

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

Day: Thursday
Date: April 9, 2026
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.carsoncity.gov/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@carsoncity.gov. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

I. Call to Order - Library Board of Trustees

II. Roll Call

III. Public Comment:**

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

IV. For Possible Action: Approval of minutes

IV.a March 12, 2026
[Click Here for Staff Report](#)

V. For Possible Action: Library Board of Trustees Business

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

VI. Non-Action Items:

VI.a Library Director's administrative reports.

[Click Here for Staff Report](#)

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

[Click Here for Staff Report](#)

VII. Public Comment:**

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

VIII. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** – The Library Board of Trustees will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the Library Board of Trustees agenda as an item upon which action may be taken. Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of 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@carsoncity.gov, 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.carsoncity.gov/granicus 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.carsoncity.gov/granicus

<http://notice.nv.gov>



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** April 9, 2026
Staff Contact: Joy Holt, Library Director
Agenda Title: March 12, 2026
Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve the meeting minutes for March 12, 2026.

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):

[03-12-2026 Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
March 12, 2026 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, March 12, 2026 in the Carson City Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada 89701.

PRESENT: Chair 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
Zach Pettit, 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

(5:30:05) – Chair Nichols called the meeting to order at 5:30 p.m.

II. ROLL CALL

(5:30:15) – Roll was called; a quorum was present.

III. PUBLIC COMMENT

(5:30:31) – Chair Nichols entertained public comments. Catherine Cunningham of the Sierra Nevada Forums informed the Board that her organization will be hosting a screening of “The Librarians” documentary at Brewery Arts Center on April 22, 2026, at 5:30 p.m. She added that the documentary will be followed by a panel discussion for local librarians to share their insight and experiences.

IV. FOR POSSIBLE ACTION – APPROVAL OF MINUTES

IV.a. FEBRUARY 12, 2026

(5:32:29) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

(5:32:40) – MOTION: Trustee Spansail moved to approve the minutes for the last meeting as written. Trustee Lenhares seconded the motion. The motion carried 5-0-0.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
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V. FOR DISCUSSION ONLY: LIBRARY BOARD OF TRUSTEES BUSINESS

V.A FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION REGARDING PROPOSED CHANGES TO THE JOB TITLE AND JOB DESCRIPTION FOR THE WORKFORCE DEVELOPMENT AND SOCIAL SERVICES COORDINATOR POSITION.

(5:32:58) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report, Supporting Material, and Late Material, all of which are incorporated into the record. She noted that the position title has been changed from “Workforce Development and Social Services Coordinator” to “Library Resources and Systems Manager.”

(5:34:27) – Chair Nichols asked Ms. Holt to elaborate on why the Library chose to move in this direction with the position. Ms. Holt explained that the previous job description was not attracting candidates suited to the primary intent of the role, noting that many applicants were seeking social services positions. She stated that while the position does involve assisting public users with workforce development resources, the larger focus is on technical functions such as supporting public users with workforce databases, computer use, and résumé development, as well as managing the Library’s systems, online services, and vendor-supported resources. Ms. Holt added that the revised description helps avoid duplicating services already offered by partners such as EmployNV and the Department of Health and Human Services (DHHS) and better aligns the position with the Library’s operational and technical needs.

(5:40:41) – Vice Chair Lucas requested clarification of the funding source for the position. Ms. Holt explained that the position has long been supported by the Library’s general fund and was never grant-funded. She added that the role will still be able to collaborate with the Library’s partner on GOED (Governor’s Office of Economic Development) projects. When asked whether any requirements of the GOED grant were tied to this position, Ms. Holt stated that there were no such stipulations and noted that the Library’s primary role in the grant is to serve as fiscal agent. She further explained that the outreach work currently being done through that partnership will continue after the grant period ends, though it will not continue through the Library. In response to a question about prior technology-focused management positions, Ms. Holt clarified that the Library previously had a Technology Coordinator, and when that employee stepped down, she used the opportunity to restructure the role into a Library Services Manager position.

(5:43:46) – Trustee Spansail asked how the position title and its associated description compare to similar roles in other libraries across the state. Ms. Holt explained that larger library systems typically maintain their own dedicated IT departments, whereas smaller libraries often rely on one or two staff members handling technology needs as best they can. She added that the Library requires someone who can streamline and expedite this work. Ms. Holt noted that the job description blends elements of a systems manager role, particularly in managing the various technologies and unique integrated systems used in libraries, including filtered and unfiltered devices. She also explained that the Library previously relied on temporary staff to address these needs, which was effective at the time, but the preference now is to have a dedicated employee who can evaluate, plan, and implement more comprehensive solutions.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

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(5:48:07) – Trustee Markle expressed concern that the education and experience requirements for this position were not higher, noting that associate’s degrees in library science are uncommon and that the responsibilities of the role appear significant. Ms. Holt explained that the requirements mirror those of the counterpart position and were intentionally written to include applicants who may not have a bachelor’s or master’s degree but have extensive library experience. She added that applicants who do not meet the stated requirements would not pass HR’s initial screening. Ms. Holt stated that while she hopes to hire someone with higher education and substantial experience, the qualifications were written to allow for inclusiveness and to avoid excluding strong candidates who lack a formal degree.

(5:51:08) – Vice Chair Lucas asked whether the pay grade for the position would attract candidates with education beyond an associate’s degree. Ms. Holt responded that the pay grade is adequate, noting that a current employee in the same pay grade holds a bachelor’s degree, a master’s degree in another field, and is pursuing a master’s degree in library science. She explained that the qualifications were deliberately written to welcome applicants from a variety of educational backgrounds. Ms. Holt added that candidates with an associate’s degree and extensive experience, particularly those familiar with the Library’s systems and vendors, may be stronger fits than candidates with higher degrees but less relevant experience.

(5:55:00) – Trustee Lenhares asked what kinds of training might be available to a qualified candidate. Ms. Holt explained that ongoing training is an essential part of the position. She noted that while formal training is required for someone to function as a librarian, she generally relies on employees to identify the areas in which they feel they need development. She added that she also offers suggestions based on her observations and on staff members’ potential interests.

(5:56:22) – Trustee Lenhares asked how staff operations would be affected once the position is filled. Ms. Holt responded that she anticipates the role will free up time for both the Library Services Manager and the Programming and Outreach Manager. She explained that several duties between this position and the Library Services Manager are intentionally interchangeable to avoid having a single point of failure. Ms. Holt noted that the new position would assume responsibilities such as delivering programming, managing website maintenance, and researching and overseeing the Library’s databases and related vendor relationships. She added that taking on these duties will allow the Library Services Manager to focus more fully on managing staff involved in collection development and circulation and will reduce the programmatic and technical workload currently being handled by the Programming and Outreach Manager.

(5:58:50) – Trustee Lenhares asked whether creating this position would eliminate or reduce the role of a Library Assistant or Senior Library Assistant. Ms. Holt assured the Board that no positions would be eliminated and emphasized that she would not make staffing changes that remove existing roles. Trustee Lenhares then asked whether the new position would serve as a liaison between the City and the Library regarding technology needs. Ms. Holt responded that the City currently has very limited involvement with Library technology, noting that only three computers are on the City’s network. She added that she has plans for how the position may liaise with the City in the future as needs evolve.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

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(6:05:13) – Trustee Lenhares asked whether the addition of the new managerial position made the Library top heavy. Ms. Holt responded that the Library is not top heavy and is, in fact, two positions below the staffing levels that would be considered top heavy compared to historical structure. She explained that her predecessor had flattened the Library’s hierarchy to increase crossover among staff, but that this model created some operational challenges. Over the last year, she has reinstated a clearer chain of command while maintaining the crossover and interchangeability of duties so that staff remain involved in programming, library services, and resource procurement. She noted that each managerial position oversees two to three employees, resulting in a balanced structure without silos.

VI. NON-ACTION ITEMS

VI.A LIBRARY DIRECTOR’S ADMINISTRATIVE REPORTS.

(6:09:09) – Chair Nichols introduced the item. Trustee Lenhares asked when the Board could expect to see evidence of a budget augmentation for the general fund. Ms. Holt explained that no augmentations have been completed for the general fund. She clarified that during the annual budget-building process, she adjusts line items within the Library’s allotted general fund to ensure needs are met, such as shifting funds into the book budget to meet the state’s match requirement for collection development funding. She added that augmentations are only necessary when a new budget line is needed, such as for furniture or equipment, and that she can otherwise move funds between existing lines as long as the Library stays within its total general fund allocation.

(6:13:48) – Chair Nichols asked whether participants were bringing their dogs to the Dog Trainer Workshops. Ms. Holt clarified that dogs are not allowed at the sessions. She added that after learning some participants believed they could bring their pets, the Library updated its flyers and media messaging to make it clear that the training is intended to be attended without animals present. Chair Nichols questioned how effective training could be without dogs. Ms. Holt explained that the workshop focuses on human-to-human instruction, providing owners with skills, strategies, and guidance that they can later apply at home with their dogs, rather than interactive, hands-on training with animals present.

(6:15:40) – Ms. Holt reported that the Senior Library Assistant position has been tentatively filled. She further noted that the Administrative Clerk position has been filled by an internal candidate who previously worked as a shelver. This internal promotion has created a vacancy for a shelver position, which has already been posted and has received numerous applications.

(6:17:08) – Ms. Holt reported that the Ex Libris Newsletter has been revived for the duration of the Library’s 60th Anniversary year. She noted that printed copies are available at the Library’s front desk and that the Newsletter may be digitized in the future if production continues beyond the anniversary year.

(6:17:54) – Ms. Holt reported on the upcoming Equinox Presentation & Telescope Demonstration with Western Nevada College, scheduled for March 31, 2026, from 6:30 to 7:30 p.m.

(6:18:12) – Ms. Holt stated that the Library will not be hosting a third Strategic Plan Community Workshop and will instead hold a Stakeholder Workshop with Library staff. She noted this will be the final planning step before the draft Strategic Plan is released.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

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(6:19:12) – Trustee Lenhares requested an update on the Strategic Plan Community Workshop held on February 21, 2026. Ms. Holt reported that the workshop was attended by one community member who serves as the City’s community and economic development director, Chair Nichols, herself, other Library staff, and an additional member of the public who arrived midway through the session. She stated that the discussion was productive and that the Library received several completed written surveys from community members. Ms. Holt noted that low turnout is not unusual for such events, which is why staff plan to conclude the workshop series and proceed with the next steps in the planning process. In response to Trustee Lenhares’ question, Ms. Holt stated that the Board will receive a comprehensive technical report but will not review individual survey responses.

(6:23:10) – Ms. Holt reported that the new Phyllis and Phil Patton Community Room was unveiled at the Library on Wednesday, March 11, 2026. She noted that 38 people attended and that the signage above the room entrance will be updated.

VI.B TRUSTEES’ REPORTS, ANNOUNCEMENTS, AND REQUESTS FOR INFORMATION.

(6:28:43) – Chair Nichols introduced the item. There was brief discussion regarding the Strategic Plan and the Library’s policies.

(6:30:45) – Trustee Markle requested clarification regarding the Library’s 60th anniversary, noting that while the Library was established in 1966, the plaque outside the building lists 1971. Ms. Holt explained that 1971 reflects the year the current Library building was constructed, whereas the Library itself was founded in 1966 as the Ormsby County Library and originally operated out of the courthouse.

VII. PUBLIC COMMENT

(6:32:07) – Chair Nichols entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION: TO ADJOURN

(6:32:18) – Chairperson Nichols adjourned the meeting at 6:32 p.m.

The Minutes of the March 12, 2026 Carson City Library Board of Trustees meeting are so approved this 9th day of April 2026.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** April 9, 2026

Staff Contact: Joy Holt, Library Director

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

Agenda Action: Formal Action / Motion **Time Requested:** 30 minutes

Proposed Motion

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

Board's Strategic Goal

Organizational Culture

Previous Action

Background/Issues & Analysis

The Board has the duty to complete an annual performance evaluation for the Library Director on or before July 1 of each year. Staff now seeks direction from the Board concerning the processes and tools to be used to inform this appraisal and evaluation. Staff proposes the following process to allow the Library Director's performance evaluation to be completed at the Library Board's June 11, 2026, meeting:

1. **360-Degree Review:** A 360-degree review will be conducted to gather feedback from all Library staff using the following steps:
 - By April 17, 2026, the Carson City Human Resources ("HR") Director will disburse the requisite survey form to each Library staff member.
 - By May 1, 2026, each Library staff member who wishes to participate must submit their response to HR.
 - By May 8, 2026, the HR Director will aggregate the 360-degree review survey responses and provide those aggregated results to each Board member and the Library Director.
2. **Library Director Self-Appraisal:**
 - By May 8, 2026, the Library Director will complete an annual self-appraisal form and provide required training certificates, all to be submitted, separately, to each Board member.
3. **Unclassified Job Performance Appraisal:**
 - By May 8, 2026, the HR Director will (1) pre-fill an Unclassified Job Performance Appraisal form with a condensed list of the Library Director's major job responsibilities and 2025/2026 objectives; and (2) distribute that pre-filled Unclassified Job Performance Appraisal form to each

Board member and the Library Director.

- By May 22, 2026, each Board member will, individually and separately, (1) evaluate the Library Director and complete the pre-filled Unclassified Employee Performance Review form; and (2) send their individually completed version of the Library Director's Unclassified Employee Performance Appraisal form to the HR Director.
- By June 5, 2026, the HR Director will (1) aggregate the Unclassified Employee Performance Review forms submitted by each Board member into a single version of the form, including a calculated average for performance ratings; and (2) send that compiled Unclassified Employee Performance Review form to the Board members and Library Director.

4. June 11, 2026, Meeting: At the June 11, 2026, Board meeting, the Library Director's performance evaluation will be presented, with a brief discussion of the final performance rating for 2025/2026 and objectives for 2026/2027. After finalization, the Board Chair and the Library Director will sign the final Unclassified Employee Performance Review form compiled by the HR Director and approved by the Board.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 379.025

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[Unclassified_Employee_Performance_Evaluation_Form.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)



Unclassified Job Performance Appraisal

Rate Increase Calculation

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

Name
Supervisor

Review Period
Job Title
Supervisor Title

Major Job Responsibilities

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

Comments:

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☐ Outstanding ☐ Above Expectations ☐ Meets Expectations ☐ Unsatisfactory

Objectives

<u>Objective</u>	<u>Results</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Comments:

☐ Outstanding ☐ Above Expectations ☐ Meets Expectations ☐ Unsatisfactory

Impact of Unanticipated Events/Conditions

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

Overall Rating

Comments:

☐ Outstanding ☐ Above Expectations ☐ Meets Expectations ☐ Unsatisfactory

Employee Comments

Development/Future Objectives/Potential Roadblocks

Development (training, special assignments) needed:

Objectives/priorities for next performance period:

Certifications

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

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

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

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

Are all required certificates, licenses and registrations active?

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

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

Signatures

Appraiser: _____ Date _____

Employee: _____ Date _____

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

Please give a copy of the evaluation to the employee.

Employee Comments:



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** April 9, 2026
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_APRIL 2026.pdf](#)

[230 GIFT FUND BOARD REPORT_APRIL_2026.pdf](#)

[275 GRANT FUND BOARD REPORT_APRIL_2026.pdf](#)

[Library Director Report_04012026.pdf](#)

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

101 GENERAL FUND FY26**AS OF****4/1/2026**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,110,557.00	1,110,557.00	706,318.07	0.00	404,238.93	64%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	28,945.71	0.00	31,054.29	48%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	6,597.12	0.00	-6,597.12	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	14,605.26	0.00	-14,605.26	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	2,511.86	0.00	-2,511.86	
1016200	500114	F L S A	0.00	0.00	0.00	0.00	0.00	
1016200	500116	HOLIDAY PAY	0.00	0.00	2,743.29	0.00	-2,743.29	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	4,137.35	0.00	32,862.65	11%
1016200	500225	MEDICARE	16,609.00	16,609.00	10,888.94	0.00	5,720.06	66%
1016200	500230	RETIREMENT	350,839.00	350,839.00	203,640.34	0.00	147,198.66	58%
1016200	500240	GROUP INSURANCE	189,108.00	189,108.00	71,666.51	0.00	117,441.49	38%
1016200	500250	WORKERS' COMPENSATION	43,835.00	43,835.00	31,216.44	0.00	12,618.56	71%
1016200	500260	EDUCATION INCENTIVE	0.00	0.00	0.00	0.00	0.00	
1016200	500271	PHONE ALLOWANCE	960.00	960.00	640.00	0.00	320.00	67%
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	14,361.39	0.00	5,638.61	72%
1016200	500330	TRAINING	8,000.00	8,000.00	2,911.76	0.00	5,088.24	36%
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	34,531.67	0.00	1,541.33	96%
1016200	500434	BUILDING REPAIR & MAINT	471.00	471.00	0.00	0.00	471.00	0%
1016200	500444	OFFICE EQUIPMENT RENTAL	2,575.00	2,575.00	0.00	0.00	2,575.00	0%
1016200	500540	PUBLICITY/SPECIAL EVENTS	5,640.00	5,640.00	4,325.25	0.00	1,314.75	77%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	1,365.45	0.00	3,634.55	27%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	743.33	0.00	756.67	50%
1016200	500580	TRAVEL	3,500.00	3,500.00	130.00	0.00	3,370.00	4%

101 GENERAL FUND FY26**AS OF****4/1/2026**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500601	OFFICE SUPPLIES	8,000.00	8,000.00	11,772.84	0.00	-3,772.84	147%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	8,814.44	0.00	3,185.56	73%
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	18,480.10	0.00	4,207.90	81%
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	184,324.24	144.16	44,871.60	80%
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	518.67	0.00	-98.67	123%
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	8,347.97	0.00	9,063.03	48%
1016200	500712	POWER	23,000.00	23,000.00	15,273.22	0.00	7,726.78	66%
1016200	500713	HEATING	10,730.00	10,730.00	2,141.62	0.00	8,588.38	20%
1016200	500950	ISC: FLEET MANAGEMENT	3,210.00	3,210.00	3,210.00	0.00	0.00	100%
1016200	502450	CASH SHORT/OVER	0.00	0.00	-3.00	0.00	3.00	
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	10,321.35	0.00	-2,521.35	132%
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	1,443,930.20	144.16	826,322.64	64%

230 GIFT FUND FY26

AS OF

4/1/2026

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	8,500.00	8,153.77	0.00	346.23	96%
2306200	500623	COLLECTION - FOL	1,000.00	27,500.00	31,796.70	0.00	-4,296.70	116%
2306200	500625	OPERATING SUPPLIES	1,000.00	30,000.00	332.70	0.00	29,667.30	1%
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	19,000.00	8,579.26	155.84	10,264.90	45%
2306200	500685	OPERATING HARDWARE/SOFTWARE	0.00	22,842.00	0.00	0.00	22,842.00	0%
2306200	500699	UNDESIGNATED AMOUNTS	0.00	36,420.00	0.00	0.00	36,420.00	0%
2306200	501225	GRANT - OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	501475	SUMMER LEARNING PROGRAM	1,000.00	8,000.00	0.00	0.00	8,000.00	0%
2306200	502450	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	
2306200	507743	FURNITURE & FIXTURES	0.00	10,000.00	0.00	0.00	10,000.00	0%
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	3,250.00	3,000.00	0.00	250.00	92%
2306200	501241	DIGITAL COLLECTION	250.00	17,000.00	17,000.00	0.00	0.00	100%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	9,000.00	200.60	0.00	8,799.40	2%
TOTALS			12,500.00	196,512.00	69,063.03	155.84	127,293.13	35%

275 GRANTS FY26**AS OF****4/1/2026**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2756200	500101	SALARIES	85,813.00	85,813.00	62,033.86	0.00	23,779.14	72%
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	899.54	0.00	344.46	72%
2756200	500230	RETIREMENT	31,536.00	31,536.00	22,711.79	0.00	8,824.21	72%
2756200	500240	GROUP INSURANCE	12,033.00	12,033.00	8,377.82	0.00	3,655.18	70%
2756200	500250	WORKERS' COMPENSATION	2,798.00	2,798.00	1,795.29	0.00	1,002.71	64%
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	124,844.00	294,318.28	1,673.60	-171,147.88	236%
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
		TOTALS	133,424.00	258,268.00	390,136.58	1,673.60	-133,542.18	151%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: April 9, 2026



Staffing Updates:

- ❖ 1 Senior Library Assistant was filled.
- ❖ 1 Senior Library Assistant position is open and posted.
- ❖ 1 Library Resources and Systems Manager is open and posted.
- ❖ 1 Collection Development Librarian position is open and posted.
- ❖ 1 part-time Shelver position is open and posted.

Programming and Outreach Events:

April 2026 Highlights

Annual Capital City Reads community reading event.

Every April, the Library invites Carson City to participate in our community reading program, *Capital City Reads*. This shared reading experience encourages our community to come together through a single book, sparking conversation, connection, and new perspectives.

This year's selection is *The Music of Bees*, a heartfelt story about three unlikely individuals who come together through a beekeeping venture. As they navigate personal loss and new beginnings, they discover healing, friendship, and purpose—much like the bees they care for, whose survival depends on community and cooperation.

Starting **Wednesday, April 1st** and continuing throughout the month, free copies of the book will be available for patrons to pick up—no checkout required.

We also invite the community to join the conversation at one of our *Off the Shelf Book Club* discussions: Thursday, April 19 and Tuesday, April 24 at 5:30 PM.

April Month-Long and Special Programs

NPM: National Poetry Month, CCR: Capital City Reads, and NLW: National Library Week.

- **Scavenger Hunt: Bee-Friendly Plants (NPM & CCR)**
Hunt for clues around the library and learn about bee-friendly plants—return your sheet for a prize.
- **Reading Dragons: Flower Theme (CCR)**
Collect April's flower-themed dragon card and grow your set.
- **Share Something Positive (NLW)**
Add a note to our "Bee Garden" positivity display.
- **Poetry Magnet Kits (NPM)**
Take home poetry magnets and create your own poems.
- **Acrostic Name Poetry (NPM)**
Create a personalized acrostic poem using your name.
- **Blind Date with a Poem (NPM)**
Discover a mystery poetry collection based on clues.
- **Poetry Journal for Teens (NPM)**
Teens can decorate their own poetry journals

Thursday, April 2

- **Bee Wreath Craft – 11:30 AM–12:30 PM, Patton Room**
Make a bee-themed wreath after Storytime.

Saturday, April 4

- **Egg Hunt– 10:00–11:00 AM, Various Library locations**
Hunt for eggs, find a golden egg for a prize, and visit live bunnies.

Tuesday, April 7

- **Paper Lava Lamp (Kids) – 11:30 AM–12:30 PM, Patton Room**
Create a groovy retro lava lamp craft.

Thursday, April 9

- **Kids Spelling Bee – 11:30 AM–12:30 PM, Patton Room**
Kids compete in a fun spelling challenge with prizes.
- **Poetry Open Mic Night – 6:00–7:00 PM, Patton Room**
Share your poetry or enjoy an evening of creative expression.

Friday, April 10

- **Read With a Ranger (Lindsey Boyer) – 10:30–11:30 AM, Patton Room**
Learn about bees and nature with a special guest.

Sunday, April 12

- **Popsicle Stick Bee Craft – 2:00–2:30 PM, Children’s Area**
Create a cute bee craft to celebrate spring.

Tuesday, April 14

- **Teen Spelling Bee – 2:30–3:30 PM, Patton Room**
Teens test their spelling skills in a friendly competition.

Thursday, April 16

- **Troll Craft (60th Anniversary) – 11:30 AM–12:30 PM, Patton Room**
Decorate a retro troll doll in celebration of the library’s 60th.

Saturday, April 18

- **Tie Dye (60th Anniversary) – 1:30–3:00 PM, Garden**
Create a colorful tie-dye design to celebrate the anniversary.

Sunday, April 19

- **Make Your Own Zen Garden – 2:00–3:00 PM, Children’s Area/Nevada Section**
Design a mini-Zen garden and relax with a creative activity.

Tuesday, April 21

- **Adult Spelling Bee – 6:00–7:00 PM, Patton Room**
Adults compete in a fun and challenging spelling competition.

Thursday, April 23

- **Wooden Joy Signs (Kids) – 11:30 AM–12:30 PM, Patton Room**
Decorate a wooden sign with colors and designs that bring joy.
- **Positivity Boards (Teens & Adults) – 5:30–6:30 PM, Patton Room**
Create boards filled with uplifting quotes and images.

Saturday, April 25

- **Bee-Friendly Flower Planting – 1:30–2:30 PM, TBD**
Learn about pollinators and plant flowers to take home.

Sunday, April 26

- **Bee Diamond Art (Teens & Adults) – 2:00–2:30 PM, Nevada Section**
Create a sparkling bee design using diamond art.

Additional Information:

There was a scheduling conflict for Dr. Steinmann making him unable to attend the Library Staff Development Day on April 6, 2026. A final strategic planning workshop is tentatively scheduled to take place in approx. two weeks.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** April 9, 2026
Staff Contact: Joy Holt, Library Director
Agenda Title: Trustees' reports, announcements, and requests for information.
Agenda Action: Other / Presentation **Time Requested:** 5 minutes

Proposed Motion

N/A

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

N/A

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

