

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

Day: Thursday
Date: April 10, 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.

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. Public comment during a meeting is limited to three minutes for each speaker.

I. Call to Order: Library Board of Trustees

II. Roll Call

III. Public Comment:**

The public is invited at this time to provide comment on any topic that relates to a matter over which this public body has supervision, control, jurisdiction or advisory power, including any such matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised during this period for public comment.

IV. For Possible Action: Approval of minutes

IV.a March 13, 2025
[Click Here for Staff Report](#)

V. For Possible Action: Library Board of Trustees Business

V.a For Possible Action: Discussion and possible action regarding direction from the Library Board of Trustees ("Board") on the process and tools for completing the Library Director's forthcoming annual performance evaluation.
[Click Here for Staff Report](#)

VI. Non-Action Items:

VI.a Library Director's administrative reports.

[Click Here for Staff Report](#)

VI.b Trustees' reports, announcements and requests for information.

[Click Here for Staff Report](#)

VII. Public Comment:**

The public is invited at this time to provide comment on any topic that relates to a matter over which this public body has supervision, control, jurisdiction or advisory power, including any such matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised during this period for public comment.

VIII. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** – The Library Board of Trustees will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the Library Board of Trustees agenda as an item upon which action may be taken. Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak. Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and would not be subject to a three-minute time limitation.

Agenda Management Notice: Items on the agenda may be taken out of order, the public body may combine two or more agenda items for consideration, and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, including copies of the supporting material regarding any of the items listed on the agenda, please contact Joy Holt, Library Director, in writing at 900 N. Roop St., Carson City, NV 89701 or at jholt@carson.org, or by phone at (775) 283-7554 at least 24 hours in advance.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Carson City Library Administrative Office in writing at 900 N. Roop St., Carson City NV 89701, or by calling (775) 887-2244, ext. 7554 at least 24 hours in advance.

This agenda and backup information are available on the City's website at www.carson.org/agendas and at the Carson City Library, 900 N. Roop St., Carson City, Nevada (775) 283-7554.

This notice has been posted at the following locations:
Carson City Library, 900 N. Roop St., Carson City, NV 89701 Carson City
<http://www.carsoncitylibrary.org/about/board/meetings-and-notices>
www.carson.org/agendas
<http://notice.nv.gov>



STAFF REPORT

Report To:

Meeting Date:

April 10, 2025

Staff Contact:

Agenda Title: March 13, 2025

Agenda Action: Formal Action / Motion

Time Requested:

Proposed Motion

I move to approve the minutes of March 13, 2025.

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):

[3-13-2025 Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the March 13, 2025 Regular Meeting Page 1

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, March 13, 2025 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 Elizabeth Markle
Trustee Jonathon Olivas

STAFF: Adam Tully, 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

(5:30:46) – Chair Nichols called the meeting to order at 5:30 p.m.

II. ROLL CALL

(5:30:55) – Roll was called; a quorum was present. Trustee Case was absent from this meeting. Trustee Olivas arrived at 5:32 p.m.

III. PUBLIC COMMENT

(5:31:15) – Chair Nichols entertained public comments. Melodie Skudlarek introduced herself to the Board and commented that the Library was a wonderful institution for the community. Chairperson Nichols thanked Ms. Skudlarek for attending the meeting.

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

IV.a. JANUARY 9, 2025

(5:32:36) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

(5:32:44) – **MOTION:** Trustee Markle moved to approve the January 9, 2025 meeting minutes as presented. Vice Chair Lucas seconded the motion. The motion carried 4-0-0.

V. NON-ACTION ITEMS

V.a LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
March 13, 2025 Regular Meeting
Page 2**

(5:33:07) – Chair Nichols introduced the item and asked whether the City relies on any federal grants for Library funding. Ms. Holt stated that the Library is funded through sales tax revenue, adding that the only federal funding received is through the Institute of Museum and Library Services (ILMS), which provides grants to states through the Library Services and Technology Act. She noted that the funds are then distributed to the State Library, which allocates them for collection development and competitive grants. In response to Chair Nichols’ question, Ms. Holt explained that if the grants were to discontinue the Library would lose access to competitive funding.

(5:37:13) – Ms. Holt referenced the General, Gift, and Grant Fund reports and the Library Director’s report, all of which are incorporated into the record, and noted her upcoming evaluation. She responded to clarifying questions regarding story times and special events, noting an increase in attendance. Ms. Holt attributed the growth due to increased outreach and credited Programming Outreach Coordinator Haley Wilson for her efforts.

(5:44:12) – Chairperson Nichols entertained comments and questions from Trustees; however, none were forthcoming. Ms. Holt introduced the virtual reality (VR) presentation. Senior Workforce Development Librarian in Residence from the Governor’s Office of Economic Development (GOED) Tammy Westergard and contractor Michelle Rebaleati introduced themselves to the Board. Ms. Westergard provided an overview of the workforce development program, explaining how individuals can access career-mapping resources through the GOED website. She presented a video on VR field trips designed for career exploration. Trustees participated in a VR demonstration.

(6:02:39) – In response to Trustee Markle’s question, Ms. Westergard explained that both VR resources were available on and off Library property, with career seekers accessing content through headsets or online. Ms. Westergard added that some industry certification programs such as the dialysis technician program at the College of Southern Nevada included course companions that could be checked out.

(6:06:36) – Ms. Holt noted that 35 VR field trips were currently available, with 16 more in development. Ms. Westergard presented another video highlighting the program.

(6:08:59) – Ms. Westergard explained that the career-mapping program helps individuals explore job opportunities, assess their skills, and prepare for the National Career Readiness Certificate (NCRC) using traditional study methods and VR simulations. She stated that the NCRC, recognized in STEM fields, measures workplace forms, graphic literacy, and applied math, with credentials available at four levels: bronze, silver, gold, and platinum. Ms. Westergard noted that studies show VR-based learning improves retention by 70 percent compared to traditional methods. She highlighted that previous results showed a 100 percent success rate, with three students achieving the highly challenging platinum level in math.

(6:14:47) – In response to Trustee Markle’s questions, Ms. Westergard explained that students were from underserved populations. Ms. Westergard stated that while some programs require in-person attendance in Southern Nevada, many others are available online, emphasizing that distance learning programs helped improve accessibility for students in rural areas. Ms. Westergard responded to clarifying questions.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
March 13, 2025 Regular Meeting
Page 3**

(6:20:41) – In response to Chairperson Nichols’ question, Ms. Westergard explained the process for offering career guidance, she noted that new participants could join the next cohort in June 2025 and individuals could begin the career mapping process using the VR headsets.

(6:25:06) – Ms. Holt added that the career mapping process helps users better understand their strengths and capabilities.

(6:26:06) – In response to Trustee Olivas’ question, Ms. Westergard explained that success was measured through completion of the individual career mapping, with feedback loops and a dashboard displaying progress. She added that employment was the ultimate measure of success while also highlighting the importance of employers’ perspectives.

(6:28:22) – In response to Trustee Markle’s question, Ms. Westergard confirmed that employers could meet students after they completed the NCRC and were work-ready. Ms. Westergard explained that cohorts met together depending on location. She noted that the biggest challenge faced with the program was being understaffed, with only three people handling the statewide deployment of the program. She emphasized the importance of providing these services to citizens.

(6:33:28) – Chair Nichols suggested hosting an employer night at the Library to introduce businesses to the program. Ms. Holt agreed, noting the need to first hire and train workforce development staff before moving forward. In response to Vice Chair Lucas’ question, Ms. Westergard confirmed outreach efforts to local labor unions.

V.b TRUSTEES' REPORTS, ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.

(5:37:07) – Chairperson Nichols introduced the item and entertained announcements and requests for information. Vice Chair Lucas expressed appreciation for seeing the Dolly Parton display at the Library.

VII. PUBLIC COMMENT

(6:38:16) – Chairperson Nichols entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(6:38:37) – Chairperson Nichols adjourned the meeting at 6:34 p.m.

The Minutes of the March 13, 2025 Carson City Library Board of Trustees meeting are so approved this 10th day of April 2025.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** April 10, 2025

Staff Contact: Joy Holt, Library Director

Agenda Title: For Possible Action: Discussion and possible action regarding direction from the Library Board of Trustees ("Board") on the process and tools for completing the Library Director's forthcoming annual performance evaluation.

Agenda Action: Formal Action / Motion **Time Requested:** 15 minutes

Proposed Motion

I move to approve the annual performance evaluation process proposed by staff, as presented.

Board's Strategic Goal

Organizational Culture

Previous Action

Background/Issues & Analysis

The Board has the duty to complete an annual performance evaluation for the Library Director on or before July 1 of each year. Staff now seeks direction from the Board concerning the processes and tools to be used to inform this appraisal and evaluation.

Staff proposes the following process:

1. The Library Director will complete an annual self-appraisal form to be submitted, separately, to each Board member by May 1, 2025.
2. A 360-degree review will be conducted to gather feedback from all Library staff using the following steps:
 - The Board Chair will contact the Carson City Human Resources ("HR") Director by April 17, 2025, to request that HR initiate the disbursement of an anonymous review form to each Library staff member.
 - The HR Director will disburse the requisite form to each Library staff member by April 24, 2025.
 - Each Library staff member who wishes to participate must submit their response to HR by May 8, 2025.
 - The HR Director will forward the responses on to the Board Chair by May 15, 2025.
 - The Board Chair will then forward the responses on to each Board member, separately, by May 23, 2025.
3. Each Board member will, individually and separately, complete an Unclassified Employee

Performance Review Form, for the Library Director. *See* attached form.

- Each Board member will send their completed Unclassified Employee Performance Review Form to the Board Chair by May 30, 2025.

4. The Board Chair will aggregate the Unclassified Employee Performance Review Forms completed by each Board member, into a single version of the form, to be presented and discussed at the monthly Board meeting on June 12, 2025.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 379.025

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):

[Unclassified_Employee_Performance_Evaluation_Form.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)



Unclassified Job Performance Appraisal

Rate Increase Calculation

		X	2.0%	=	
Salary Grade	Current Salary		COLA Increase		Adjusted Salary
		X	3.0%	=	
	Adjusted Salary		Merit Increase		New Salary

Name
Supervisor

Review Period
Job Title
Supervisor Title

Major Job Responsibilities

1.	
2.	
3.	
4.	
5.	
6.	
7.	

Comments:

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☐ Outstanding ☐ Above Expectations ☐ Meets Expectations ☐ Unsatisfactory

Objectives

Objective

1.	
2.	
3.	
4.	
5.	

Results

1.	
2.	
3.	
4.	
5.	

Comments:

☐

Outstanding

☐

Above Expectations

☐

Meets Expectations

☐

Unsatisfactory

Impact of Unanticipated Events/Conditions

Comment on impact of unanticipated factors on performance of job responsibilities or achievements of objectives:

Overall Rating

Comments:

☐

Outstanding

☐

Above Expectations

☐

Meets Expectations

☐

Unsatisfactory

Employee Comments

Development/Future Objectives/Potential Roadblocks

Development (training, special assignments) needed:

Objectives/priorities for next performance period:

Certifications

- ☐ Attached are the required certificates from Absorb
- Carson City-Nevada Anti-Harassment Training for Supervisors
 - Cybersecurity –Kevin Mitnick Security Awareness
 - Inclusive Work Environment
 - Cultivating Diversity, Inclusion, and Belonging at Work
 - Carson City- Safe and Sober Workplace-Supervisor Supplement

☐ Attached is the PolicyTech report which shows there are no outstanding tasks the employee is required to complete.

Has the employee obtained all the required certificates, licenses, and registrations as set forth in the job description for this review period?

- ☐ Yes
- ☐ No. Please list below, what requirement has not been obtained and when will it be completed.

Are all required certificates, licenses and registrations active?

- ☐ Yes
- ☐ No. If you mark "no" please contact Human Resources at (775) 887-2103.

(Job Descriptions are available at <https://www.carson.org/government/departments-g-z/human-resources/employment/job-descriptions>)

Signatures

Appraiser: _____ Date _____

Employee: _____ Date _____

Note: employee signature does not mean agreement with the rating, only that it has been reviewed and discussed in person.

Please give a copy of the evaluation to the employee.

Employee Comments:



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** April 10, 2025
Staff Contact: Joy Holt, Library Director
Agenda Title: Library Director's administrative reports.
Agenda Action: Other / Presentation **Time Requested:** 5 minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

N/A

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_APRIL_2025.pdf](#)

[230 GIFT FUND BOARD REPORT_APRIL_2025.pdf](#)

[275 GRANT FUND BOARD REPORT_APRIL_2025.pdf](#)

[Library Director Report_04042025.pdf](#)

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

101 GENERAL FUND FY25**AS OF****4/4/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,017,942.00	1,017,942.00	584,374.17	0.00	433,567.83	57%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	31,527.60	0.00	28,472.40	53%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	7,970.03	0.00	-7,970.03	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	14,978.91	0.00	-14,978.91	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	519.92	0.00	-519.92	
1016200	500114	F L S A	0.00	0.00	0.00	0.00	0.00	
1016200	500116	HOLIDAY PAY	0.00	0.00	1,890.73	0.00	-1,890.73	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	11,915.46	0.00	25,084.54	32%
1016200	500225	MEDICARE	15,544.00	15,544.00	9,253.43	0.00	6,290.57	60%
1016200	500230	RETIREMENT	298,361.00	298,361.00	176,795.49	0.00	121,565.51	59%
1016200	500240	GROUP INSURANCE	132,964.00	132,964.00	61,566.52	0.00	71,397.48	46%
1016200	500250	WORKERS' COMPENSATION	31,418.00	31,418.00	24,291.31	0.00	7,126.69	77%
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	640.00	0.00	320.00	67%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	5,830.84	0.00	14,169.16	29%
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	31,038.81	0.00	46,952.19	40%
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	33,613.83	0.00	2,459.17	93%
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	4,380.07	0.00	1,259.93	78%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	803.94	0.00	4,196.06	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	4,576.46	0.00	3,423.54	57%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	3,085.54	0.00	8,914.46	26%

101 GENERAL FUND FY25**AS OF****4/4/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	9,142.43	0.00	13,545.57	40%
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	127,415.70	53,983.84	1,940.46	69%
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	8,840.69	0.00	8,570.31	51%
1016200	500712	POWER	23,000.00	23,000.00	16,797.06	0.00	6,202.94	73%
1016200	500713	HEATING	10,730.00	10,730.00	4,535.98	0.00	6,194.02	42%
1016200	500950	ISC: FLEET MANAGEMENT	2,304.00	2,304.00	2,304.00	0.00	0.00	100%
1016200	502450	CASH SHORT/OVER	0.00	0.00	4.00	0.00	-4.00	
1016200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	
1016200	507745	POOL SLIDE REFURBISHING	0.00	0.00	0.00	0.00	0.00	
1016200	500241	CITY HSA CONTRIBUTION	9,560.00	9,560.00	4,419.75	0.00	5,140.25	46%
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	1,187,889.24	53,983.84	815,658.92	58%

230 GIFT FUND FY25**AS OF****4/4/2025**

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	6,000.00	5,614.17	0.00	385.83	94%
2306200	500623	COLLECTION - FOL	1,000.00	22,500.00	12,703.30	0.00	9,796.70	56%
2306200	500625	OPERATING SUPPLIES	1,000.00	15,000.00	335.00	0.00	14,665.00	2%
2306200	500630	CUSTODIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	500631	YOUTH PROGRAMMING	0.00	0.00	0.00	0.00	0.00	
2306200	500632	NATIONAL LIBRARY WEEK	0.00	0.00	0.00	0.00	0.00	
2306200	500635	NOD \$5 INDIGENT LEGAL SERVICE	0.00	0.00	0.00	0.00	0.00	
2306200	500636	LABORATORY EXPENSES	0.00	0.00	0.00	0.00	0.00	
2306200	500639	MOBILE MAKERSPACE - MATCH	0.00	0.00	0.00	0.00	0.00	
2306200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2,500.00	34,675.00	11,531.18	15,520.77	7,623.05	33%
2306200	500685	OPERATING HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	
2306200	500699	UNDESIGNATED AMOUNTS	0.00	63,687.00	0.00	0.00	63,687.00	0%
2306200	501225	GRANT - OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	501475	SUMMER LEARNING PROGRAM	1,000.00	5,000.00	212.37	0.00	4,787.63	4%
2306200	502450	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	
2306200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	
2306200	593000	UNRESERVED FUND BALANCE	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
2306200	501240	CAPITAL CITY READS	500.00	3,000.00	3,001.19	1,882.75	-1,883.94	100%
2306200	501241	DIGITAL COLLECTION	250.00	17,000.00	6,159.17	201.29	10,639.54	36%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	6,500.00	1,367.60	0.00	5,132.40	21%
TOTALS			12,500.00	178,362.00	40,923.98	17,604.81	119,833.21	23%

275 GRANTS FY25**AS OF****4/4/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2756200	500101	SALARIES	0.00	25,000.00	31,369.14	0.00	-6,369.14	125%
2756200	500102	HOURLY/SEASONAL	0.00	0.00	0.00	0.00	0.00	
2756200	500111	OVERTIME	0.00	0.00	0.00	0.00	0.00	
2756200	500225	MEDICARE	0.00	300.00	454.81	0.00	-154.81	152%
2756200	500230	RETIREMENT	0.00	7,000.00	10,508.65	0.00	-3,508.65	150%
2756200	500240	GROUP INSURANCE	0.00	0.00	1,957.40	0.00	-1,957.40	
2756200	500250	WORKERS' COMPENSATION	0.00	600.00	1,640.26	0.00	-1,040.26	273%
2756200	501201	GRANT - SALARIES	0.00	0.00	0.00	0.00	0.00	
2756200	501202	GRANT - BENEFITS	0.00	0.00	0.00	0.00	0.00	
2756200	501225	GRANT - OPERATING SUPPLIES	0.00	1,457,152.00	545,349.73	35,000.00	876,802.27	37%
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
		TOTALS	0.00	1,490,052.00	591,279.99	35,000.00	863,772.01	40%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: April 10, 2025



Staffing Updates:

- 1 Senior Library Assistant positions has been tentatively filled.
- Open Positions:
 - 1 Senior Library Assistant position.
 - 2 Library Assistant positions
- Workforce Development and Social Services Coordinator position interviews are pending.

Programming and Outreach Events:

Special Programs in April 2025

National Library Week (April 6th - 13th)

- **Draw Your Own Comics** *Date:* Tuesday, April 7th, 2:30 PM *Location:* Teen Zone *Details:* Supplies will be provided for creating comics.
- **Draw Your Favorite Book Character Contest** *Dates:* All Week *Location:* Info Desk *Details:* Staff will provide supplies and accept submissions.
- **Create Your Own Bookmark Craft Station** *Dates:* All Week *Location:* Children's Craft Table *Details:* Supplies for creating bookmarks.

Storytimes Focused on Drawing & Art *Dates:* Tuesday - Thursday, Varied Times *Details:* Storytimes will focus on art and drawing.

National Poetry Month (All Month)

- **Bookspine Poetry - Create Your Own** *Dates:* Varied, Throughout the Library *Details:* Patrons are encouraged to stack books and make poetry with book titles. Staff will also participate and take pictures.
- **Author Talk: Glade Myler** *Date:* Thursday, April 10th, 5:30 PM *Details:* Poet Glade Myler will speak to patrons.
- **Emily Dickinson Poetry Craft Program** *Date:* Sunday, April 13th, 2:00 PM - 3:00 PM *Location:* Kid's Area *Details:* Craft program based on Emily Dickinson's poetry.
- **Weekly Poetry Writing Workshops** *Dates:* Tuesday, April 15th & Tuesday, April 29th, 2:00 PM - 3:00 PM *Location:* Executive Conference Room *Details:* Collaboration with Nevada Humanities and Ashley for two different workshops. Registration is required.

Special Programs

- **Annual Egg Hunt** *Date:* Saturday, April 19th *Details:* Annual Egg Hunt event.
- **Make A Magical Creature (Reading Dragons)** *Date:* Thursday, April 25th *Details:* Patrons can paint a wooden magical creature and earn extra Reading Dragons cards.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** April 10, 2025
Staff Contact: Joy Holt, Library Director
Agenda Title: Trustees' reports, announcements and requests for information.
Agenda Action: Other / Presentation **Time Requested:** 5 minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

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

(Vote Recorded By)