

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

Day: Thursday
Date: November 13, 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 October 9, 2025
[Click Here for Staff Report](#)

V. Non-Action Items:

V.a Library Director's administrative reports.
[Click Here for Staff Report](#)

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

VI. 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.

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



STAFF REPORT

Report To: _____ **Meeting Date:** November 13, 2025

Staff Contact: _____

Agenda Title: October 9, 2025

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

Proposed Motion

I move to approve the meeting minutes for October 9, 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):

[10-9-2025 Draft Minutes.pdf](#)

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

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
October 9, 2025 Regular Meeting**

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, October 9, 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

(5:30:22) – Chair Nichols called the meeting to order at 5:30 p.m.

II. ROLL CALL

(5:30:36) – Roll was called; a quorum was present.

III. PUBLIC COMMENT

(5:30:49) – Chair Nichols entertained public comments; however, none were forthcoming.

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

IV.a. SEPTEMBER 11, 2025

(5:31:44) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

(5:31:57) – **MOTION:** Trustee Markle moved to approve the September 11, 2025 meeting minutes as presented. Trustee Lenhares seconded the motion. The motion carried 5-0-0.

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

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

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ECONOMIC DEVELOPMENT AS PART OF THE DEVELOPMENT OF THE LIBRARY'S FIVE-YEAR STRATEGIC PLAN ("PLAN").

(5:42:42) – Chair Nichols introduced the item. Director of the University Center for Economic Development Dr. Fred Steinmann introduced himself and provided an overview of the strategic planning process. Dr. Steinmann reported that he facilitated one on one and small group interviews with Library staff. He added that a community needs assessment survey was launched, resulting in 12 to 15 responses as of October 9, 2025.

(5:46:00) – Dr. Steinmann stated that the survey responses, along with sociodemographic, economic, and housing data would inform the upcoming strategic planning workshops. He noted that a technical report would be prepared for review and potential approval to guide the implementation of the strategic plan. Dr. Steinmann outlined the purpose of the workshop which included reviewing the current Five-Year Strategic Plan and gathering input on priorities and additions for the new plan. Dr. Steinmann referenced the New Five-Year Strategic Plan for the Carson City Library, 2026 through 2030 presentation, which is incorporated into the record. Dr. Steinmann went over the current core values which included access, accountability, collaboration, community, customer satisfaction, education, innovation, and respect and entertained input from Trustees.

(5:51:26) – Chair Nichols emphasized the need for more cultural community engagement events at the Library, citing past events with German and Spanish dancers as an example. Trustee Markle suggested updating the Library space, noting that it had an old-fashioned appearance. Trustee Spansail emphasized the importance of recording keeping and preserving historical documents to strengthen the Library's role as a cultural steward. Chair Nichols recommended inviting community members to share and record their life stories. Chair Nichols noted that "accountability" and "customer satisfaction" seemed to overlap. Vice Chair Lucas suggested updating "access" to include a digital presence and online services. Trustee Markle recommended including "leadership" as a core value to reflect leadership within the community, Library, technology, and literacy. Trustee Lenhares suggested making the Library more integrated and visible within the community and asked what the Library could do to become more active. Trustee Spansail recommended including "communication" as a value under collaboration. Trustee Markle requested more emphasis on outreach at the Library and suggested it be added as a core value. Trustee Lenhares proposed adding "community integration" to the values, noting that the Library's roles, workforce development programs, and resources are interconnected with other community groups.

(6:04:22) – Dr. Steinmann continued with his presentation and went over the current Strategic Mission and Strategic Vision Statements presentation slides, which are incorporated into the record. He asked Trustees for their input on the current mission statement.

(6:08:39) – Trustee Spansail questioned the "providing access to emerging technologies" portion of the mission statement, noting that while access to technology was important, literacy was not explicitly mentioned. She suggested finding a way to incorporate literacy and education to the mission statement. Trustee Markle agreed and recommended using more understandable and relatable language in the mission statement to engage readers. Chair Nichols agreed with other Trustees and emphasized that literacy and community should be included. Discussion ensued on ways to simplify the mission statement while emphasizing literacy and the Library's role in the

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community. Trustee Lenhares said the mission statement should identify who the Library serves while highlighting literacy and digital literacy.

(6:25:58) – In response to Vice Chair Lucas, Dr. Steinmann explained the difference between the mission and vision statement, noting that the mission statement reflects the Library today while the vision statement shows what the Library hopes to achieve in the future.

(6:27:18) – Dr. Steinmann referenced the vision statement slide of the presentation and asked for input from Trustees. Chair Nichols suggested removing “welcoming” from the vision statement, noting that the Library was already welcoming. Dr. Steinmann explained that “welcoming” was included based on earlier surveys. Chair Nichols recommended revisiting the vision statement after gathering survey feedback and Trustee Lenhares agreed. Ms. Holt explained that most survey questions are repeated to allow for direct comparison of progress. Dr. Steinmann noted that some were added to capture specific community needs for programming, resources, and potential partnerships. Trustee Markle suggested balancing community input with guidance from professional staff. Dr. Steinmann agreed and explained that staff and workshops would guide the strategic direction and keep the focus on long-term goals. Trustee Markle recommended including professional development opportunities for staff in the vision statement and adding “lifelong learning” to the statements. Trustee Lenhares noted that survey results could be influenced by how questions were written and emphasized allowing open feedback beyond specific topics.

(6:45:15) – Dr. Steinmann referenced the Current Strategic Goals and Objectives presentation slide and went over the last set of goals and objectives, which are incorporated into the record. He presented the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis slide, which is incorporated into the record. Dr. Steinmann asked Trustees about the Library’s strengths. Trustee Lenhares noted strong services for children including story times. Chair Nichols highlighted the Library programming. Vice Chair Lucas emphasized the Library’s central location and fiscal strength. Trustee Spansail noted the Library’s cohesion and development of staff, along with the Library’s flexibility and variety of collections. Trustee Markle added that the Library had support from the Board of Supervisors. Trustee Lenhares noted staff’s ability to meet diverse community needs. Trustee Lenhares highlighted the Library’s collaboration with other libraries as a strength and Ms. Holt noted cataloging and engagement through the Nevada Library Cooperative, giving the Library access to a larger collection.

(6:59:29) – Dr. Steinmann asked Trustees what they felt the Library’s weaknesses were. Trustee Lenhares identified aging technology at the Library as a weakness and emphasized the need to clearly define building issues. Trustee Spansail and Trustee Markle noted the aging infrastructure as an issue. Chair Nichols cited staff turnover as a concern. Vice Chair Lucas noted the limited availability of suitable candidates for open positions. Dr. Steinmann added that the workshops would clarify specific needs for funding and planning. Trustee Lenhares identified community perception and limited growth of support as a potential weakness. Trustee Spansail noted that communication could be expanded. Chair Nichols observed that Carson City’s aging population could limit funding and support, noting that perception could be considered a weakness. Vice Chair Lucas commented that the changing demographics could present opportunities to expand services.

(7:10:38) – Dr. Steinmann asked Trustees for their input on opportunities. Trustee Lenhares suggested that workforce development partnerships in Carson City could be a major opportunity. Ms. Holt highlighted the need to address

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skill gaps in the workforce through targeted development. Dr. Steinmann noted the Library's potential role in connecting people to opportunities. Trustee Lenhares highlighted the Library's location and community structures as opportunities. Trustee Markle suggested collaboration with the arts, culture, and tourism communities. Dr. Steinmann noted that the Department of Tourism and Cultural Affairs, Travel Nevada, the Nevada Division of Outdoor Recreation, the Carson City Main Street program, and Nevada Arts Council offered various programs for libraries. Trustee Markle recommended continuing collaboration with the Friends of the Carson City Library.

(7:18:03) – Dr. Steinmann asked for input on potential threats. Vice Chair Lucas noted uncertainty of funding and political instability as threats. Trustee Spansail added demographic uncertainty as a potential threat due to gaps in the workforce. Ms. Holt noted a lack of housing as a potential threat. Chair Nichols mentioned safety of staff as a threat at the Library. Trustee Markle listed insufficient funding from the State as a threat. In response to Trustee Lenhares, Ms. Holt clarified that the Library had evacuation plans in place.

(7:26:07) – Dr. Steinmann referenced the Priority and Primary Issues for the Next Five Years slide of the presentation, which is incorporated into the record, and asked Trustees what they felt were the top issues to be dealt with over the next five years. Vice Chair Lucas noted hiring additional staff as an issue. Trustee Lenhares suggested adding community engagement as a priority. Chair Nichols agreed and Ms. Holt emphasized the need for community support. Trustee Markle noted upkeep of Library programming and activities. Trustee Spansail emphasized prioritizing literacy. Vice Chair Lucas suggested diversifying funding. Trustee Markle suggested resiliency planning and prioritizing lifelong learning. Chair Nichols emphasized adapting to the changing community demographics and needs.

VI. NON-ACTION ITEMS:

VI.a LIBRARY DIRECTOR'S ADMINISTRATIVE REPORTS.

(5:32:39) – 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.

(5:33:22) – Trustee Spansail inquired about the digital collection funding and Ms. Holt clarified that it was supported by the Friends of the Carson City Library's donation to the gift fund, with an additional \$5,000 from state Library Services and Technology (LSTA) funds. Ms. Holt went over the Library Director's Report, which is incorporated into the record.

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

(7:36:28) – Chair Nichols introduced the item and entertained reports, announcements, and requests for information from Trustees. Trustee Lenhares reported on her positive experience at the Library makerspace. Trustee Spansail asked for an update on the results of the Library card drive.

VII. PUBLIC COMMENT

(7:38:05) – Chair Nichols introduced the item; however, none were forthcoming.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

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IX. FOR POSSIBLE ACTION: TO ADJOURN

(7:38:14) – Chairperson Nichols adjourned the meeting at 7:38 p.m.

The Minutes of the October 9, 2025 Carson City Library Board of Trustees meeting are so approved this 13th day of November 2025.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** November 13, 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_NOVEMBER_2025.pdf](#)

[230 GIFT FUND BOARD REPORT_NOVEMBER_2025.pdf](#)

[275 GRANT FUND BOARD REPORT_NOVEMBER_2025.pdf](#)

[GENERAL FUND BOARD REPORTS_FY25_FINAL TOTALS_November 2025.pdf](#)

[GIFT FUND BOARD REPORTS_FY25_FINAL TOTALS_November 2025.pdf](#)

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

(Vote Recorded By)		

101 GENERAL FUND FY26**AS OF****11/4/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,110,557.00	1,110,557.00	272,739.68	0.00	837,817.32	25%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	11,152.18	0.00	48,847.82	19%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	2,583.39	0.00	-2,583.39	
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	1,944.37	0.00	-1,944.37	
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	2,677.19	0.00	34,322.81	7%
1016200	500225	MEDICARE	16,609.00	16,609.00	4,209.73	0.00	12,399.27	25%
1016200	500230	RETIREMENT	350,839.00	350,839.00	81,418.85	0.00	269,420.15	23%
1016200	500240	GROUP INSURANCE	189,108.00	189,108.00	27,326.27	0.00	161,781.73	14%
1016200	500250	WORKERS' COMPENSATION	43,835.00	43,835.00	5,869.81	0.00	37,965.19	13%
1016200	500260	EDUCATION INCENTIVE	0.00	0.00	0.00	0.00	0.00	
1016200	500271	PHONE ALLOWANCE	960.00	960.00	240.00	0.00	720.00	25%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	5,801.20	0.00	14,198.80	29%
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	25,417.03	0.00	10,655.97	70%
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	1,244.97	0.00	4,395.03	22%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	23.03	0.00	4,976.97	0%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	419.36	0.00	1,080.64	28%
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	4,298.89	0.00	3,701.11	54%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	4,552.60	0.00	7,447.40	38%

101 GENERAL FUND FY26**AS OF****11/4/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	12,455.31	0.00	10,232.69	55%
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	48,625.20	0.00	180,714.80	21%
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	1,169.97	0.00	-749.97	279%
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	3,558.64	0.00	13,852.36	20%
1016200	500712	POWER	23,000.00	23,000.00	8,096.01	0.00	14,903.99	35%
1016200	500713	HEATING	10,730.00	10,730.00	186.18	0.00	10,543.82	2%
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	3,765.74	0.00	4,034.26	48%
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	576,227.55	0.00	1,694,169.45	25%

230 GIFT FUND FY26
AS OF
11/4/2025

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	1,000.00	1,933.18	0.00	-933.18	193%
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	8,042.10	0.00	4,457.90	64%

275 GRANTS FY26**AS OF****11/4/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2756200	500101	SALARIES	85,813.00	85,813.00	25,736.06	0.00	60,076.94	29.99
2756200	500102	HOURLY/SEASONAL	0.00	0.00	0.00	0.00	0.00	0.00
2756200	500111	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
2756200	500225	MEDICARE	1,244.00	1,244.00	373.19	0.00	870.81	30.00
2756200	500230	RETIREMENT	31,536.00	31,536.00	9,372.31	0.00	22,163.69	29.72
2756200	500240	GROUP INSURANCE	12,033.00	12,033.00	3,391.02	0.00	8,641.98	28.18
2756200	500250	WORKERS' COMPENSATION	2,798.00	2,798.00	0.00	0.00	2,798.00	0.00
2756200	501201	GRANT - SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
2756200	501202	GRANT - BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
2756200	501225	GRANT - OPERATING SUPPLIES	0.00	0.00	117,270.40	23,307.00	-140,577.40	0.00
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTALS		133,424.00	133,424.00	156,142.98	23,307.00	-46,025.98	117%

101 GENERAL FUND FY25 FINAL TOTALS
AS OF
11/4/2025

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,017,942.00	1,017,942.00	820,250.63	0.00	197,691.37	81%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	41,428.20	0.00	18,571.80	69%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	13,951.34	0.00	-13,951.34	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	15,232.27	0.00	-15,232.27	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	974.81	0.00	-974.81	
1016200	500114	F L S A	0.00	0.00	0.00	0.00	0.00	
1016200	500116	HOLIDAY PAY	0.00	0.00	3,450.78	0.00	-3,450.78	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	14,144.94	0.00	22,855.06	38%
1016200	500225	MEDICARE	15,544.00	15,544.00	12,901.08	0.00	2,642.92	83%
1016200	500230	RETIREMENT	298,361.00	298,361.00	245,039.61	0.00	53,321.39	82%
1016200	500240	GROUP INSURANCE	132,964.00	132,964.00	87,085.75	0.00	45,878.25	65%
1016200	500250	WORKERS' COMPENSATION	31,418.00	31,418.00	33,474.35	0.00	-2,056.35	107%
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	960.00	0.00	0.00	100%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	7,096.57	0.00	12,903.43	35%
1016200	500330	TRAINING	8,000.00	8,000.00	2,163.62	0.00	5,836.38	27%
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	31,263.81	0.00	46,727.19	40%
1016200	500430	EQUIPMENT REPAIR & MAINT	890.00	890.00	585.59	0.00	304.41	66%
1016200	500433	SOFTWARE MAINTENANCE COST	36,073.00	36,073.00	35,306.64	0.00	766.36	98%
1016200	500434	BUILDING REPAIR & MAINT	471.00	471.00	0.00	0.00	471.00	0%
1016200	500444	OFFICE EQUIPMENT RENTAL	2,575.00	2,333.00	0.00	0.00	2,333.00	0%
1016200	500540	PUBLICITY/SPECIAL EVENTS	5,640.00	5,640.00	7,264.16	0.00	-1,624.16	129%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	1,926.73	0.00	3,073.27	39%
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	43.51	0.00	3,456.49	1%
1016200	500601	OFFICE SUPPLIES	8,000.00	8,000.00	9,655.04	0.00	-1,655.04	121%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	8,978.62	0.00	3,021.38	75%

101 GENERAL FUND FY25 FINAL TOTALS**AS OF****11/4/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	17,530.90	0.00	5,157.10	77%
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	207,264.22	20,167.31	-44,091.53	113%
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	529.07	0.00	-109.07	126%
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	12,147.08	0.00	5,263.92	70%
1016200	500712	POWER	23,000.00	23,000.00	24,154.05	0.00	-1,154.05	105%
1016200	500713	HEATING	10,730.00	10,730.00	5,039.80	0.00	5,690.20	47%
1016200	500950	ISC: FLEET MANAGEMENT	2,304.00	2,546.00	2,546.00	0.00	0.00	100%
1016200	502450	CASH SHORT/OVER	0.00	0.00	7.50	0.00	-7.50	
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	6,713.37	0.00	2,846.63	70%
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	1,672,851.02	20,167.31	364,513.67	81%

101 GIFT FUND FY25 FINAL TOTALS

AS OF

11/4/2025

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	6,000.00	0.00	0.00	100%
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	1,454.60	0.00	13,545.40	10%
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	18,265.93	13,520.77	2,888.30	53%
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	562.37	0.00	4,437.63	11%
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	3,000.00	1,882.75	-1,882.75	100%
2306200	501241	DIGITAL COLLECTION	250.00	17,000.00	17,120.74	201.29	-322.03	101%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	6,500.00	5,688.53	0.00	811.47	88%
TOTALS			12,500.00	178,362.00	64,795.47	15,604.81	97,961.72	36%

101 GRANT FUND FY25 FINAL TOTALS**AS OF****11/4/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2756200	500101	SALARIES	0.00	50,000.00	54,208.72	0.00	-4,208.72	108%
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	785.95	0.00	-485.95	262%
2756200	500230	RETIREMENT	0.00	15,000.00	18,159.90	0.00	-3,159.90	121%
2756200	500240	GROUP INSURANCE	0.00	5,000.00	5,491.92	0.00	-491.92	110%
2756200	500250	WORKERS' COMPENSATION	0.00	2,600.00	2,499.51	0.00	100.49	96%
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	1,417,152.00	655,247.17	11,693.00	750,211.83	46%
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
		TOTALS	0.00	1,490,052.00	736,393.17	11,693.00	741,965.83	49%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: November 04, 2025



Staffing Updates:

- 1 Library Assistant position has been **filled**. Tom Rusconi started on October 17, 2025
- 1 Senior Library Assistant has been tentatively filled.
- 1 part-time Library Clerk position has been tentatively filled.
- 1 part-time Administrative Clerk position is open.
- 1 Workforce Development and Social Services Coordinator position is open, interviews underway.

Programming and Outreach Events:

Highlight of Programs in November 2025.

Hanging With A Gnomie Ornament Craft

When: Sunday, November 9th, 2pm – 3pm

Details: Patrons can get crafty by creating their very own hanging gnome ornament. All supplies will be provided for this fun, festive craft perfect for the holiday season.

Patriotic Fingerpainting & Soldier Bear

When: Tuesday, November 11th, 11:30am – 12:30pm

Details: Families are invited to celebrate Veterans Day by making patriotic finger paintings and crafting their own “Soldier Bear” to take home.

Dino-vember Craft Program

When: Thursday, November 13th, 11:30am – 12:30pm

Details: Patrons will create dino-mite crafts inspired by their favorite prehistoric creatures in celebration of Dino-Vember.

Cozy Read In

When: Tuesday, November 18th, 6:30pm – 7:30pm

Details: Patrons of all ages are encouraged to bring their favorite book, wear cozy clothes, and enjoy a relaxing evening of reading in the library.

Pie Tin Craft Night (Week of Thanksgiving)

When: Wednesday, November 26th, 5pm – 6pm

Details: Patrons will decorate festive pie tins in celebration of Thanksgiving, creating a seasonal keepsake or gift to take home.

Additional Information:

-**3129** people stopped by the Library's booth!



-**600** Bookmarks were given out at the Nevada Day parade.



-The Strategic Plan Survey closure date has been extended to November 21, 2025

-Haley Wilson, Programming and Outreach Coordinator, appeared on radio station Juan 101.7; discussing the Library services, programming, and Strategic Planning in Spanish.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** November 13, 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) _____
2) _____

Aye/Nay

(Vote Recorded By)