

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

Day: Thursday
Date: August 14, 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 July 10, 2025
[Click Here for Staff Report](#)

V. For Possible Action: Library Board of Trustees Business

VI. For Discussion Only:

VI.a For Discussion Only: Discussion and presentation from the Friends of the Carson City Library regarding activities of the organization.

[Click Here for Staff Report](#)

VII. Non-Action Items:

VII.a Library Director's administrative reports.

[Click Here for Staff Report](#)

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

[Click Here for Staff Report](#)

VIII. 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.

IX. 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 the 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

. <http://www.carsoncitylibrary.org/about/board/meetings-and-notices>

www.carson.org/agendas
<http://notice.nv.gov>



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** August 14, 2025
Staff Contact: Joy Holt, Library Director
Agenda Title: July 10, 2025
Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve the minutes for July 10, 2025.

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):

[07-10-2025 Draft Minutes.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the July 10, 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, July 10, 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 Anne Lenhares
Trustee Elizabeth Markle
Trustee Reena Spansail

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

(5:31:00) – Chair Nichols called the meeting to order at 5:31 p.m.

II. ROLL CALL

(5:31:38) – Roll was called; a quorum was present. Trustee Spansail arrived at 5:40 p.m.

III. PUBLIC COMMENT

(5:32:03) – Chair Nichols entertained public comments. Ed Skudlarek introduced himself to the Board and pointed out that Human Resources Director Jeff Coulam’s first name and position were not included in the June 12, 2025 Library Board of Trustees meeting minutes. Additionally, Mr. Skudlarek noted that the Late Material was not included in the Agenda Packet or the meeting minutes. Ms. Holt clarified that the Late Material could be accessed through the Library and City website. Vice Chair Lucas clarified that the Late Material from the previous meeting gets attached to the next month’s minutes.

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

IV.a. JUNE 12, 2025

(5:35:16) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
July 10, 2025 Regular Meeting
Page 2**

(5:36:58) – MOTION: Trustee Lucas moved to approve the June 12, 2025 meeting minutes with the inclusion of Human Resources Director Jeff Coulam’s name and position as discussed on the record. Vice Chair Lucas seconded the motion. The motion carried 4-0-0.

V. FOR POSSIBLE ACTION: LIBRARY BOARD OF TRUSTEES BUSINESS

V.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE ELECTION OF A CHAIR AND VICE-CHAIR FOR THE LIBRARY BOARD OF TRUSTEES FOR THE 2026 FISCAL YEAR.

(5:37:33) – Chair Nichols introduced the item and entertained nominations for the election of a Chair and Vice Chair for the Library Board of Trustees. Vice Chair Lucas moved to nominate Sari Nichols as Chair for the Library Board of Trustees for the 2026 Fiscal Year. Trustee Markle moved to nominate Beth Lucas as Vice Chair for the Library Board of Trustees for the 2026 Fiscal Year.

(5:39:53) – MOTION: Trustee Markle moved to elect Sari Nichols for Chair and Beth Lucas for Vice Chair of the Library Board of Trustees. Trustee Lenhares seconded the motion. The motion carried 4-0-0.

V.b FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED INTERLOCAL CONTRACT BETWEEN THE CARSON CITY LIBRARY ("LIBRARY") AND THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF THE UNIVERSITY OF NEVADA, RENO ("UNIVERSITY"), TO PROVIDE A FIVE-YEAR ORGANIZATIONAL STRATEGIC PLAN FOR THE LIBRARY FOR A TOTAL AMOUNT NOT TO EXCEED \$14,000.

(5:40:51) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. Ms. Neagos clarified that the proposal was an action item and the Board could approve the interlocal agreement.

(5:42:00) – Trustee Spansail asked about timeline discrepancies and Ms. Holt explained that the timeline shifted due to delays with legal review of the contract. Ms. Holt noted that the first staff session was planned for August 4, 2025 with completion expected by December 2025. She added that surveys would be adjusted to better capture underserved community needs. Ms. Holt noted that she planned to invite Trustees to staff training and community meetings.

(5:46:57) – In response to Trustee Lenhares’ question regarding condensing the timeline, Ms. Holt said the timeframe was now 5 to 6 months. Trustee Lenhares asked about the timeline’s impact on public notice and Ms. Holt anticipated greater engagement based on the shorter amount of time between marketing for the event and the event date. Ms. Holt confirmed that surveys were available through social media, the Library website, and a paper format. She added that a press release would be shared with local newspapers including CarsonNow and the Nevada Appeal.

(5:53:09) – In response to Trustee Markle, Ms. Holt confirmed that the project timeline was being adjusted from January 2025 to July 2025.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

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(5:53:38) – In response to Trustee Spansail’s question regarding the budget for the strategic plan, Ms. Holt explained that \$14,000 would come from the existing professional services line item, which had been previously budgeted and approved, and would not constitute an additional cost.

(5:55:01) – Vice Chair Lucas said she supported scheduling consecutive community input meetings and asked if they would be offered at different times. Ms. Holt noted that she and Director of the University Center for Economic Development (UCED) Dr. Fred Steinmann discussed staggering the meetings at various times to draw in different demographics. She mentioned the possibility of handing out surveys during story time events and other ways to better distribute the surveys. In response to Chair Nichols, Ms. Holt stated that the surveys would be available in English and Spanish.

(5:58:43) – Trustee Lenhares asked if the public could submit survey responses without having to attend the community meetings and Ms. Holt clarified that a portion of the survey allowed for robust comments if a member of the public could not attend community meetings. She added that she and Dr. Steinmann discussed holding community outreach events at different locations to reach underserved communities.

(6:00:29) – Chair Nichols suggested creating a livestream for the community meeting. Ms. Holt and Trustees supported the idea and Ms. Holt proposed a YouTube livestream. Trustee Markle recommended broadcasting the community meetings through Zoom. Ms. Holt agreed and said would discuss the suggestions with Dr. Steinmann.

(6:07:52) – Ms. Neagos clarified that the proposed motion involved approving the contract as presented, noting that at this time, a final contract was not available. She stated that the contract will be reviewed and approved by legal counsel for the University of Reno in the immediate future. Ms. Neagos noted that the Board could approve the final contract at the next meeting or authorize Ms. Holt to finalize the contract with minor suggestions. She also suggested reaching out to the University with any proposed changes.

(6:10:50) – MOTION: Vice Chair Lucas moved to allow Ms. Holt to finalize the contract on behalf of the board for a total amount not to exceed \$14,000 with the adjusted timeline that Ms. Holt approves. Trustee Markle seconded the motion. The motion carried 5-0-0.

VI. NON-ACTION ITEMS

VI.a LIBRARY DIRECTOR'S ADMINISTRATIVE REPORTS.

(6:11:25) – Chairperson Nichols introduced the item. Ms. Holt referenced the General Fund, Gift Fund, and Grant Fund, and Director’s Report, all of which are incorporated into the record, and responded to clarifying questions.

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

(6:24:40) – Chairperson Nichols introduced the item and entertained announcements and requests for information. Chair Nichols requested more circulation statistics and Ms. Holt agreed to present them at the next meeting.

VII. PUBLIC COMMENT

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

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July 10, 2025 Regular Meeting
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(6:26:44) – Chairperson Nichols entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(6:27:01) – Chairperson Nichols adjourned the meeting at 6:27 p.m.

The Minutes of the July 10, 2025 Carson City Library Board of Trustees meeting are so approved this 14th day of August 2025.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** August 14, 2025

Staff Contact: Joy Holt, Library Director

Agenda Title: For Discussion Only: Discussion and presentation from the Friends of the Carson City Library regarding activities of the organization.

Agenda Action: Other / Presentation **Time Requested:** 10 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) _____
2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** August 14, 2025
Staff Contact: Joy Holt, Library Director
Agenda Title: Library Director's administrative reports.
Agenda Action: Other / Presentation **Time Requested:** 10 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_AUGUST_2025.pdf](#)

[230 GIFT FUND BOARD REPORT_AUGUST_2025.pdf](#)

[275 GRANT FUND BOARD REPORT_AUGUST_2025.pdf](#)

[Library Director Report_08142025.pdf](#)

[Summer Reading Stats \(Graphs\).pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

101 GENERAL FUND FY26**AS OF****8/6/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,110,557.00	1,110,557.00	63,966.17	0.00	1,046,590.83	6%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	2,534.40	0.00	57,465.60	4%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	514.99	0.00	-514.99	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	1,013.45	0.00	-1,013.45	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	918.05	0.00	-918.05	
1016200	500114	F L S A	0.00	0.00	0.00	0.00	0.00	
1016200	500116	HOLIDAY PAY	0.00	0.00	759.77	0.00	-759.77	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	561.60	0.00	36,438.40	2%
1016200	500225	MEDICARE	16,609.00	16,609.00	995.36	0.00	15,613.64	6%
1016200	500230	RETIREMENT	350,839.00	350,839.00	18,864.01	0.00	331,974.99	5%
1016200	500240	GROUP INSURANCE	189,108.00	189,108.00	7,030.02	0.00	182,077.98	4%
1016200	500250	WORKERS' COMPENSATION	43,835.00	43,835.00	1,671.84	0.00	42,163.16	4%
1016200	500260	EDUCATION INCENTIVE	0.00	0.00	0.00	0.00	0.00	
1016200	500271	PHONE ALLOWANCE	960.00	960.00	80.00	0.00	880.00	8%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	0%
1016200	500330	TRAINING	8,000.00	8,000.00	0.00	0.00	8,000.00	0%
1016200	500346	FACILITY CONTRACT	950.00	950.00	0.00	0.00	950.00	0%
1016200	500349	CONTRACTUAL SERVICES	31,991.00	31,991.00	225.00	0.00	31,766.00	1%
1016200	500430	EQUIPMENT REPAIR & MAINT	890.00	890.00	0.00	0.00	890.00	0%
1016200	500433	SOFTWARE MAINTENANCE COST	36,073.00	36,073.00	23,674.25	0.00	12,398.75	66%
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	0.00	0.00	5,640.00	0%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	0.00	0.00	1,500.00	0%
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	0.00	0.00	8,000.00	0%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	191.97	0.00	11,808.03	2%

101 GENERAL FUND FY26**AS OF****8/6/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	0.00	0.00	22,688.00	0%
1016200	500643	JANITORIAL SUPPLIES	4,800.00	4,800.00	3,377.01	0.00	1,422.99	70%
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	229,340.00	229,340.00	5,054.65	0.00	224,285.35	2%
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	0.00	0.00	420.00	0%
1016200	500675	SMALL FURNISHINGS	5,500.00	5,500.00	0.00	0.00	5,500.00	0%
1016200	500680	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	
1016200	500710	TELEPHONE	17,411.00	17,411.00	809.38	0.00	16,601.62	5%
1016200	500712	POWER	23,000.00	23,000.00	909.44	0.00	22,090.56	4%
1016200	500713	HEATING	10,730.00	10,730.00	24.06	0.00	10,705.94	0%
1016200	500950	ISC: FLEET MANAGEMENT	3,210.00	3,210.00	0.00	0.00	3,210.00	0%
1016200	502450	CASH SHORT/OVER	0.00	0.00	-2.00	0.00	2.00	
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	7,800.00	7,800.00	930.99	0.00	6,869.01	12%
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	2,270,397.00	2,270,397.00	134,104.41	0.00	2,136,292.59	6%

230 GIFT FUND FY26
AS OF
8/6/2025

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	120.58	0.00	879.42	12%
2306200	500623	COLLECTION - FOL	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
2306200	500625	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
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	73.17	0.00	2,426.83	3%
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	0.00	0.00	1,000.00	0%
2306200	502450	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	
2306200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	
2306200	593000	UNRESERVED FUND BALANCE	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
2306200	501240	CAPITAL CITY READS	500.00	500.00	0.00	0.00	500.00	0%
2306200	501241	DIGITAL COLLECTION	250.00	250.00	0.00	0.00	250.00	0%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	250.00	0.00	0.00	250.00	0%
TOTALS			12,500.00	12,500.00	193.75	0.00	12,306.25	2%

275 GRANTS FY26**AS OF****8/6/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2756200	500101	SALARIES	85,813.00	85,813.00	5,937.26	0.00	79,875.74	7%
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	1,244.00	1,244.00	86.09	0.00	1,157.91	7%
2756200	500230	RETIREMENT	31,536.00	31,536.00	2,096.23	0.00	29,439.77	7%
2756200	500240	GROUP INSURANCE	12,033.00	12,033.00	897.62	0.00	11,135.38	7%
2756200	500250	WORKERS' COMPENSATION	2,798.00	2,798.00	0.00	0.00	2,798.00	0%
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	0.00	26,749.00	0.00	-26,749.00	
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
		TOTALS	133,424.00	133,424.00	35,766.20	0.00	97,657.80	27%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: August 14, 2025



**Carson City
Library**

Staffing Updates:

- ♦ Open Positions:
 - 1 Senior Library Assistant position.
 - Technology Coordinator position.
 - 1 Library Assistant position: interviews pending.

Programming and Outreach Events:

Programs in August/September 2025.

♦ **Back to School Bash for Teens**

Date: August 19th

Time: 2:30 p.m.

Say goodbye to summer and hello to the school year with snacks, games, music, and chill vibes. A great opportunity for teens to reconnect before school starts.

♦ **Planner & Notebook Decorating for Teens & Tweens**

Date: August 21st

Time: 2:30 p.m.

Teens and tweens can personalize notebooks, journals, or planners with washi tape, stickers, markers, and more. Supplies will be provided, but participants are welcome to bring their own items to decorate.

♦ **Sidewalk Chalk Event**

Date: August 24th

Time: 12:00-2:00 p.m.

Celebrate the new school year with a splash of creativity! Patrons of all ages are invited to help turn the library's sidewalk into a vibrant chalk art gallery. All materials provided. Weather-dependent.

♦ **Independent Publishing Workshop**

Date: August 26th

Time: 6:00 – 7:30 p.m.

Join award-nominated author Kendall Brown for an informative workshop on self-publishing. Topics include writing, editing, formatting, cover design, and book distribution. Great for local writers or anyone curious about publishing their own work.

♦ **Back to School Photobooth**

Date: August 18th-August 24th

Near the info desk will be a photo booth set up where patrons can take “First Day Of School” photos. Polaroids will be taken and patrons can take the photographs with them.

Additional Information:

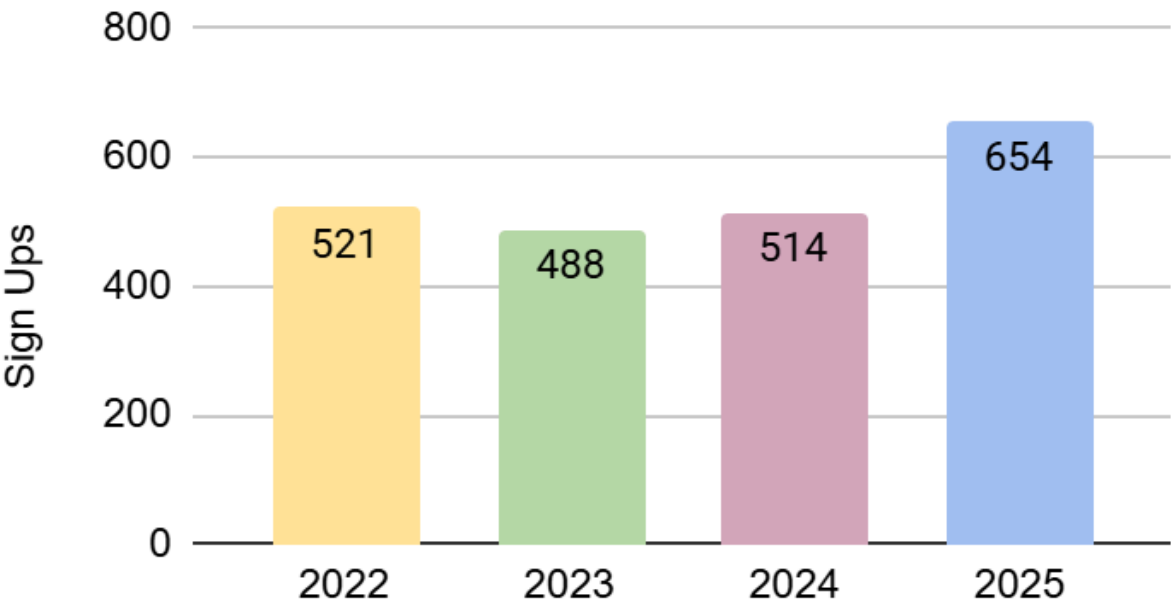
Summer Reading Challenge statistics as of 08/06/2025:

654 signups. 231 completions. 1,016,371 minutes read by our community!

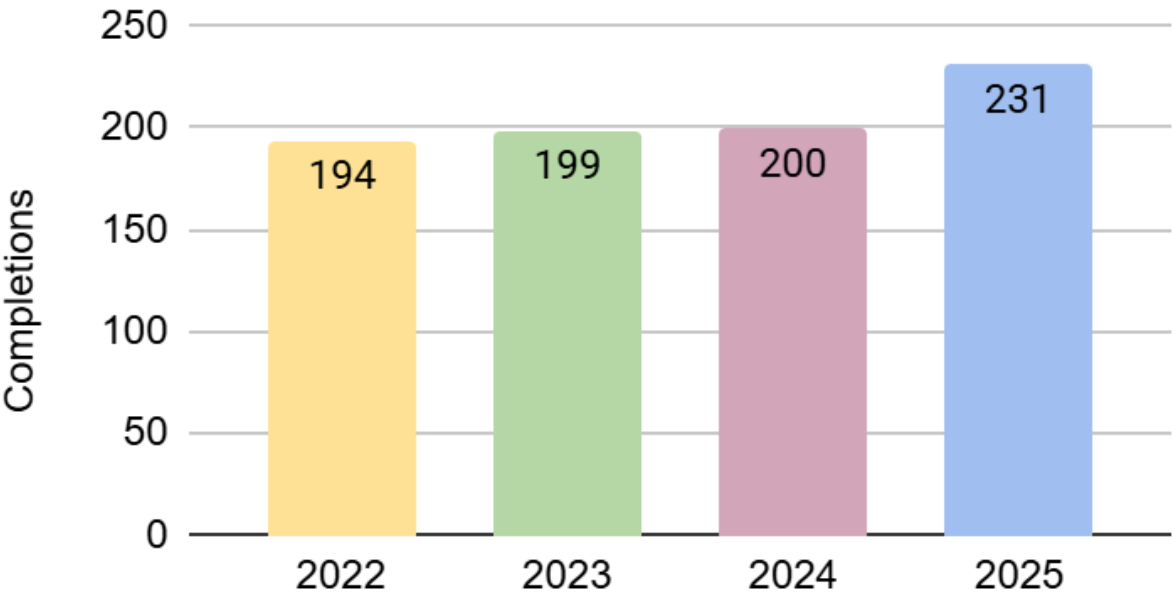
Strategic Plan update: preliminary one-on-one/small group meetings will begin on September 4, 2025.

Carson City Library Summer Reading Statistics (2022 - 2025)

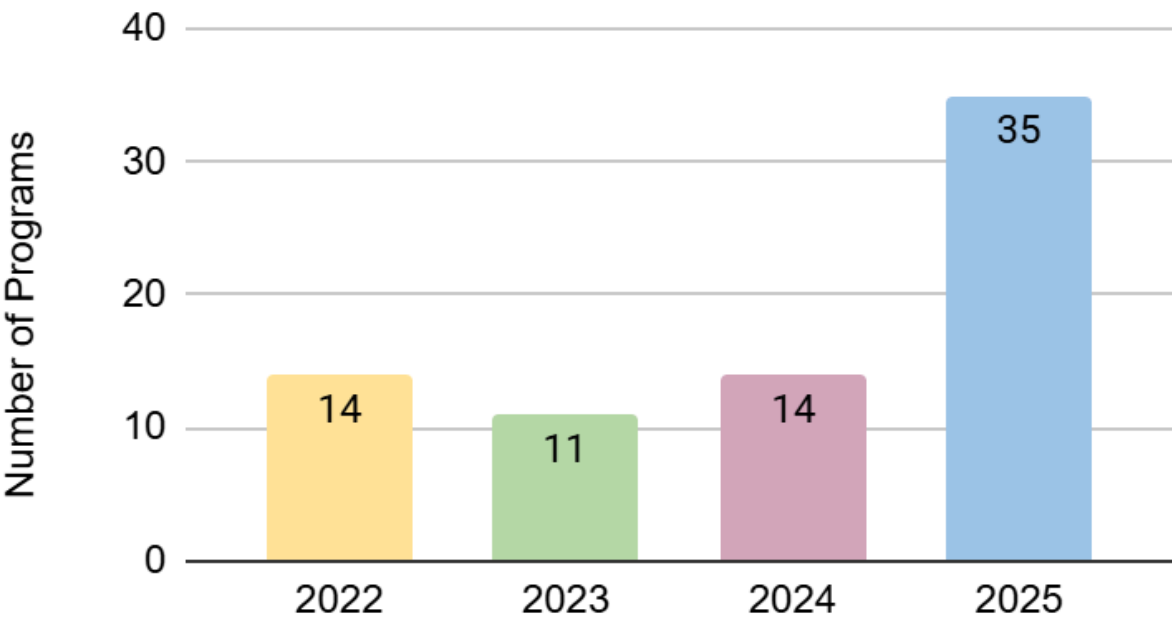
Summer Reading Sign Ups



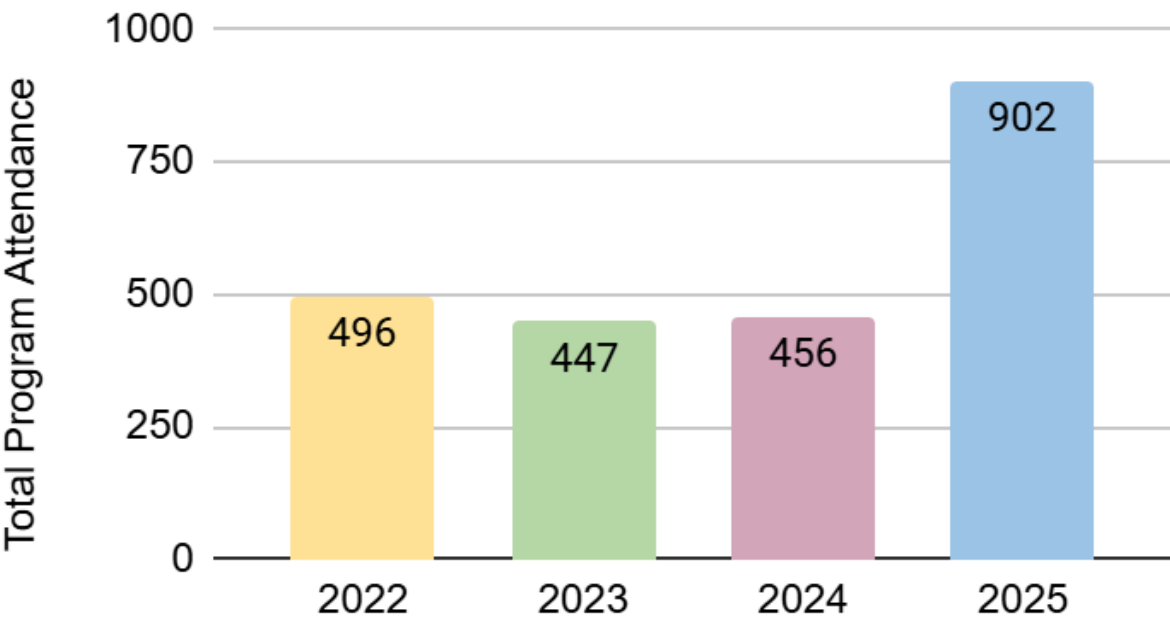
Summer Reading Completions



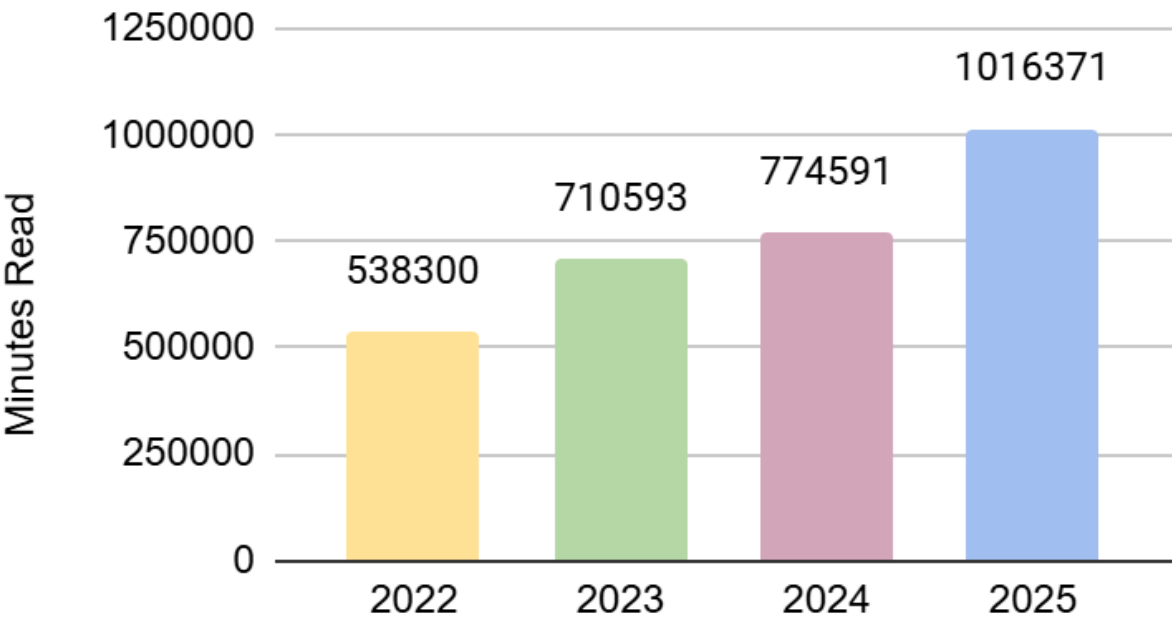
Summer Reading: Number of Programs



Summer Reading: Total Program Attendance



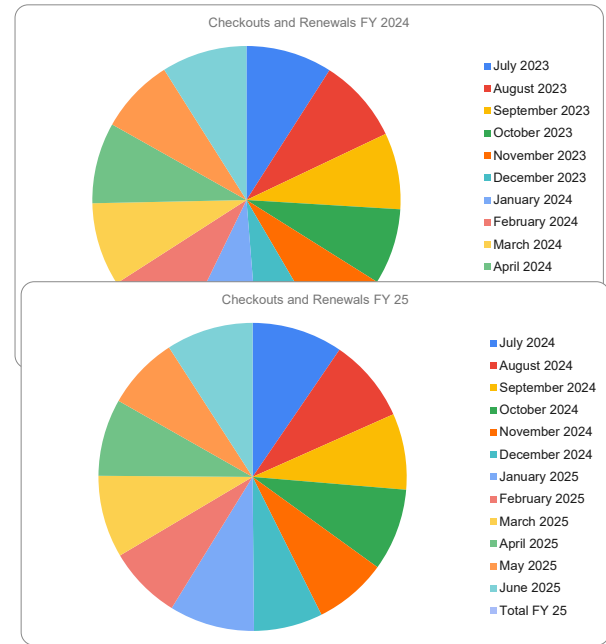
Summer Reading: Total Minutes Read



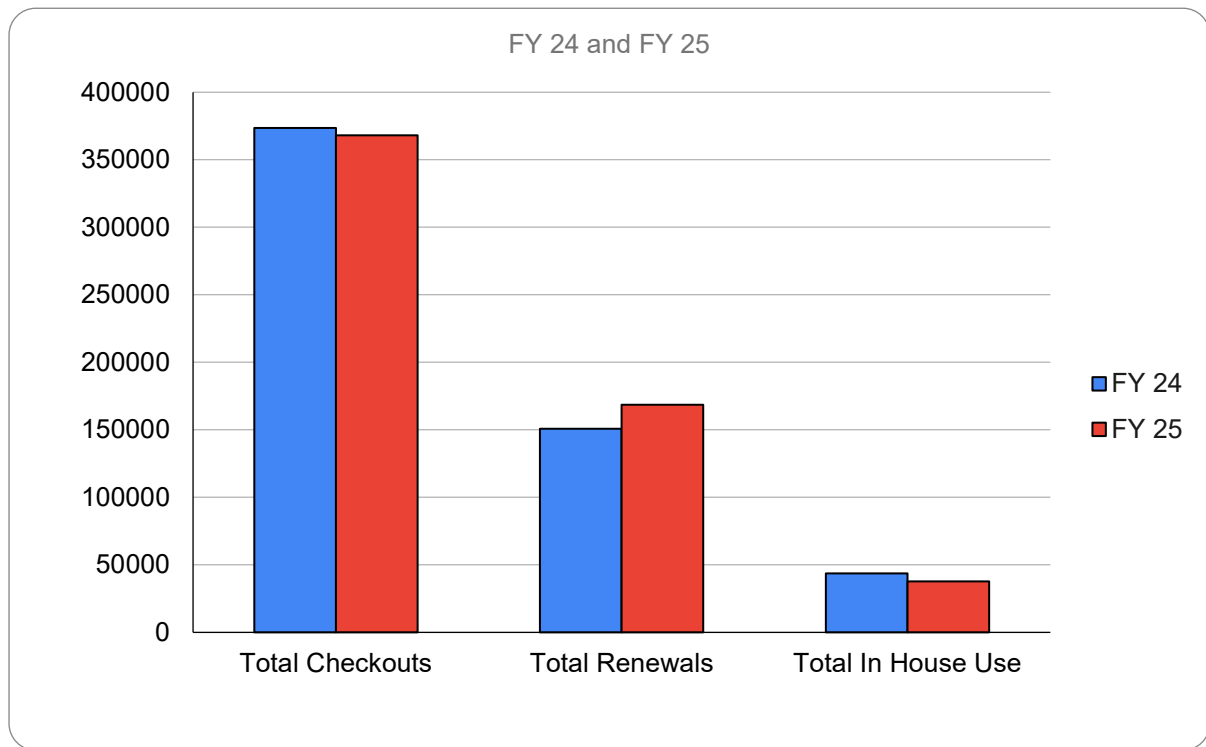
month	Checkouts	Renewals	Returns	Total Transactions	Total Checkout and Renewals
July 2023	33822	23742	33810	113724	57564
August 2023	33219	12033	34235	100693	45252
September 2023	29974	11564	29773	90698	41538
October 2023	29751	12114	30059	89471	41865
November 2023	28532	11435	28476	84629	39967
December 2023	26765	9868	27007	79409	36633
January 2024	31643	12403	30059	93751	44046
February 2024	32582	9841	30635	91493	42423
March 2024	32720	12152	32608	96924	44872
April 2024	31750	11484	31823	95109	43234
May 2024	29449	13000	30783	92631	42449
June 2024	33475	11275	30019	91362	44750
Total FY 24					524593

month	Checkouts	Renewals	Returns	Total Transactions	Total Checkout and Renewals
July 2024	35098	14083	35536	104791	49181
August 2024	32375	13207	33020	107439	45582
September 2024	29443	11174	28928	93155	40617
October 2024	31783	14223	31161	98442	46006
November 2024	28195	14298	27335	90145	42493
December 2024	26598	14157	28871	86629	40755
January 2025	32896	13910	30741	95662	46806
February 2025	28301	13685	28071	87110	41986
March 2025	31779	14375	30619	95596	46154
April 2025	29830	16112	30736	100550	45942
May 2025	28201	15195	28762	92911	43396
June 2025	33559	14146	30143	99990	47705
Total FY 25					536623

	FY 24	FY 25
Total Checkouts	373682	368058
Total Renewals	150911	168565

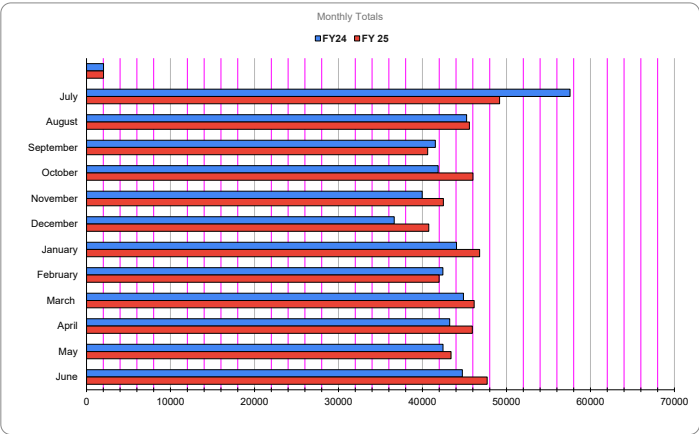


	FY 24	FY 25
Total Checkouts	373682	368058
Total Renewals	150911	168565
Total In House Use	43581	37667



month	Checkouts	Renewals	Returns	Total Transactions	Total Checkout and Renewals
July 2023	33822	23742	33810	113724	57564
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June 2025	33559	14146	30143	99990	47705

July	August	September	October	November	
2024	57564	45252	41538	41865	39967
2025	49181	45582	40617	46006	42493



Checkouts

FY 24																																				
branch	media	ALDO	BLURAY	BOOK	BOOKS&	CARECLIP	CD	DVD	EASY	EQUIPMENT	GENERAL	GRAPHIC	GRAPH	HARDWARE	HOTSPOT	ILL	KINDLE	KIT	LOGPRINT	MACBOOK	MAGAZINE	NEWALDO	NEWBLURAY	NEWBOOK	NEWCD	NEWDVD	NEWLOGPRINT	NEWVID	NCILLBOOK	PASS	PBBOOK	PLAYAWAY	RECORDING	SERIAL	VIDEO	Total
CAR	17	431	88262	29	576	2020	21488	0	2	265	24	21	1	225	20	32	258	6	104	272	13	11436	83	1117	601	22	1	34	35	396	831	19	1	108623		
FY 25																																				
branch	media <th>ALDO</th> <th>BLURAY</th> <th>BOOK</th> <th>BOOKS&</th> <th>CARECLIP</th> <th>CD</th> <th>DVD</th> <th>EASY</th> <th>EQUIPMENT</th> <th>GENERAL</th> <th>GRAPHIC</th> <th>GRAPH</th> <th>HARDWARE</th> <th>HOTSPOT</th> <th>ILL</th> <th>KINDLE</th> <th>KIT</th> <th>LOGPRINT</th> <th>MACBOOK</th> <th>MAGAZINE</th> <th>NEWALDO</th> <th>NEWBLURAY</th> <th>NEWBOOK</th> <th>NEWCD</th> <th>NEWDVD</th> <th>NEWLOGPRINT</th> <th>NEWVID</th> <th>NCILLBOOK</th> <th>PASS</th> <th>PBBOOK</th> <th>PLAYAWAY</th> <th>RECORDING</th> <th>SERIAL</th> <th>VIDEO</th> <th>Total</th>	ALDO	BLURAY	BOOK	BOOKS&	CARECLIP	CD	DVD	EASY	EQUIPMENT	GENERAL	GRAPHIC	GRAPH	HARDWARE	HOTSPOT	ILL	KINDLE	KIT	LOGPRINT	MACBOOK	MAGAZINE	NEWALDO	NEWBLURAY	NEWBOOK	NEWCD	NEWDVD	NEWLOGPRINT	NEWVID	NCILLBOOK	PASS	PBBOOK	PLAYAWAY	RECORDING	SERIAL	VIDEO	Total
TOTAL	17	431	88262	49	11372	409	372	148	18142	1	4	10	85	16	0	97	18	18	625	0	1	1452	4	113	105	14550	170	414	9	53	35	399	851	15	21	109481

FY 25																																				
branch	media	ALDO	BLURAY	BOOK	BOOKS&	CAREQUIP	CD	DVD	EASY	EQUIPMENT	GENERAL	GRAPHIC	GRAPH	HARDWARE	HOTSPOT	ILL	KINDLE	KIT	LOGPRINT	MACBOOK	MAGAZINE	NEWALDO	NEWBLURAY	NEWBOOK	NEWCD	NEWDVD	NEWLOGPRINT	NEWVID	NCILLBOOK	PASS	PBBOOK	PLAYAWAY	RECORDING	SERIAL	VIDEO	Total
CAR	237	491	88792	49	1372	1443	18142	1	4	10	80	16	0	197	16	18	625	0	101	133	105	14055	1700	414	9			53	30	329	551	12	21	107481		
TOTAL	237	491	88792	49	1372	1443	18142	1	4	10	80	16	0	197	16	18	625	0	101	133	105	14055	1700	414	9			53	30	329	551	12	21	107481		

Releases

FY 24																																					
branch		media	ALDO	BLURAY	BOOK	BOOKS&	CARECLIP	CD	DVD	EASY	EQUIPMENT	GENERAL	GRAPHIC	GRAPH	HARDWARE	HOTSPOT	ILL	KINDLE	KIT	LOGPRINT	MACBOOK	MAGAZINE	NEWALDO	NEWBLURAY	NEWBOOK	NEWCD	NEWDVD	NEWLOGPRINT	NEWVID	NCILLBOOK	PASS	PBBOOK	PLAYAWAY	RECORDING	SERIAL	VIDEO	Total
branch		CAR	1	43	11052	7	91	100	1784	0	0	11	2	0	0	167	7	5	34	1	38	31	1	1690	7	65	58	1	0	1	12	58	204	7	0	15438	
TOTAL			1	43	11052	7	91	100	1784	0	0	11	2	0	0	167	7	5	34	1	38	31	1	1690	7	65	58	1	0	1	12	58	204	7	0	15438	
branch		media	ALDO	BLURAY	BOOK	BOOKS&	CARECLIP	CD	DVD	EASY	EQUIPMENT	GENERAL	GRAPHIC	GRAPH	HARDWARE	HOTSPOT	ILL	KINDLE	KIT	LOGPRINT	MACBOOK	MAGAZINE	NEWALDO	NEWBLURAY	NEWBOOK	NEWCD	NEWDVD	NEWLOGPRINT	NEWVID	NCILLBOOK	PASS	PBBOOK	PLAYAWAY	RECORDING	SERIAL	VIDEO	Total
CAR		18	79	12501	13	9	84	1646	0	0	4	9	0	0	31	5	4	26	0	16	27	5	1778	0	106	33	1	0	1	4	66	81	1	1	15996		
TOTAL		18	79	12501	13	9	84	1646	0	0	4	9	0	0	31	5	4	26	0	16	27	5	1778	0	106	33	1	0	1	4	66	81	1	1	15996		

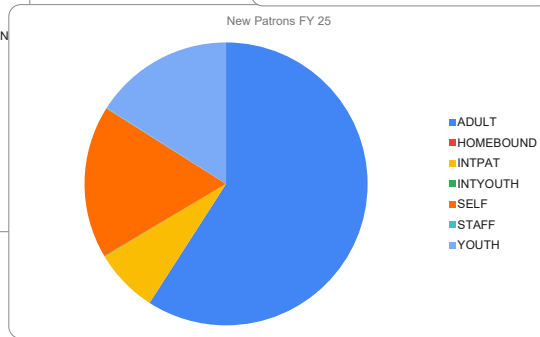
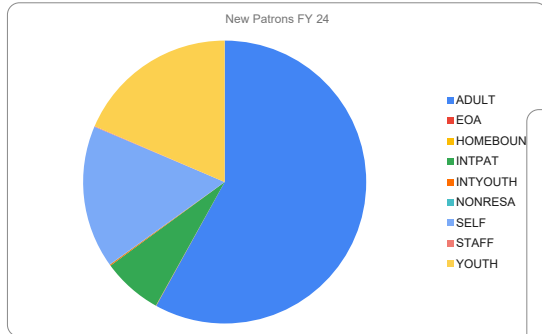
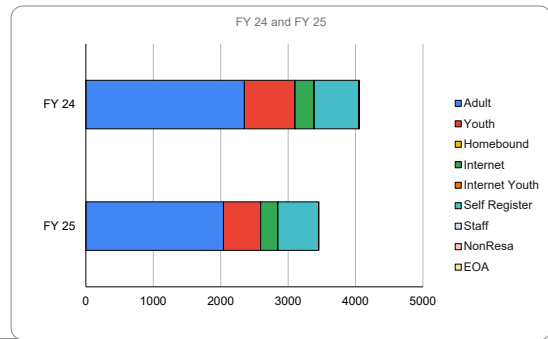
branch	media	ALDO	BLURAY	BOOK	BOOKS&	CARECLIP	CD	DVD	EASY	EQUIPMENT	GENERAL	GRAPHIC	GRAPH	HARDWARE	HOTSPOT	ILL	KINDLE	KIT	LOGPRINT	MACBOOK	MAGAZINE	NEWALDO	NEWBLURAY	NEWBOOK	NEWCD	NEWDVD	NEWLOGPRINT	NEWVID	NCILLBOOK	PASS	PBBOOK	PLAYAWAY	RECORDING	SERIAL	VIDEO	Total
CAR	16	79	12501	13	9	84	1849	0	0	4	9	0	0	31	5	4	26	0	16	27	5	1718	0	108	33	1	0	1	4	66	81	1	1	16595		
TOTAL	16	79	12501	13	9	84	1849	0	0	4	9	0	0	31	5	4	26	0	16	27	5	1718	0	108	33	1	0	1	4	66	81	1	1	16595		

FY 24	
categorycode	new patrons
ADULT	2352
EOA	1
HOMEBOUND	1
INTPAT	278
INTYOUTH	5
NONRESA	2
SELF	660
STAFF	3
YOUTH	751

4053

FY 25	
categorycode	new patrons
ADULT	2041
HOMEBOUND	1
INTPAT	253
INTYOUTH	2
SELF	604
STAFF	3
YOUTH	551
	3455

	FY 24	FY 25
Adult	2352	2041
Youth	751	551
Homebound	1	1
Internet	278	253
Internet Youth	5	2
Self Register	660	604
Staff	3	3
NonResa	2	0
EOA	1	0





STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** August 14, 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

N/A

Background/Issues & Analysis

N/A

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)