

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

Day: Thursday
Date: October 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.

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 September 11, 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 a planning workshop with Dr. Fred Steinmann with the University Center for Economic Development as part of the development of the Library’s Five-Year Strategic Plan ("Plan").
[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 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:** October 9, 2025
Staff Contact: Joy Holt, Library Director
Agenda Title: September 11, 2025
Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve the minutes for September 11, 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):

[09-11-2025 Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the September 11, 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, September 11, 2025 in the Carson City Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada 89701.

PRESENT: Chairperson Sari Nichols
Vice Chair Beth Lucas
Trustee Anne Lenhares
Trustee Elizabeth Markle
Trustee Reena Spansail

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

(5:30:13) – Chair Nichols called the meeting to order at 5:30 p.m.

II. ROLL CALL

(5:30:24) – Roll was called; a quorum was present.

III. PUBLIC COMMENT

(5:30:39) – Chair Nichols entertained public comments. Ms. Holt referenced public comment received from Ed Skudlarek, which is incorporated into the record. Mr. Skudlarek shared comments regarding the Library’s five-year Strategic Plan, noting a possible typo in the grant funding timeline. He expressed concerns about completing the plan within the \$14,000 budget and emphasized the need for robust public input. Mr. Skudlarek referenced the August 14, 2025 minutes, noting that the minutes could have included more discussed on the collaboration with the Friends of the Carson City Library and that a member-at-large position on the Friends of the Carson City Library board remained unfilled.

(5:34:24) – Ms. Holt agreed with Mr. Skudlarek’s comment regarding the typo on the grant funding timeline.

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

IV.a. AUGUST 14, 2025

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the

September 11, 2025 Regular Meeting

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(5:34:48) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

(5:35:07) – MOTION: Trustee Spansail moved to approve the August 14, 2025 meeting minutes. Vice Chair Lucas seconded the motion. The motion carried 5-0-0.

V. FOR POSSIBLE ACTION: LIBRARY BOARD OF TRUSTEES BUSINESS

VI. FOR DISCUSSION ONLY:

VI.a FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION TO PROVIDE AN UPDATE ON THE STATUS AND TIMELINE FOR THE DEVELOPMENT OF THE LIBRARY'S FIVE-YEAR STRATEGIC PLAN ("PLAN").

(5:35:33) – Chairperson Nichols introduced the item. Ms. Holt referenced the Staff Report and Supporting Materials, all of which are incorporated into the record, and entertained input from Trustees.

(5:35:50) – Vice Chair Lucas clarified that grant funds were not used for the Strategic Plan, noting that the plan was funded through the Library's standard budget, paid in one lump sum, and that there was no danger of losing funds in November. Ms. Holt explained that the \$14,000 for the plan came from the general fund budget for Fiscal Year (FY) 2026. She noted that the federal fiscal year runs from October to September, while the State of Nevada's fiscal year runs from July 1 to June 30. Ms. Holt confirmed that no grant funds were being used so there wasn't a risk of running out of funds. In response to Vice Chair Lucas' question, Ms. Holt said she had communicated with the State regarding the plan, adding that a waiver could be requested for additional time.

(5:37:35) – Ms. Holt reported that on September 4, 2025, Director of the University Center for Economic Development (UCED) Dr. Fred Steinmann met individually with staff members and was tentatively scheduled to return on October 4, 2025 for Staff Development Day. She added that internal one-one interviews with Trustees and external stakeholders would begin in September. Ms. Holt noted that external stakeholder interviews included interviews with the public and reaching out to the Board of Supervisors, Carson City School District, Chamber of Commerce, and other local groups including Spanish-speaking organizations.

(5:40:07) – In response to Chair Nichols' question, Ms. Holt stated that the Library workshops provided the opportunity for members of the public to speak with Dr. Steinmann and provide input based on a series of questions that he asks as well as filling out a survey. She clarified that four workshops would take place staggered at different times, noting that they were listed in the supporting material. Chair Nichols highlighted that several workshops would be held and encouraged the public to attend.

(5:41:23) – Trustee Lenhares emphasized the importance of including all community members including non-users as stakeholders. Ms. Holt confirmed this was the intent of the external stakeholder interviews. Trustee Lenhares commented that the five-year plan may not have sufficiently included non-users. Ms. Holt explained that gathering perspectives from non-users was a critical component of the process. She stated that this approach allowed the Library to understand why individuals did not use its services and to consider what changes might encourage their participation.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the

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(5:43:32) – Chair Nichols highlighted the responsibility of Trustees to help promote the workshops. She noted that non-users, who do not follow the Library on social media, needed to be informed directly through outreach. Ms. Holt reported that press releases would be issued through *Carson Now* and possibly local radio to promote workshops. She went over outreach beyond Library users through partnerships with other organizations and media.

(5:44:35) – In response to Trustee Markle’s question, Ms. Holt confirmed that workshops would take place at the Library and explained that a community needs assessment survey was being developed to identify underserved populations. Ms. Holt added that the survey would be distributed to workshop attendees, online, to external stakeholders, and at Library programs.

(5:47:11) – Chair Nichols asked about survey collection and suggested distributing them at Boonanza, Ms. Holt agreed it was possible and explained survey results would be gathered at the end of March for inclusion in the final technical report. Vice Chair Lucas suggested placing QR code stickers on candy handed out at Boonanza. Ms. Holt expressed support for the idea while noting that the survey may not be completed. She noted size limitations for the candy, adding that Staff could explore QR code options alongside the paper surveys.

(5:49:44) – Trustee Spansiel asked about school library partnerships and Ms. Holt confirmed the Library had an existing relationship with the Carson High School librarian, who oversaw all school libraries. Ms. Holt went over plans to distribute surveys at school and community events, noting that efforts would ramp up after the start of the school year. Trustee Lenhares suggested outreach to the Parent-Teacher Association (PTA) and Parent Teacher Organization (PTO). Ms. Holt agreed and described past outreach to Northern Nevada PTA events. She shared that survey collection would continue through March 2026, beyond the December 31, 2025 deadline, noting that this had no effect on the budget. Ms. Holt confirmed Trustees would receive ongoing updates as dates were finalized.

(5:52:45) – Trustee Markle asked about scheduling Trustees’ one-on-one interviews. Ms. Holt said dates would be scheduled once staff sessions concluded. In response to Trustee Lenhares’ question, Ms. Holt confirmed the revised dates aligned with the original contract.

(5:54:08) – Trustee Spansail asked for clarification on the community needs survey timeline. Ms. Holt stated it would likely open in early October for approximately a month, noting that the timeline was tentative.

VII. NON-ACTION ITEMS:

VII.a LIBRARY DIRECTOR'S ADMINISTRATIVE REPORTS.

(5:55:58) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report, the General Fund Report, Gift Fund Report, and Grant Fund Report, all of which are incorporated into the record.

(5:56:16) – Trustee Lenhares noted high percentages of funds used early in the cycle for the software maintenance costs. Ms. Holt confirmed this was due to software maintenance contracts beginning July 1 of each year. Ms. Holt responded to clarifying questions regarding vehicle fuel costs and janitorial supplies.

(5:59:05) – Ms. Holt referenced the Director’s Report, which is incorporated into the record, and responded to

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clarifying questions regarding the role of the Library's project coordinator for the workforce development grant, which involved devoting 10 hours per month to Library support.

(6:04:30) – Ms. Holt reported that a patron annually donated \$1,000 for computers through the Friends of the Library and funds were being assessed for best use under the replacement schedule. Ms. Holt added that the Library received a \$5,000 Library Services Technology Act (LSTA) federal grant in August 2025 which would be used for Spanish-language digital resources.

(6:08:42) – Trustee Markle asked about Institute of Museum and Library Services (IMLS) funding stability and Ms. Holt reported that the IMLS received \$291 million in federal appropriations for Fiscal Year (FY) 2025.

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

(6:12:20) – Chair Nichols introduced the item and entertained reports, announcements, and requests for information from Trustees.

(6:12:35) – Trustee Spansail requested data on new library cards issued from the September drive. Ms. Holt agreed to include it in a future report.

(6:13:37) – Ms. Holt reported that the new circulation desk would be installed soon. She added that the Lego blocks at the Library had been repurposed as dividers.

(6:16:25) – Trustee Lenhares announced that she joined the American Library Association and United for Libraries, and shared insights from a seminar on Library policies. Chairperson Nichols agreed that reviewing policies periodically could be beneficial.

VIII. PUBLIC COMMENT

(6:19:56) – Chair Nichols introduced the item; however, none were forthcoming.

IX. FOR POSSIBLE ACTION: TO ADJOURN

(6:20:20) – Chairperson Nichols adjourned the meeting at 6:20 p.m.

The Minutes of the September 11, 2025 Carson City Library Board of Trustees meeting are so approved this 9th day of October 2025.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** October 9, 2025

Staff Contact: Joy Holt, Library Director

Agenda Title: For Possible Action: Discussion and possible action regarding a planning workshop with Dr. Fred Steinmann with the University Center for Economic Development as part of the development of the Library's Five-Year Strategic Plan ("Plan").

Agenda Action: Formal Action / Motion **Time Requested:** 120 minutes

Proposed Motion

Depends on discussion.

Board's Strategic Goal

Organizational Culture

Previous Action

Background/Issues & Analysis

The Library Board of Trustees previously selected Dr. Fred Steinmann with the University Center for Economic Development as the vendor to assist with the Library's Plan. Dr. Steinmann will provide a presentation on the current status and next steps for the Plan, and the Board of Trustees will have the opportunity to provide initial input on the Plan and processes related to its development.

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:** October 9, 2025
Staff Contact: Joy Holt, Library Director
Agenda Title: Library Director's administrative reports.
Agenda Action: Other / Presentation **Time Requested:** 15 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_OCTOBER_2025.pdf](#)

[230 GIFT FUND BOARD REPORT_OCTOBER_2025.pdf](#)

[275 GRANT FUND BOARD REPORT_OCTOBER_2025.pdf](#)

[Library Director Report_10092025.pdf](#)

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

101 GENERAL FUND FY26
AS OF
10/1/2025

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,110,557.00	1,110,557.00	200,776.42	0.00	909,780.58	18%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	8,374.08	0.00	51,625.92	14%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	2,066.29	0.00	-2,066.29	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	4,863.96	0.00	-4,863.96	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	1,607.44	0.00	-1,607.44	
1016200	500114	F L S A	0.00	0.00	0.00	0.00	0.00	
1016200	500116	HOLIDAY PAY	0.00	0.00	1,230.42	0.00	-1,230.42	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	1,628.87	0.00	35,371.13	4%
1016200	500225	MEDICARE	16,609.00	16,609.00	3,131.50	0.00	13,477.50	19%
1016200	500230	RETIREMENT	350,839.00	350,839.00	60,346.95	0.00	290,492.05	17%
1016200	500240	GROUP INSURANCE	189,108.00	189,108.00	19,207.77	0.00	169,900.23	10%
1016200	500250	WORKERS' COMPENSATION	43,835.00	43,835.00	4,594.40	0.00	39,240.60	10%
1016200	500260	EDUCATION INCENTIVE	0.00	0.00	0.00	0.00	0.00	
1016200	500271	PHONE ALLOWANCE	960.00	960.00	160.00	0.00	800.00	17%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	693.80	0.00	19,306.20	3%
1016200	500330	TRAINING	8,000.00	8,000.00	305.56	0.00	7,694.44	4%
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	29,572.00	0.00	2,419.00	92%
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	24,947.43	0.00	11,125.57	69%
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	829.98	0.00	4,810.02	15%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	8.29	0.00	4,991.71	0%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	292.36	0.00	1,207.64	19%
1016200	500580	TRAVEL	3,500.00	3,500.00	0.00	0.00	3,500.00	0%
1016200	500601	OFFICE SUPPLIES	8,000.00	8,000.00	2,962.77	0.00	5,037.23	37%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	3,900.87	0.00	8,099.13	33%

101 GENERAL FUND FY26**AS OF****10/1/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	9,427.96	0.00	13,260.04	42%
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	38,129.77	0.00	191,210.23	17%
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	717.52	0.00	-297.52	171%
1016200	500675	SMALL FURNISHINGS	5,500.00	5,500.00	5,500.00	0.00	0.00	100%
1016200	500680	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	
1016200	500710	TELEPHONE	17,411.00	17,411.00	2,647.30	0.00	14,763.70	15%
1016200	500712	POWER	23,000.00	23,000.00	6,103.29	0.00	16,896.71	27%
1016200	500713	HEATING	10,730.00	10,730.00	105.80	0.00	10,624.20	1%
1016200	500950	ISC: FLEET MANAGEMENT	3,210.00	3,210.00	1,605.00	0.00	1,605.00	50%
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	2,631.84	0.00	5,168.16	34%
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	441,744.65	0.00	1,828,652.35	19%

230 GIFT FUND FY26
AS OF
10/1/2025

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	1,368.77	0.00	-368.77	137%
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	6,035.75	0.00	-5,785.75	2414%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	250.00	0.00	0.00	250.00	0%
		TOTALS	12,500.00	12,500.00	7,477.69	0.00	5,022.31	60%

275 GRANTS FY26**AS OF****10/1/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2756200	500101	SALARIES	85,813.00	85,813.00	19,136.46	0.00	66,676.54	22%
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	277.49	0.00	966.51	22%
2756200	500230	RETIREMENT	31,536.00	31,536.00	6,946.95	0.00	24,589.05	22%
2756200	500240	GROUP INSURANCE	12,033.00	12,033.00	2,393.66	0.00	9,639.34	20%
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	96,166.40	-11,693.00	-84,473.40	
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
		TOTALS	133,424.00	133,424.00	124,920.96	-11,693.00	20,196.04	94%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: October 09, 2025



**Carson City
Library**

Staffing Updates:

Open Positions:

- 1 Librarian position has been **filled** by an internal candidate.
- 1 Senior Library Assistant position is open.
- 1 Library Assistant position is open, interviews underway.
- 1 Workforce Development and Social Services Coordinator position is open, interviews underway.
- 1 part-time Library Clerk position is open, interviews underway.
- 1 part-time Clerical Hourly position is open, interviews underway.

Programming and Outreach Events:

Highlight of Programs in October 2025.

Build a Fairy or Gnome House

Date: Friday, 10/10/2025.

Time: 3:00 p.m.

Let your imagination take root! Join us for a magical afternoon of creativity as we build whimsical fantasy houses using natural materials and craft supplies. Whether you're crafting a majestic castle or a leafy woodland hideaway, we'll provide everything you need—all you have to bring is your creativity. This all-ages program is perfect for kids, teens, families, and anyone who loves a little enchantment.

Monday Makers Club

Date: Every Monday, starting 10/13/2025.

Time: 4:00 p.m.

Every Monday, join us and discover the endless possibilities of our Makerspace! Each week attendees will learn how to use a different piece of equipment—whether it's sewing, 3D printing, soldering, or more. Guided by our knowledgeable and friendly staff, participants will have the chance to build their skills, get certified on the equipment, and bring their creative projects to life.

Northern Nevada Home Schools/H3: Homeschoolers Helping Homeschoolers

Date: The second Friday of every month.

Time: 1:00-2:30 p.m.

Monthly homeschool family meet-up. Learn, ask questions, and connect with other homeschoolers. We will have a short presentation, maybe the occasional speaker, time for open discussion, and games and Legos. All ages, including teens, welcome!

Create your Own Trick or Treat Bag

Date: Thursday, 10/23/2025.

Time: 11:30 a.m.-12:30 p.m.

Make your own customized bag for Halloween goodies! For Patrons of all ages.

BOONANZA at Mills Park

Date: Thursday, 10/30/2025.

Time: 4:00 p.m.-7:00 p.m.

Come experience one of northern Nevada's largest Trick or Treat events! Visit booths from local groups and businesses and vote on your favorite.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** October 9, 2025
Staff Contact: Joy Holt, Library Director
Agenda Title: Trustees' reports, announcements, and requests for information.
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) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)