product is an effective tool for career exploration and accessible to a diverse audience. The total projected amount for the term of the contract is not to exceed \$525,500, paid for by funds already received from GOED. Because of its value, this contract requires the approval of the Board of Supervisors and is believed to be a contract which by its nature is not adapted to award by competitive solicitation, pursuant to NRS 332.115(1).

Agenda Action:

Formal Action / Motion

Time Requested:

Proposed Motion

I move to authorize the Library Director to work with City staff on the approval and execution of the contract, as presented (or as discussed 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):

[Lifelique_Scope of Work_December 2024.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

SECTION 2

Scope of Work

Creation of Virtual Reality Field Trips Focused on Nevada's Circular Lithium Economy

This scope of work outlines the comprehensive process for creating virtual reality field trips focused on Nevada's circular lithium economy in both English and Spanish, ensuring they are effective tools for career exploration and accessible to a diverse audience.

Project Duration: December 2024 – October 2026

Project: Individual Career Mapping Project

Key Meetings for Reporting:

Meeting #1: January 30, 2025

Meeting #2: April 25, 2025

Meeting #3: July 25, 2025

Meeting #4: October 30, 2025

Meeting #5: January 30, 2026

Meeting #6: April 24, 2026

Meeting #7: July 31, 2026

Meeting #8: October 30, 2026

Objectives:

- Develop a series of virtual reality (VR) field trips to enhance career exploration within Nevada's circular lithium economy.
- Ensure all VR field trips are available in both English and Spanish to accommodate a diverse population.

Key Activities and Timeline:

Phase 1: Planning and Design (November 2024 - December 2024)

Needs Assessment:

- Identify key aspects of Nevada's circular lithium economy to be featured in the VR field trips, including mining, processing, recycling, and related industries.
- Collaborate with industry experts, educators, and stakeholders to determine the most relevant content.

Storyboarding:

- Develop detailed storyboards for each VR field trip, outlining the key scenes, interactions, and educational objectives focused on the lithium economy.
- Ensure cultural relevance and inclusivity in the design of the VR experiences.

Phase 2: Content Development (January 2025 - March 2025)

- VR Scene Creation:

- Use advanced VR technology to create immersive, realistic environments for each field trip related to the lithium economy.
- Include interactive elements that allow users to explore different aspects of the lithium industry, from mining to recycling.
- Language Integration:
 - Develop and integrate audio, text, and interactive components in both English and Spanish.
 - Ensure accurate and culturally appropriate translations.

Phase 3: Testing and Refinement (April 2025 - June 2025)

- Pilot Testing:
 - Conduct pilot tests with a diverse group of users to gather feedback on the VR field trips.
 - Evaluate user engagement, comprehension, and satisfaction.
- Refinement:
 - Make necessary adjustments based on feedback to improve the overall user experience and educational value.
 - Ensure that both English and Spanish versions meet the same high-quality standards.

Phase 4: Deployment and Training (July 2025 - September 2025)

- Deployment:
 - Release the completed VR field trips via Arbor XR and Lifeliqe platform
 - Ensure easy access to both English and Spanish versions.

Phase 5: Ongoing Support and Evaluation (October 2025 – October 2026)

- Support:
 - Offer continuous technical support and updates to ensure smooth operation of the

Deliverables:

- Virtual Reality Field Trips:
 - Complete VR field trips covering various aspects of Nevada's circular lithium economy, available in both English and Spanish.
 - Pilot Test Reports:
 - Reports on pilot testing outcomes and subsequent refinements.

Timeline:

- November 2024 - December 2024: Planning and Design
- January 2025 - March 2025: Content Development
- April 2025 - June 2025: Testing and Refinement
- July 2025 - September 2025: Deployment
- October 2025 - October 2026: Ongoing Support and Evaluation



STAFF REPORT

Report To:

Meeting Date: January 9, 2025

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 January 2025, and updates on Carson City Library administrative activities since the previous reports.

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

Proposed Motion

Board's Strategic Goal

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[101 GENERAL FUND BOARD REPORT_JANUARY_2025.pdf](#)

[230 GIFT FUND BOARD REPORT_JANUARY_2025.pdf](#)

[Library Director Report_01092025.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

101 GENERAL FUND FY25**AS OF****1/3/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,017,942.00	1,017,942.00	384,323.76	0.00	633,618.24	38%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	23,321.10	0.00	36,678.90	39%
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	8,280.87	0.00	28,719.13	22%
1016200	500225	MEDICARE	15,544.00	15,544.00	6,166.42	0.00	9,377.58	40%
1016200	500230	RETIREMENT	298,361.00	298,361.00	116,318.65	0.00	182,042.35	39%
1016200	500240	GROUP INSURANCE	132,964.00	132,964.00	41,145.05	0.00	91,818.95	31%
1016200	500250	WORKERS' COMPENSATION	31,418.00	31,418.00	11,505.20	0.00	19,912.80	37%
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	480.00	0.00	480.00	50%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	4,341.84	0.00	15,658.16	22%
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	385.59	0.00	504.41	43%
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	3,622.29	0.00	2,017.71	64%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	794.01	0.00	4,205.99	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	3,070.96	0.00	4,929.04	38%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	2,913.89	0.00	9,086.11	24%

101 GENERAL FUND FY25**AS OF****1/3/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	7,180.08	0.00	15,507.92	32%
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	90,293.02	68,077.00	24,969.98	49%
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	6,114.97	0.00	11,296.03	35%
1016200	500712	POWER	23,000.00	23,000.00	12,236.01	0.00	10,763.99	53%
1016200	500713	HEATING	10,730.00	10,730.00	1,750.41	0.00	8,979.59	16%
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	2,783.83	0.00	6,776.17	29%
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	813,026.51	68,077.00	1,176,428.49	40%

230 GIFT FUND FY25
AS OF
1/3/2025

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	4,084.32	0.00	-3,084.32	408%
2306200	500623	COLLECTION - FOL	1,000.00	1,000.00	12,703.30	-160.56	-11,542.74	1270%
2306200	500625	OPERATING SUPPLIES	1,000.00	1,000.00	295.50	0.00	704.50	30%
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	15,662.08	-20,258.58	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	1,899.89	-1,399.89	0%
2306200	501241	DIGITAL COLLECTION	250.00	250.00	0.00	-2,655.85	2,905.85	0%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	250.00	1,104.42	0.00	-854.42	442%
TOTALS			12,500.00	12,500.00	25,496.41	14,745.56	-27,741.97	204%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: January 09, 2025



Staffing Updates:

- 1 Senior Library Assistant position has been tentatively filled.
- 1 Senior Library Assistant position posting pending.
- Workforce Development and Social Services Coordinator position posting pending.

Programming and Outreach Events:

Special Programs in January 2025

- **01/03 -Tech Busters!: One on One Technology Help, 3pm** - Receive in-person help with your device on Fridays from 3-4pm.
- **01/04 - Yarn Bombing, All Day Event** - Bring your completed knitted or crocheted creations to help cover a cart and turn it into a piece of art. For patrons of all ages.
- **01/05 , 01/12 - Winter Escape Room, 12pm and 2pm** - Solve all of the clues and escape the room before the time runs out! Teams of 8 participants must figure out how to find the Yeti.
- **01/09 - Winter Slime Program, 5pm** - How slimy are you? Come make snow slime!
- **01/18 -Winter Clothes Bedazzling, 10am** - Patrons of all ages will use fabric glue to decorate winter gloves with color gemstones. Patrons are welcome to bring their own hats and gloves if they wish.
- **01/19 - MLK Craft Program, 2pm** - We will be closed for MLK Day on 1/20 but we still have a craft program celebrating the holiday on 1/19.
- **01/21 - Pom Pom Pals Craft Program - 5:30pm** - This seasonal program invites patrons of all ages to make wintery Pom Pom Pals!
- **01/23 -Author Talk With Robert Drews, 5:30pm** - Patrons of all ages are invited to come hear local author Robert Drews discuss his experience writing and publishing his debut novel.

Additional Information:

- Tammy Westergard will give a presentation discussing the latest updates on the Carson City Library's Workforce Development partnership and project with the Nevada Governor's Office of Economic Development.