

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

Day: Thursday
Date: December 11, 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 November 13, 2025
[Click Here for Staff Report](#)

V. For Possible Action: Library Board of Trustees Business

V.a For Possible Action: Discussion and possible action regarding a proposed Carson City Library calendar for 2026, including proposed holiday and staff development closures.
[Click Here for Staff Report](#)

VI. For Discussion Only: Library Board of Trustees Business

- VI.a For Discussion Only: Discussion and presentation regarding statistics about the Carson City Library's usage.
[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-notice>
www.carson.org/agendas
<http://notice.nv.gov>



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** December 11, 2025
Staff Contact: Joy Holt, Library Director
Agenda Title: November 13, 2025
Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve the meeting minutes for November 13, 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):

[11-13-2025 Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the

November 13, 2025 Regular Meeting

Page 1

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, November 13, 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: Lucas Burr, Deputy District Attorney
Joy Holt, Library Director
Briana Munoz, Public Meetings Clerk
Minutes by: Zach Pettit

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

(5:31:01) – Roll was called; a quorum was present.

III. PUBLIC COMMENT

(5:31:18) – Chair Nichols entertained public comments; however, none were forthcoming.

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

IV.a. OCTOBER 9, 2025

(5:32:02) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

(5:32:57) – MOTION: Trustee Markle moved to approve the minutes of October 9, 2025 meeting. Vice Chair Lucas seconded the motion. The motion carried 5-0-0.

V. NON-ACTION ITEMS:

V.a LIBRARY DIRECTOR’S ADMINISTRATIVE REPORTS.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the November 13, 2025 Regular Meeting Page 2

(5:33:19) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report, the General Fund Report, Gift Fund Report, and the Grant Fund Report, all of which are incorporated into the record. While not in the original Staff Report, Ms. Holt noted that book distributor Baker & Taylor has officially gone bankrupt. The Library has started an account with their competitor, Ingram Content Group. She added that Ingram’s lease will function similarly to that of Baker & Taylor.

(5:39:46) – Chair Nichols questioned if the Library was charged for books that were ordered but never received from Baker & Taylor. Ms. Holt stated that the Library was not charged given that the timing worked out in such a way that the lease was never renewed.

(5:45:27) – Trustee Lenhares inquired about the percentages used versus those unused on the final budgetary reports, specifically for the grant and gift funds, and whether that was a cause for concern. Ms. Holt reasoned that a large portion of the funds in the grant account represent funds for a two-year grant. She added that it’s always desirable that the gift fund percentage spent be a low number given that this is the money that the Board has the most control over and can be most flexible with.

(5:52:11) – Library Director Holt shared that various positions in the Library have been filled. Among the positions still needing to be filled are the part-time Administrative Clerk and the Workforce Development and Social Services Coordinator. She provided a recap of the Library’s participation at Boonanza and the Nevada Day Parade. Ms. Holt provided that the Strategic Plan Survey closure date has been extended to November 21, 2025.

(6:12:30) – Library Director Holt referenced the late materials, which are incorporated into the record. Ms. Holt noted that this information will be included in next month’s packet as well.

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

(6:22:38) – Chair Nichols introduced the item and opened the floor to any reports, announcements, and requests for information. Ms. Nichols shared her appreciation for the work of Public Meetings Clerk Munoz during her tenure with the Board. Ms. Nichols requested that the late materials become part of December’s agenda. Trustee Spansail requested information regarding the date of the first public workshop at the next meeting. Trustee Markle requested Ms. Holt to provide an executive summary to accompany the numerical statistical reports that will be brought back at the December meeting. Trustee Lenhares requested an update on the work that’s being done to the Library’s policies and acknowledged Library Staff for their work in the Boonanza Parade.

VI. PUBLIC COMMENT

(6:37:40) – Chair Nichols introduced the item; however, none were forthcoming.

VII. FOR POSSIBLE ACTION: TO ADJOURN

(6:37:55) – Chairperson Nichols adjourned the meeting at 6:37 p.m.

The Minutes of the November 13, 2025 Carson City Library Board of Trustees meeting are so approved this 11th day of December 2025.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** December 11, 2025

Staff Contact: Joy Holt, Library Director

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed Carson City Library calendar for 2026, including proposed holiday and staff development closures.

Agenda Action: Formal Action / Motion **Time Requested:** 20 minutes

Proposed Motion

I move to approve the 2026 Carson City Library calendar as presented.

Board's Strategic Goal

N/A

Previous Action

Background/Issues & Analysis

At the end of each calendar year, the Library Board of Trustees discuss and approve a calendar for the next calendar year, which dictates the number of hours the Library will be open or closed for that new calendar year.

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? Yes

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[Calendar 2026_DRAFT_12132025.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

Carson City Library Calendar - 2026

JANUARY

S	M	T	W	TH	F	S
					1	2
					3	4
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PO: 248 OPEN: 222
CLOSURE: 26

FEBRUARY

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

PO: 224 OPEN: 216
CLOSURE: 8

MARCH

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PO: 246 OPEN: 246
CLOSURE: 0

2026 OPEN HOURS	2786
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HOLIDAY CLOSURE	114
STAFF DEVELOPMENT	20

2021 OPEN HOURS	2736
2022 OPEN HOURS	2790
2023 OPEN HOURS	2598
2024 OPEN HOURS	2875
2025 OPEN HOURS	2814

NATIONAL LIBRARY WEEK (NO CLOSURE)	
LBOT MEETINGS (NO CLOSURE)	

APRIL

S	M	T	W	TH	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

PO: 240 OPEN: 236
CLOSURE: 4

MAY

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PO: 242 OPEN: 234
CLOSURE: 8

JUNE

S	M	T	W	TH	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

PO: 244 OPEN: 244
CLOSURE: 0



Carson City Library
Your Knowledge & Discovery Place

JULY

S	M	T	W	TH	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

PO: 248 OPEN: 238
CLOSURE: 10

AUGUST

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PO: 242 OPEN: 242
CLOSURE: 0

SEPTEMBER

S	M	T	W	TH	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

PO: 244 OPEN: 236
CLOSURE: 8

OCTOBER

S	M	T	W	TH	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

PO: 244 OPEN: 232
CLOSURE: 12

NOVEMBER

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

PO: 232 OPEN: 214
CLOSURE: 18

DECEMBER

S	M	T	W	TH	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

PO: 246 OPEN: 226
CLOSURE: 20

Note: This calendar details *proposed* open hours and closures of the physical library building.

**This includes remaining open on Juneteenth and Veteran's Day holidays.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** December 11, 2025
Staff Contact: Joy Holt, Library Director
Agenda Title: For Discussion Only: Discussion and presentation regarding statistics about the Carson City Library's usage.
Agenda Action: Other / Presentation **Time Requested:** 30 Minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

Background/Issues & Analysis

The Library Board of Trustees requested a presentation of statistical comparisons between FY24, FY25, and FY26, with an accompanying summary to highlight noteworthy data and identify and explain any significant changes year-over-year.

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):

[Statistics Snapshot_12112025.pdf](#)

[Statistical Comparison_FY24-current.pdf](#)

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

CARSON CITY LIBRARY STATISTICS SNAPSHOT

Circulation of Materials:

- In FY25 the checkout of audiobooks was substantially higher than Ebooks.
- In FY25 the total number of checkout/renewals of materials increased by approx. 22,000 items in comparison to FY24.
- FY26 checkout numbers are on track to exceed FY25 totals.

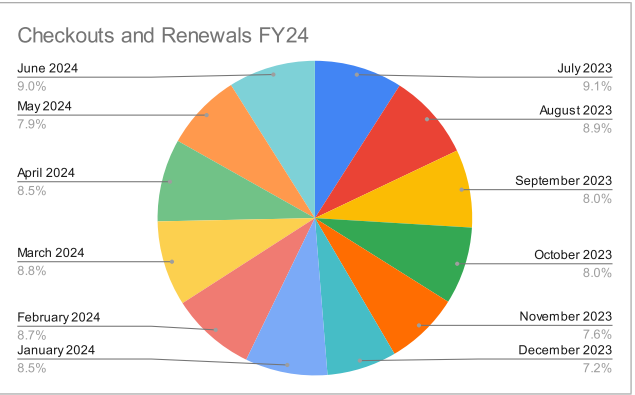
New Patrons:

- FY25 maintained the steady flow of FY24.
- FY26's new patron count is on track to exceed FY25.

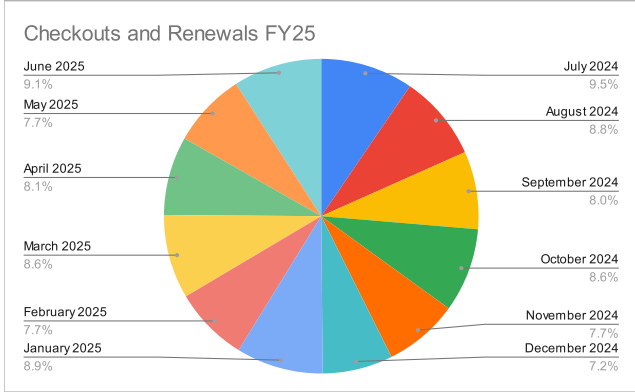
Programming

- Programs for age group 0-5 decreased in FY25 due to the elimination of some programs due to short staffing and/or poor attendance.
- Offsite programs and outreach attendance has increased significantly from year-to-year.
- Overall, program attendance has shown a steady increase from year-to-year.

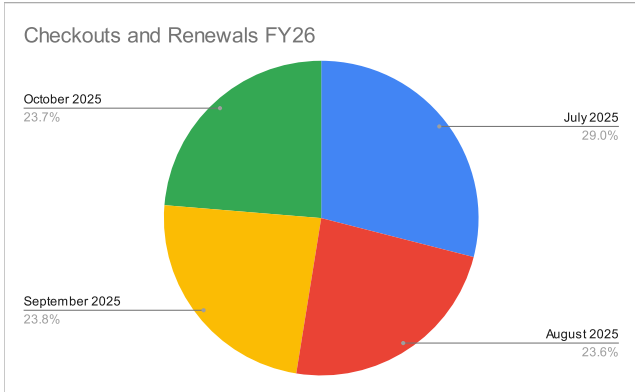
📅	Month	#	Checkouts	#	Renewals	#	Returns	#	Total Transactions	#	Total Checkout and Renewals
	July 2023		33822		23742		33810		113724		57564
	August 2023		33219		12033		34235		100693		45252
	September 2023		29974		11564		29773		90698		41538
	October 2023		29751		12114		30059		89471		41865
	November 2023		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 FY24		373682		150911						524,593



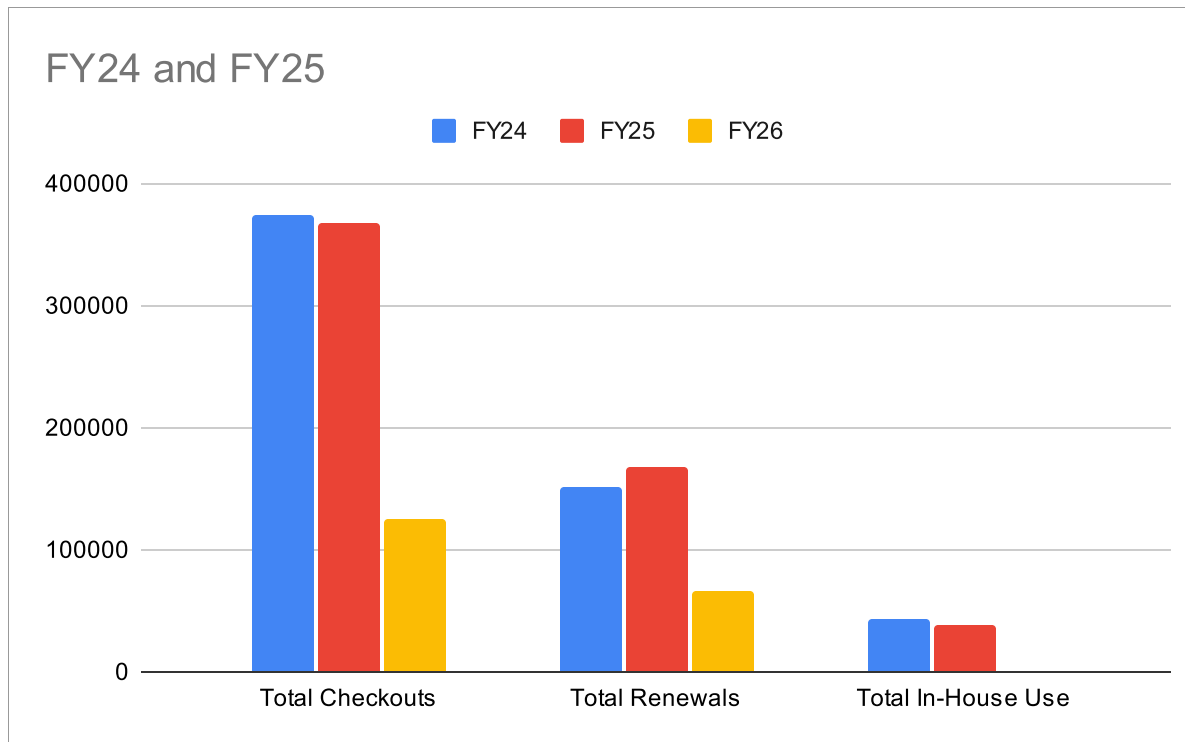
📅	Month	#	Checkouts	#	Renewals	#	Returns	#	Total Transactions	#	Total Checkout and Renewals
	July 2024		35098		14083		35536		104791		49181
	August 2024		32375		13207		33020		107439		45582
	September 2024		29443		11174		28928		93155		40617
	October 2024		31783		14223		31161		98442		46006
	November 2024		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 FY25		368058		168565						536,623



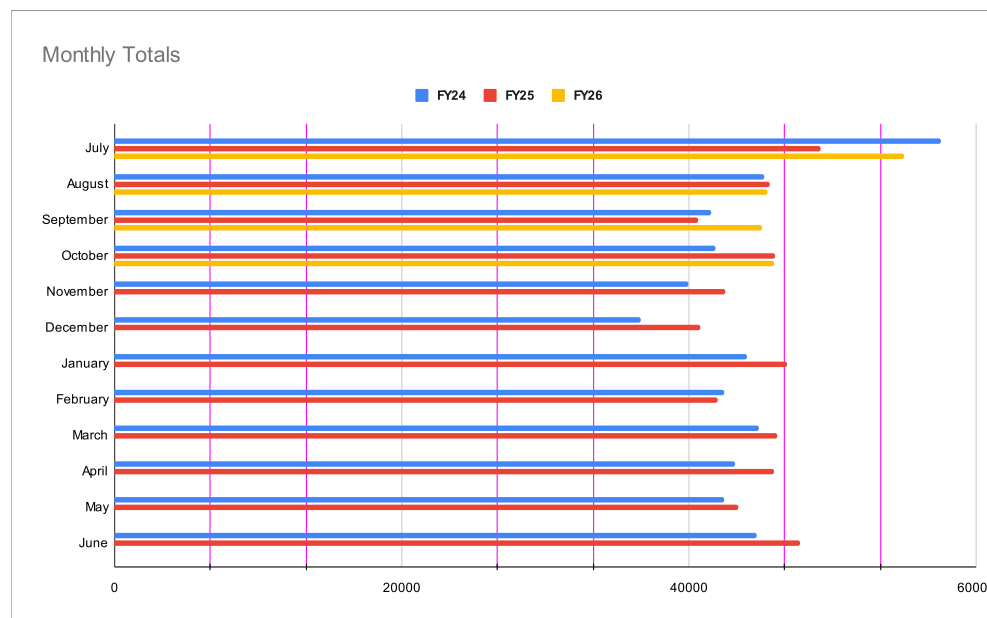
📅	Month	#	Checkouts	#	Renewals	#	Returns	#	Total Transactions	#	Total Checkout and Renewals
	July 2025		36475		18496		36248		113657		54971
	August 2025		29639		15793		30661		96050		45432
	September 2025		29914		15211		29386		95595		45125
	October 2025		29814		16085		30187		100942		45899
	Total FY25		125842		65585						191,427



	FY24	FY25	FY26
Total Checkouts	373,682	368,058	125,842
Total Renewals	150,911	168,565	65,585
Total In-House Use	43,581	37,667	

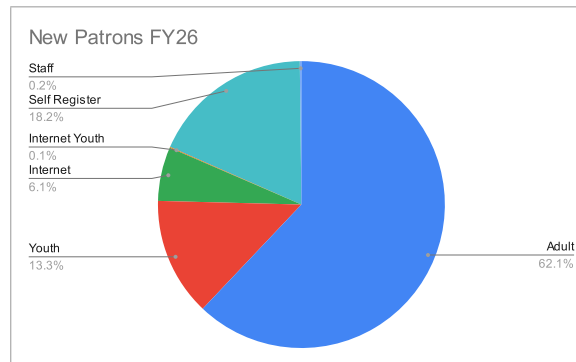
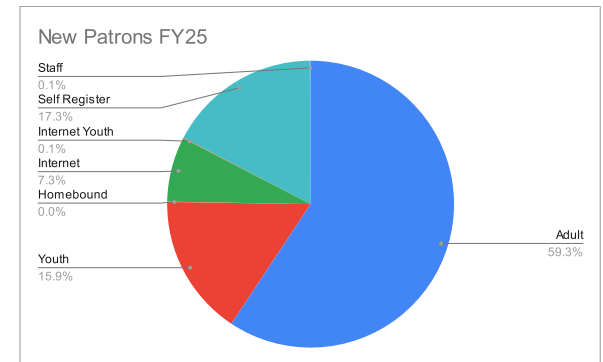
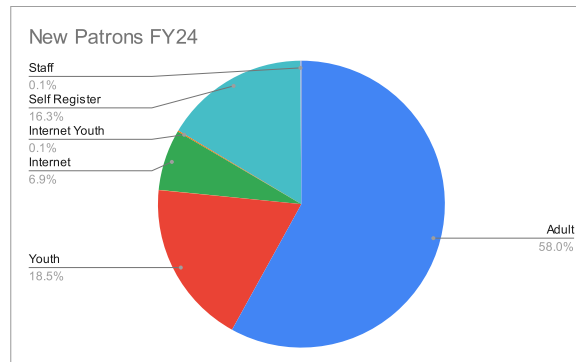
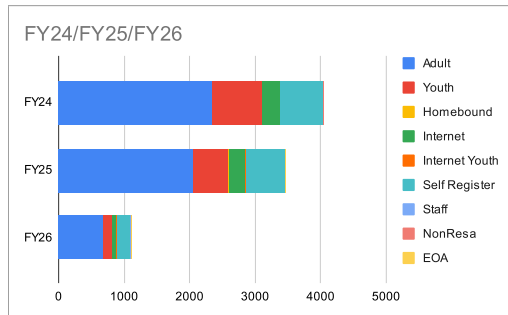


Month	Checkouts	Renewals	Returns	Total Transactions	Total Checkout and Renewals
July 2023	33822	23742	33810	113724	57564
August 2023	33219	12033	34235	100693	45252
September 2023	29974	11564	29773	90698	41538
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January 2025	32896	13910	30741	95662	46806
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
July 2025	36475	18496	36248	113657	54971
August 2025	29639	15793	30661	96050	45432
September 2025	29914	15211	29386	95595	45125
October 2025	29814	16085	30187	100942	45899



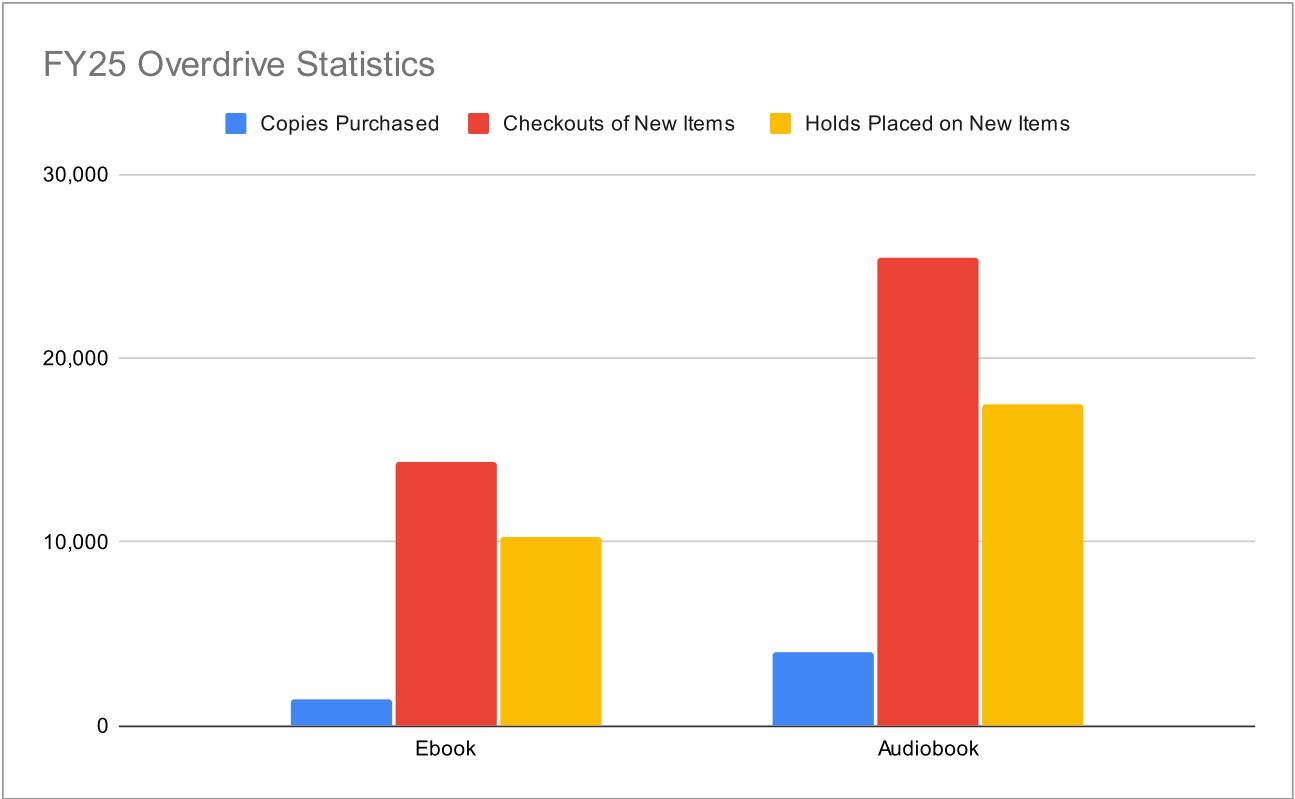
#	Year	# July	# August	# September	# October	# November	# December	# January	# February	# March	# April	# May	# June
	2024	57564	45252	41538	41865	39967	36633	44046	42423	44872	43234	42449	44750
	2025	49181	45582	40617	46006	42493	40755	46806	41986	46154	45942	43396	47705
	2026	54971	45432	45125	45899								

Category	FY24	FY25	FY26
Adult	2352	2051	684
Youth	751	551	147
Homebound	1	1	0
Internet	278	253	67
Internet Youth	5	2	1
Self Register	660	597	201
Staff	3	3	2
NonResa	2	0	0
EOA	1	0	0

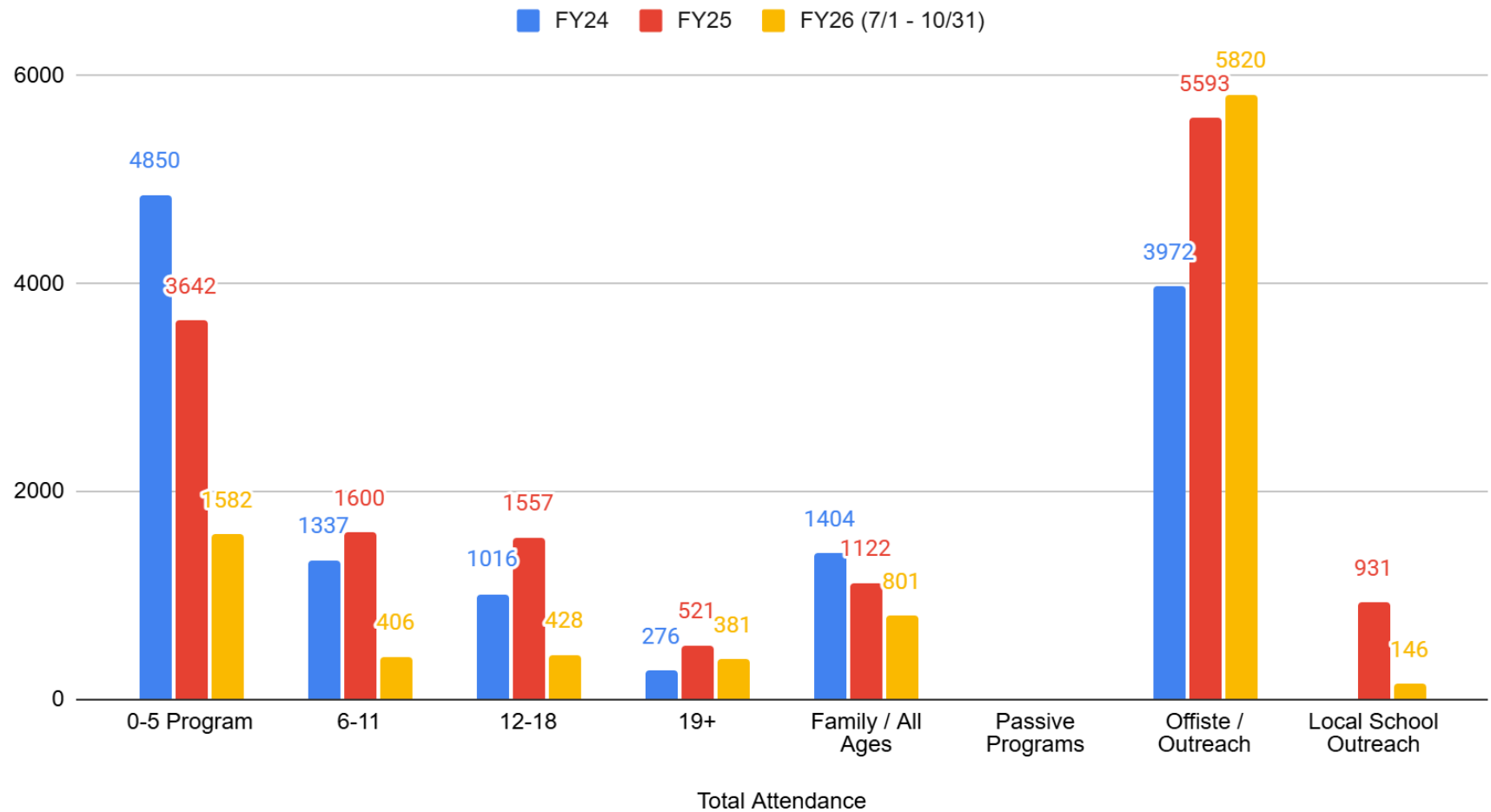


Formats	New Titles Purchased	Copies Purchased	Checkouts of New Items	Holds Placed on New Items	Turnover Rate (Use Per Copy)
Ebook	806	1,416	14,394	10,299	10.17
Audiobook	681	4,032	25,442	17,497	6.31
Video	0	0	0	0	0.00
Magazine	0	0	0	0	0.00
Total	1,487	5,448	39,836	27,796	7.31

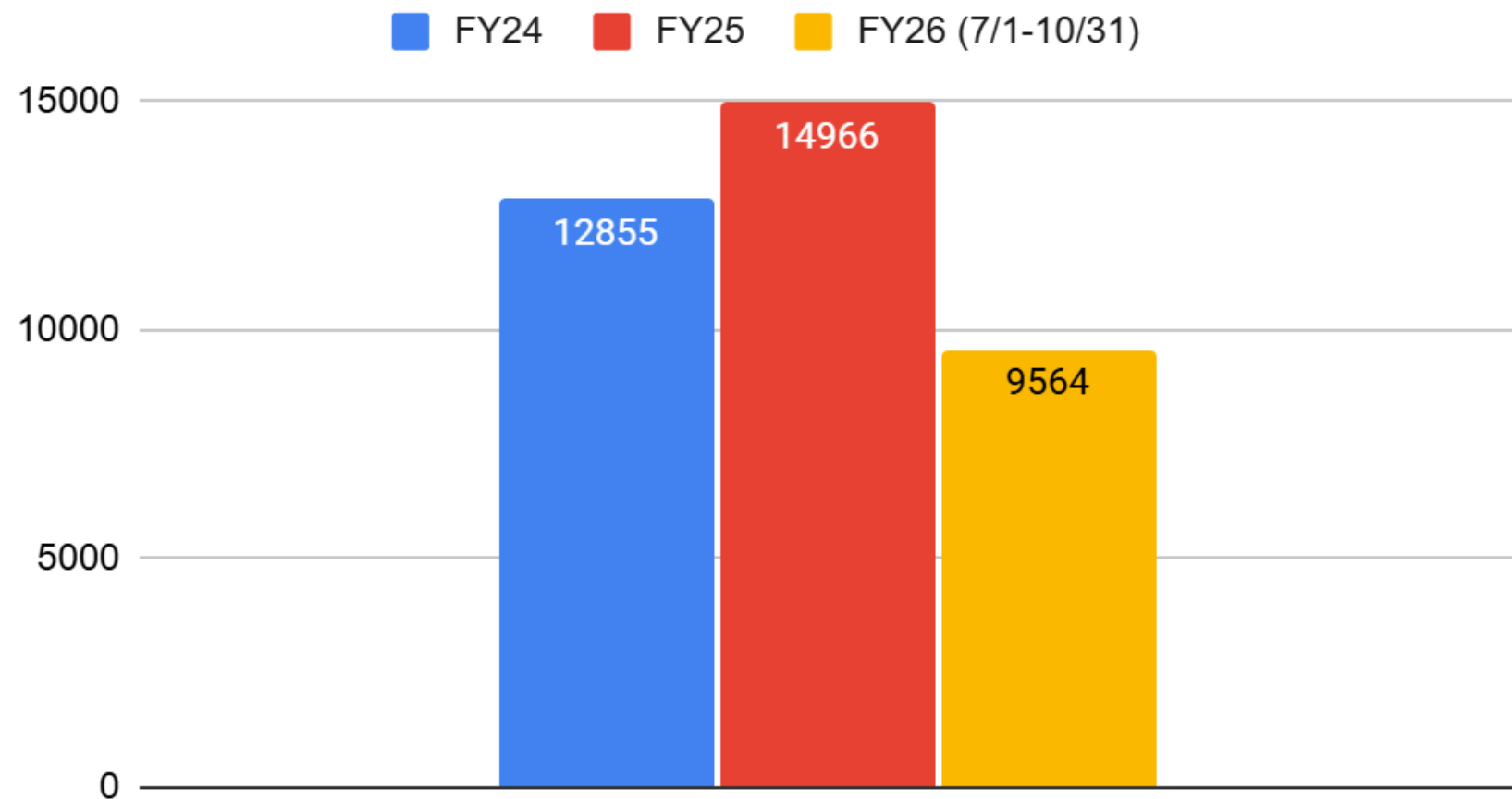
New Users 886
Unique Users 2,728



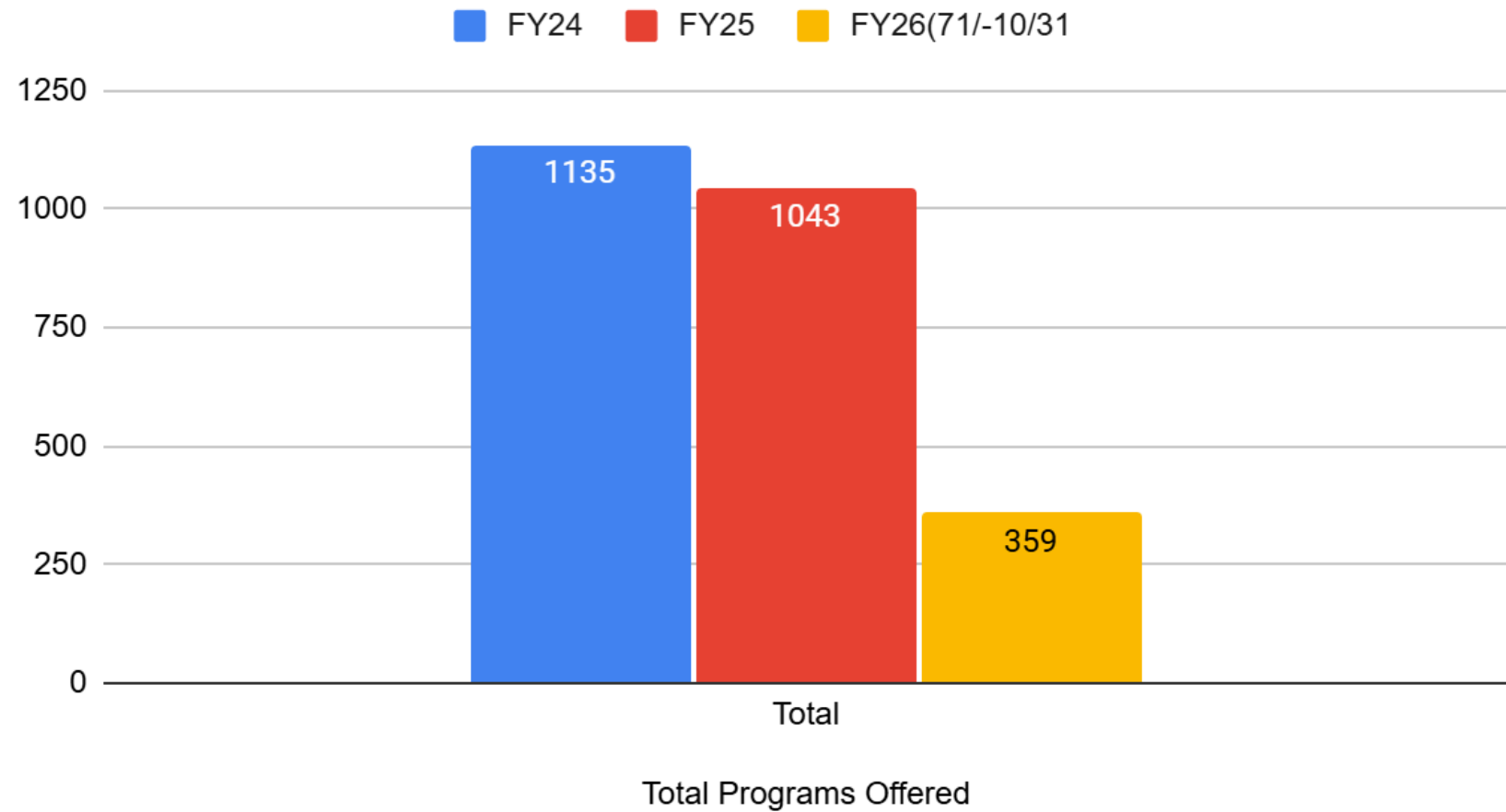
Total Programs Attendance By Type / Age Group



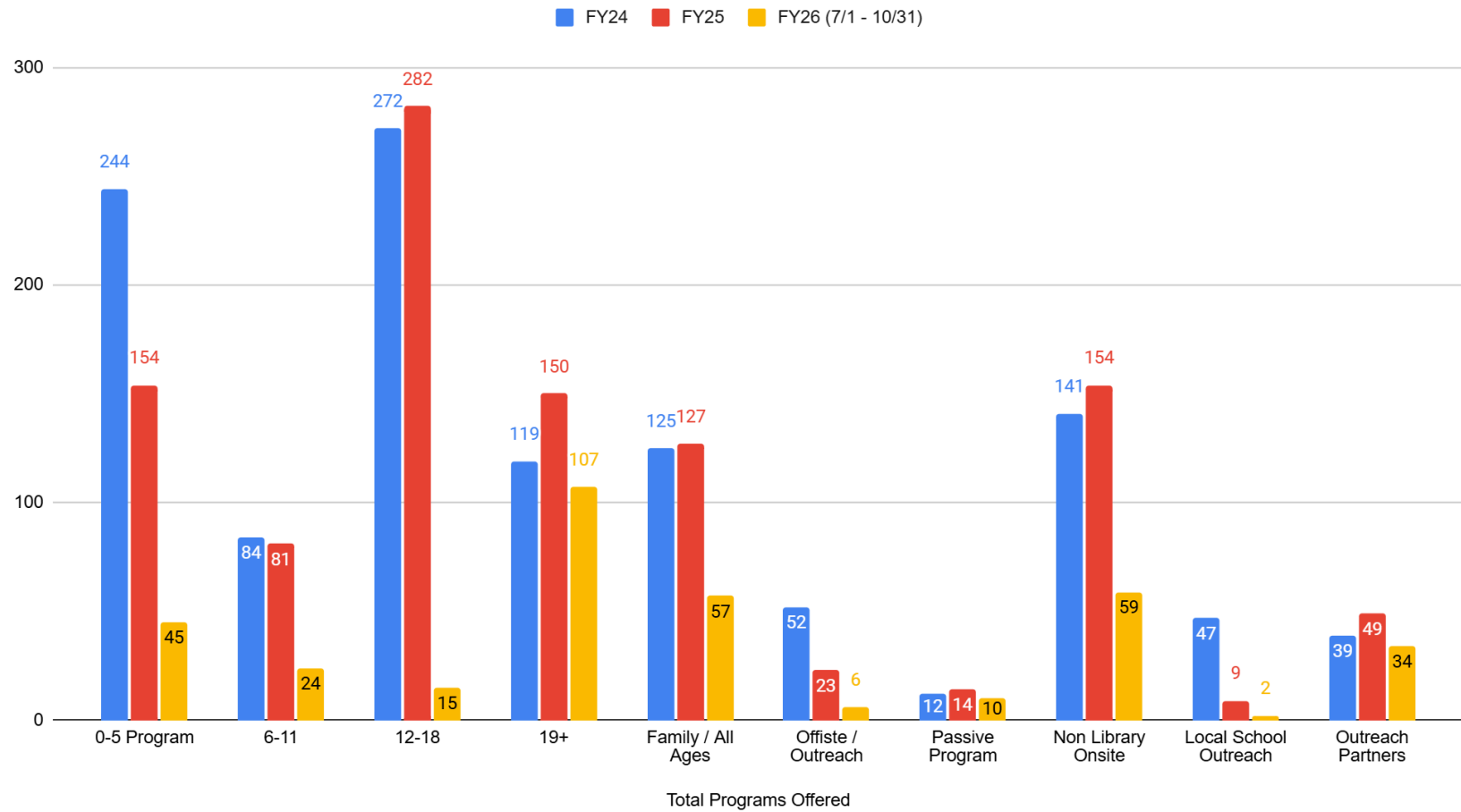
Total Programs Attendance



Total Programs Offered



Total Programs Offered by Age Group



At a Glance

VISITORS

16.2K ↗ +308.92%

VIEWS

27.9K ↗ +322.8%

ENTRY PAGE ⓘ

16K ↗ +310.41%

EXIT PAGE ⓘ

13.3K ↗ +315.98%

BOUNCE RATE ⓘ

79% ↗ +1.6%

EXIT RATE ⓘ

82.1% ↗ +1.4%

WORDS ⓘ

-

COMMENTS ⓘ

-

Top Countries ①

Country	Visitors ↓
 United States	15,847
 Canada	94
 China	92
 United Kingdom	33
 Singapore	30
 Mexico	23
 Hong Kong	19
 India	15
 Germany	12
 Ireland	11

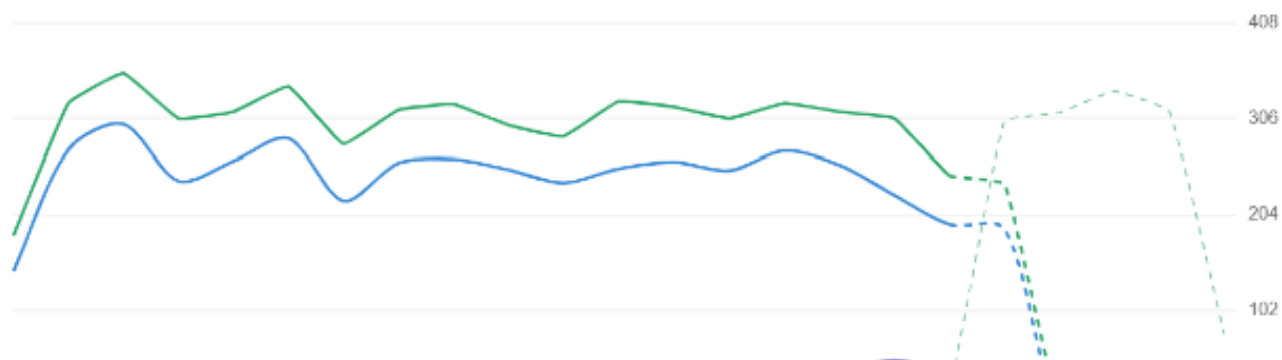
Search Engines ①

Total
 ■ 5,690 ■ 1,362 ■ 4,635 ■ 562 ■ 381

Google Bing DuckDuckGo

- - Previous period

Weekly ▾



Device Models ⓘ

(not set)	8.6K	52.9%
Apple iPhone	5.2K	32.1%
Apple	2K	12.5%
Apple iPad	219	1.3%
Other	177	1.1%

Device Usage ⓘ

Smartphone	8.2K	50.3%
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Desktop	7.5K	46%
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Tablet	546	3.4%
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(not set)	29	0.2%
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Other	16	0.1%
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Browsers ⓘ

 Mobile Safari	4.4K	26.9%
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 Chrome	3.6K	22.3%
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Operating Systems ⓘ

 iOS	5.2K	32.1%
 Windows	5K	31%
 Android	3.2K	19.4%
 Mac	2K	12.5%
Other	803	4.9%

Top Referring ⓘ

Domain Address	Number of Referrals
google.com	4,632
bing.com	562
duckduckgo.com	381
carsoncity.aspendiscovery.org	187
search.yahoo.com	138
ntp.msn.com	94
carson.org	45

Summary ⓘ

Time	Visitors	Views
Today	0	0
Yesterday	124	216
This week	691	1,105
Last week	886	1,414
This month	810	1,276
Last month	3,943	6,688
Last 7 days	810	1,276
Last 30 days	3,686	6,194
Last 90 days	11,083	18,820
Last 6 months	20,245	34,604
This year (Jan-Today)	20,245	34,604



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** December 11, 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_DECEMBER_2025.pdf](#)

[230 GIFT FUND BOARD REPORT_DECEMBER_2025.pdf](#)

[275 GRANT FUND BOARD REPORT_DECEMBER_2025.pdf](#)

[Library Director Report_12022025.pdf](#)

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

101 GENERAL FUND FY26**AS OF****12/1/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,110,557.00	1,110,557.00	351,590.91	0.00	758,966.09	32%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	14,078.62	0.00	45,921.38	23%
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	2,246.70	0.00	-2,246.70	
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	5,392.45	0.00	11,216.55	32%
1016200	500230	RETIREMENT	350,839.00	350,839.00	103,966.79	0.00	246,872.21	30%
1016200	500240	GROUP INSURANCE	189,108.00	189,108.00	35,416.67	0.00	153,691.33	19%
1016200	500250	WORKERS' COMPENSATION	43,835.00	43,835.00	7,224.11	0.00	36,610.89	16%
1016200	500260	EDUCATION INCENTIVE	0.00	0.00	0.00	0.00	0.00	
1016200	500271	PHONE ALLOWANCE	960.00	960.00	320.00	0.00	640.00	33%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	7,257.23	0.00	12,742.77	36%
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	32,144.31	0.00	3,928.69	89%
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	1,839.95	0.00	3,800.05	33%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	422.03	0.00	4,577.97	8%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	528.33	0.00	971.67	35%
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	5,134.62	0.00	2,865.38	64%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	5,300.05	0.00	6,699.95	44%

101 GENERAL FUND FY26**AS OF****12/1/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	12,687.79	0.00	10,000.21	56%
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	75,491.31	-20,167.31	174,016.00	33%
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	4,513.65	0.00	12,897.35	26%
1016200	500712	POWER	23,000.00	23,000.00	9,538.04	0.00	13,461.96	41%
1016200	500713	HEATING	10,730.00	10,730.00	335.40	0.00	10,394.60	3%
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	4,890.55	0.00	2,909.45	63%
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	733,915.96	-20,167.31	1,556,648.35	32%

230 GIFT FUND FY26
AS OF
12/1/2025

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	3,166.41	0.00	-2,166.41	317%
2306200	500623	COLLECTION - FOL	1,000.00	1,000.00	4,296.70	0.00	-3,296.70	430%
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	894.83	-13,520.77	15,125.94	36%
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	-1,882.75	2,382.75	0%
2306200	501241	DIGITAL COLLECTION	250.00	250.00	6,035.75	-201.29	-5,584.46	2414%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	250.00	0.00	0.00	250.00	0.00
TOTALS			12,500.00	12,500.00	14,393.69	-15,604.81	13,711.12	115%

275 GRANTS FY26**AS OF****12/1/2025**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2756200	500101	SALARIES	85,813.00	85,813.00	32,335.66	0.00	53,477.34	38%
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	468.89	0.00	775.11	38%
2756200	500230	RETIREMENT	31,536.00	31,536.00	11,797.67	0.00	19,738.33	37%
2756200	500240	GROUP INSURANCE	12,033.00	12,033.00	4,388.38	0.00	7,644.62	36%
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	152,018.08	23,307.00	-175,325.08	
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
	TOTALS		133,424.00	133,424.00	201,008.68	23,307.00	-90,891.68	151%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: December 11, 2025



Staffing Updates:

- 1 Senior Library Assistant has been filled.
- 1 part-time Administrative Clerk position is open.
- 1 Workforce Development and Social Services Coordinator position is open.

Programming and Outreach Events:

Highlight of Programs in December 2025.

Build a Yeti

When: Tuesday, December 9th, 6:00 p.m.

Details: Create your own adorable yeti using recycled materials and craft supplies.

Cotton Ball Yeti

When: Thursday, December 11th, 11:30 a.m.

Details: A fun, fluffy craft where kids turn cotton balls into cozy little yetis.

Yeti Bookmarks

When: Sunday, December 14th, 2:00 p.m.

Details: Design and decorate a winter yeti-themed bookmark to use all season long.

Winter Suncatchers

When: Tuesday, December 16th, 11:30 a.m.

Details: Make colorful winter suncatchers to brighten up chilly days.

Santa & Elf Ornaments

When: Tuesday, December 16th, 6:00 p.m.

Details: Craft festive Santa and elf ornaments to hang on the tree or give as gifts.

Build a Snow Fort

When: Saturday, December 20th, 1:00 p.m.

Details: Team up to create an indoor snow fort using provided supplies and your imagination.

Cozy Winter Read-In

When: Tuesday, December 30, 6:00 p.m.

Details: Bring your favorite book and settle in for a relaxed, cozy evening of reading.

Additional Information:

- The Strategic Plan Survey closure date has been extended to December 19, 2025.
- First community workshop is tentatively scheduled for January 7, 2026.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** December 11, 2025
Staff Contact: Joy Holt, Library Director
Agenda Title: Trustees' reports, announcements, and requests for information.
Agenda Action: Other / Presentation **Time Requested:** 5 minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

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

(Vote Recorded By)