

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

Day: Thursday
Date: July 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 June 11, 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 the election of a Chair and Vice-Chair for the Library Board of Trustees for the 2027 fiscal year.
[Click Here for Staff Report](#)

- V.b For Possible Action: Discussion and possible action regarding amendments to the Carson City Library Policy document ("Policy"), including proposed amendments to the Policy preamble and general library objectives.
[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:** July 9, 2026
Staff Contact: Joy Holt, Library Director
Agenda Title: June 11, 2026
Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

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

[06-11-2026 Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
June 11, 2026 Regular Meeting
Page 1**

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, June 11, 2026 in the Carson City Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada 89701.

PRESENT: Chair Sari Nichols
Trustee Anne Lenhares
Trustee Elizabeth Markle
Trustee Reena Spansail

STAFF: Adam Tully, Deputy District Attorney
Joy Holt, Library Director
Jeff Coulam, Human Resources 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.carsoncity.gov/government/city-meetings>.

I. CALL TO ORDER

(5:30:19) – Chair Nichols called the meeting to order at 5:30 p.m.

II. ROLL CALL

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

III. PUBLIC COMMENT

(5:30:41) – Chair Nichols entertained public comments; however, none were forthcoming.

IV. FOR POSSIBLE ACTION – APPROVAL OF MINUTES

IV.a. MAY 14, 2026

(5:31:00) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

(5:31:11) – MOTION: Trustee Lenhares moved to accept the minutes as they are written. Trustee Markle seconded the motion. The motion carried 4-0-0.

V. FOR POSSIBLE ACTION: LIBRARY BOARD OF TRUSTEES BUSINESS

V.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN ANNUAL UNCLASSIFIED EMPLOYEE PERFORMANCE EVALUATION FOR THE LIBRARY DIRECTOR, JOY HOLT.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
June 11, 2026 Regular Meeting
Page 2**

(5:31:32) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report and the Supporting Material, all of which are incorporated into the record.

(5:33:21) – Trustee Lenhares noted that Proposed Objective 1 was identified as a priority among all four Trustees. Discussion ensued regarding the most effective method for reviewing the policies, including whether to review them as full documents or in sections. The Board ultimately agreed that reviewing a minimum of one full policy per meeting would be the most appropriate approach.

(5:33:52) – Trustee Spansail stated that all Trustees indicated that Director Holt made positive progress towards Proposed Objective 2 and expressed the expectation that this progress continue. She noted differences between the newly Proposed Objective 2 and the previous Objective 2 on Page 39, specifically pointing out that the earlier version included the phrase “focusing on administrative duties,” which is not included in the current language. Trustee Spansail asked Ms. Holt whether she anticipated an increased focus on delegating day-to-day operations to the Deputy Director to allow the Director more time for streamlining administrative work. Ms. Holt responded that continuing to hand off appropriate duties to the Deputy Director will allow her additional time for outreach, advocacy, and other administrative responsibilities.

(5:37:30) – Ms. Holt asked for clarification regarding specific benchmarks and measurable outcomes that would indicate success for Proposed Objective 2. Chairperson Nichols responded that indicators could include reports of new activities undertaken by the Library Director—such as attending conferences, securing grants, or engaging in community outreach—which would demonstrate that the Deputy Director is taking on more operational responsibility while the Director focuses on administrative tasks. She added that the primary measure of success for this objective is whether the Director has sufficient time to complete administrative work and conduct community outreach, rather than being occupied with day-to-day operations.

(5:47:57) – Ms. Holt expressed concern that evaluating progress toward Objective 2 could be subjective and asked how the Board would determine what constitutes “enough” progress. Trustee Spansail suggested that the Director could establish a documented breakdown of the duties and responsibilities of the Director and the Deputy Director, including which duties were transitioned, and the reasoning behind those decisions. She stated that such documentation could provide a clear and replicable demonstration of organizational changes over time.

(5:52:15) – Trustee Lenhares asked for clarification on the differences between the duties of the Library Director and the Deputy Director. Ms. Holt explained that the Deputy Director handles key Human Resources functions, including onboarding new employees and managing interview and HR-related processes. She added that the Deputy Director works closely with the Director to support administrative functions, fills in for the Director during absences, assists with budget tracking, maintains awareness of current policies and procedures, and helps ensure that staff remain informed. Ms. Holt further noted that the Deputy Director also assists with grants and that many responsibilities overlap with those of the Director, though with a lower degree of overall responsibility and oversight.

(5:57:57) – Trustee Markle stated that Proposed Objective 2 may be difficult to measure and suggested removing it. She noted that success in this area would ultimately be reflected through positive employee feedback and the absence of new issues. Chairperson Nichols rebutted that the Board cannot directly observe the Director’s day-to-day work

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
June 11, 2026 Regular Meeting
Page 3**

and therefore cannot see tangible results of the objective. Trustee Lenhares added that the objective was included for a reason and referenced last year's objective regarding cross-training and delegation.

(6:03:38) – Deputy District Attorney Tully noted that progress on Proposed Objective 2 could be measured through self-reporting, suggesting that at the December meeting Director Holt provide a list of duties that have been transitioned to the Deputy Director, duties currently in transition, and duties anticipated to be transitioned before the next evaluation cycle. Trustee Lenhares asked whether the objective language should be revised. Mr. Tully recommended keeping the existing phrasing but specifying that Director Holt would present the list by a designated meeting date. The Board agreed to require the presentation on or before the December meeting.

(6:26:30) – Trustees briefly discussed whether additional detail or timelines were needed for Proposed Objective 3. The Board agreed that ongoing community outreach activities are already reflected in the Library Director's regular reports and did not require additional documentation.

(6:28:34) – Chairperson Nichols questioned the emphasis on engaging with the Board of Supervisors (BOS) under Proposed Objective 3, noting that the Library Director already attends BOS meetings when the Library is on the agenda. Ms. Holt confirmed that she attends relevant meetings in person and monitors others via livestream as needed, and asked how much engagement should be reported. Trustee Spansail suggested that engagement with the BOS and engagement with other civic groups may not need to be combined within the objective. The Board agreed that Ms. Holt should continue her current reporting practice and include BOS attendance in her report only when she attends a meeting and note the reason for her attendance.

(6:33:03) – The Board discussed expectations related to the Library Director's engagement with civic organizations. Ms. Holt asked whether the Board had specific groups or attendance requirements in mind. Trustees agreed that while civic engagement is beneficial, the Board should not require membership in any organization or mandate specific attendance levels. Trustees emphasized the value of the Director serving as a public representative of the Library and noted that outreach activities can vary depending on opportunity and relevance. Chairperson Nichols recommended that Ms. Holt document civic outreach activities in her regular Director's Reports, including meetings attended and individuals or groups engaged. Ms. Holt noted that she currently participates in organizations such as the Chamber of Commerce and Soroptimists and is exploring additional opportunities, such as Rotary.

(6:52:30) – Regarding Proposed Objective 4, the Board discussed the frequency and scope of updates related to technological infrastructure needs and Director training. Ms. Holt asked how often the Board would like to receive updates and what level of exploration or reporting would be expected. Trustee Spansail stated that quarterly updates would be reasonable, as the projects associated with this objective are longer-term and may progress gradually. Trustee Lenhares expressed interest in understanding how the objective develops over time. The Board agreed to retain the objective as written.

(6:56:06) – Referring to Proposed Objective 5, Trustee Lenhares explained that new trustees without prior library or board experience may find it difficult to understand local processes, and that the idea for a training document stemmed from her own questions when joining the Board. Trustees discussed the usefulness of a locally tailored resource to supplement the State's general training materials. Chairperson Nichols asked whether Ms. Holt was

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
June 11, 2026 Regular Meeting
Page 4**

allowed to create such a document, and Mr. Tully confirmed that there were no legal concerns. Trustees Spansail and Markle recommended clarifying the language to reflect onboarding purposes, with Trustee Markle suggesting the phrase “develop a welcome packet for new trustees.” Ms. Holt noted she intends to assemble such a packet regardless but expressed concern about the level of Board involvement if it became a formal objective. The Board discussed timelines and review expectations and agreed that the final version should be completed by May 2027.

(7:07:43) – The Board discussed Proposed Objective 6 and the intent behind evaluating and improving the Library’s physical space. Trustees acknowledged the limitations of the aging building and emphasized that the objective should support ongoing, practical adjustments rather than prescriptive design expectations. Ms. Holt requested clarification on what constitutes “user comfort” and expressed the need for flexibility when making decisions within budget and space constraints. Trustees discussed how progress could be documented, suggesting before-and-after examples when relevant, and agreed that the Director should continue to report space-related updates through regular Director’s Reports on an as-needed basis. The Board affirmed its desire to maintain the objective as a general expectation of continued attention to maintaining and improving the Library’s physical environment.

(7:21:30) – MOTION: Trustee Spansail moved to accept these proposed objectives as written but verbally amended as follows:

- **Proposed Objective 1: Prioritize updating Library policies, ensuring they are consistent with the Library Strategic Plan and ensure those policies are accessible to the public. Complete all policy updates by the May 2027 meeting and bring a minimum of one policy update per meeting.**
- **Proposed Objective 2: Continue transitioning appropriate responsibility for day-to-day operations to the Deputy Director position. Bring to the December 2026 meeting a list of duties whose transition has been completed, duties whose transition is still pending, and other duties that are intended to be completed by the May 2027 meeting.**
- **Proposed Objective 3: Director will report monthly to the Board all her community outreach.**
- **Proposed Objective 4: Explore technological infrastructure needs for Library modernization, including Director training on technology and quarterly updates to the Board of Trustees.**
- **Proposed Objective 5: Develop a new welcome packet for new trustees with the draft brought to the Board by the May 2027 meeting.**
- **Proposed Objective 6: Continue exploring incremental space-planning progress for the Library with as-needed reports to the Board.**

(7:25:15) – Trustee Lenhares seconded the motion. The motion carried 4-0-0.

(7:26:23) – MOTION: Trustee Lenhares moved to accept Ms. Holt’s rating as summarized by Mr. Coulam, based on our evaluations. Trustee Spansail seconded the motion. The motion carried 4-0-0.

VI. NON-ACTION ITEMS:

VIA LIBRARY DIRECTOR’S ADMINISTRATIVE REPORTS.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
June 11, 2026 Regular Meeting
Page 5**

(7:28:17) – Chairperson Nichols introduced the item. Ms. Holt asked whether the Board would prefer that her administrative reports focus primarily on the outreach she personally conducts rather than on Library programming and outreach events more broadly. The Board stated that they appreciate hearing about all programming and outreach. Chairperson Nichols suggested condensing administrative reports in months when they are lengthy.

(7:30:05) – Chairperson Nichols requested more information regarding the Kick-Off Party on Saturday, June 13, 2026, from 10 a.m. to 2 p.m. Ms. Holt reported that the event will include food trucks, community organizations in the parking lot, and a Renaissance theme. She also noted that Monday, June 15, 2026, is the Library's 60th Anniversary and that a second block party is planned with vendors, giveaways, and other activities. She mentioned plans to bury the Library's time capsule at a future date, although the specific date is not yet set. Chairperson Nichols asked whether the temporary closure of Roop Street would affect vendor access for the anniversary celebration. Ms. Holt responded that vendors will be located on the perimeter of the Library and will not occupy Library parking spaces.

(7:32:00) – There was brief discussion regarding the Nevada State Fair and the State Fair of Nevada.

(7:34:56) – Ms. Holt reported that, as of 4 p.m. today, there were 300 signups for the Summer Reading Program.

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

(7:35:35) – Chairperson Nichols entertained reports, announcements, and requests for information. Trustee Lenhares questioned when the Board could expect to see the Five-Year Plan next. Ms. Holt responded that the Five-Year Plan will be on the August meeting agenda and that the Board must vote on its Chair and Vice Chair at the July meeting.

(7:36:09) – Trustee Markle asked whether either of the vacancies for the openings on the Board had been posted. Ms. Holt confirmed that one vacancy had been posted but stated she was unsure of the status of the second. Trustee Spansail reported that she has re-applied for her seat on the Board.

(7:38:49) – Trustee Markle announced that the Friends of the Library are hosting a parking lot sale on Saturday, June 13, 2026, from 10 a.m. to 2 p.m. She noted that all hard-back fiction books will be 50% off.

VII. PUBLIC COMMENT

(7:40:19) – Chair Nichols entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION: TO ADJOURN

(7:40:37) – Chairperson Nichols adjourned the meeting at 7:40 p.m.

The Minutes of the June 11, 2026 Carson City Library Board of Trustees meeting are so approved this 9th day of July 2026.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** July 9, 2026
Staff Contact: Joy Holt, Library Director
Agenda Title: For Possible Action: Discussion and possible action regarding the election of a Chair and Vice-Chair for the Library Board of Trustees for the 2027 fiscal year.
Agenda Action: Formal Action / Motion **Time Requested:** 15 minutes

Proposed Motion

I move to nominate _____ for Chair and _____ for Vice-Chair of the Library Board of Trustees.

Board's Strategic Goal

Efficient Government

Previous Action

Background/Issues & Analysis

Article III of the Bylaws for the Library Board of Trustees requires that, during the first regular meeting of the fiscal year, the Trustees elect a Chair and Vice-Chair for that fiscal year.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Library Board Bylaws, Article III

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):

[CarsonCityLibraryBylaws_June 2021_updated 042021.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Carson City Library Board Bylaws

Carson City Library
900 N. Roop Street
Carson City, NV 89701

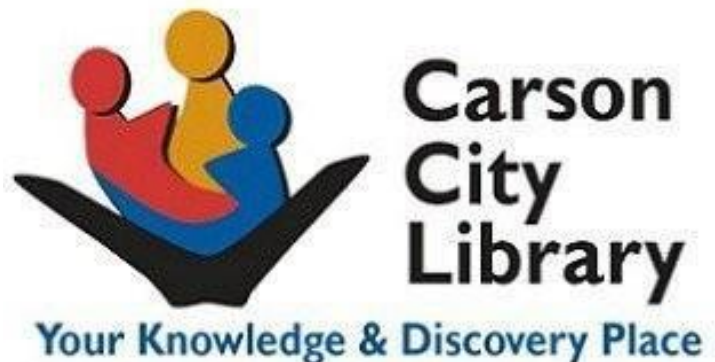
Phone: 775-887-2244

Fax: 775-887-2273

www.carsoncitylibrary.org

revised: April 2021

approved: June 22, 2021



Bylaws of the Carson City Library Board of Trustees

Article I – Name & Authorization

This organization shall be called “The Board of Trustees of the Carson City Library,” existing by virtue of the provision of Chapter 379 of the Nevada Revised Statutes and exercising the powers and authority and assuming the responsibilities delegated to it under [NRS 379.025](#), as may be amended.

Article II – Purpose

The purpose of the Board of Trustees of the Carson City Library (“Board”) is to represent the Carson City Library (“Library”) both to the people and to the governing officials, and to provide the people and the governing officials a well-run library.

Article III – Officers

Board officers shall be as follows: Chairperson and Vice Chairperson, who shall be elected from the Trustees at the first regular board meeting of the fiscal year, serve a term of one year in such office, and may be reelected in subsequent years.

Should either office be vacated, the Board shall elect a new officer at the next meeting.

The Board Chairperson shall preside at all meetings, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the Chairperson, the Vice Chairperson shall perform all duties authorized for the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the Trustees in attendance will appoint a Board member as the presiding officer for the meeting as needed.

The Library Director shall act as executive secretary to the Board. The secretary shall keep a true and accurate account of all proceedings of the Board meetings; issue notices of all proceeding of the Board meeting; issue notices of all regular meetings and, on the authorization of the Chairperson, of all special meetings; and have custody of the minutes and the other records of the Board.

Article IV – Terms, Vacancies, Etc.

Section 1. – Term of Office – Each Trustee's term of office shall be four years.

No Trustee shall serve more than two full consecutive terms. If a Trustee is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. (NRS 379.020)

Each vacancy occurring on the Board will be filled through the following procedure:

- 1) Carson City Personnel Department will be advised of each vacancy occurring on the Board; will advertise for qualified applicants; and will forward applications of all qualified persons to the Carson City Board of Supervisors.
- 2) Carson City Board of Supervisors will select, by vote, one applicant for each vacancy and forward the selection to the Board.

Section 2. – Disqualifications, Vacancies – When any Trustee fails, without cause, to attend three consecutive regular meetings of the Board, or at least half of the regular scheduled meetings in any given fiscal year, it shall be the duty of the Chairperson to notify the appointing officials.

Article V – Meetings

All meetings of the Board shall comply with the provisions of the Nevada Open Meeting Law.

Section 1. Annual Meeting – An annual meeting shall be the first meeting of the fiscal year for election and appointment of officers.

Section 2. Special Meetings – Special meetings may be called by the Chairperson or upon the written request of three Trustees for the transaction of business stated in the call for the meeting.

Section 3. Quorum – A quorum for transaction of business shall consist of a simple majority of the Board.

Section 4. Order of Business – The order of business at regular meetings shall comply with the provisions of the Nevada Open Meeting Law.

Section 5. Parliamentary Authority – Robert's Rules of Order – Henry Martyn Robert, Hachette Book Group, 12th edition, 2020, shall govern the parliamentary procedure of the meetings.

Article VI – Library Director

The Library Director shall be appointed by the Board and is the Board's executive officer and shall have charge of administration of the Library. The Library Director shall be responsible for employing and directing the staff, for appointing a recorder to attend Board meetings and act as recording secretary, for selecting Library materials, for the care of the buildings and equipment, for the efficiency of the Library's service to the public, and for operating the Library under the financial conditions set forth in the annual budget. The Library Director or a designee shall attend all Board meetings.

Article VII – Duties of the Board

1. Set, appoint and evaluate the professional performance of the Library Director. (NRS 379.025)
2. Determine the policy of the Library to allow development of the highest possible degree of operating efficiency in the Library.
3. Submit the annual budget and work to secure adequate funds to finance the requested Library services.
4. Through the Library Director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they met the requirements of the total Library program.
5. Study and support legislation which will bring about the greatest good to the Library.
6. Cooperate with other public officials and boards to promote the services of the Library and participate in maintaining vital public relations.
7. Perform other duties as set forth under NRS 379.025, as may be amended.

Article VIII – Amendments

These bylaws may be amended by a simple majority of the Board, provided the amendment was stated in the agenda for the meeting.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** July 9, 2026
Staff Contact: Joy Holt, Library Director
Agenda Title: For Possible Action: Discussion and possible action regarding amendments to the Carson City Library Policy document ("Policy"), including proposed amendments to the Policy preamble and general library objectives.
Agenda Action: Formal Action / Motion **Time Requested:** 30 minutes

Proposed Motion

I move to approve the proposed amendments to the Policy as presented.

Board's Strategic Goal

Efficient Government

Previous Action

Background/Issues & Analysis

NRS 379.025 establishes the powers and duties of the Board of Trustees of the Carson City Library ("Board"). Among other duties, the Board is authorized to "establish bylaws and regulations for the management of the library and their own management." The proposed amendments to the Carson City Library Policy, at pages 1-3, are now presented to the Board for review, further discussion, additional revision, and possible approval.

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):

[CarsonCityLibraryPolicy_2026 DRAFT \(1\).pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Carson City Library

POLICY

Carson City Library
900 N. Roop Street
Carson City, NV 89701

Phone: 775-887-2244

~~Fax: 775-887-2273~~

www.carsoncitylibrary.org

revised: ~~April 2021~~

approved: ~~June 22, 2021~~

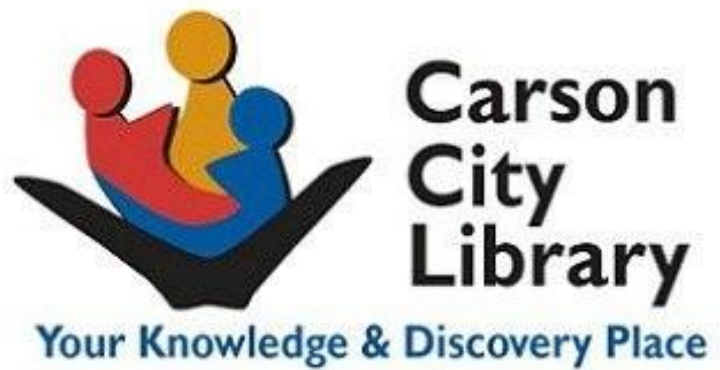


Table of Contents

Preamble	2
General Library Objectives	2
Library Bill of Rights	3
Government	3
Personnel	4
Use of Library	4
Copyright General Statement	4
Use of Library's Name and Address	5
Services of the Library	
@TwoUpstairs Collaboration Rooms	7
Obtaining a Library Card	7
Obtaining a Premiere Library Card	8
Gifts	8
Reconsideration of Library Materials	9
Technology at the Carson City Library	9
Dedicated Technology Spaces within the Library	10
Technology Equipment use within and outside of the Library	11
Intellectual Property General Statement	12
Carson City Library Internet Use	13
3D Printing	14
Rules and Regulations Overview	14
Carson City Library Patron Conduct	17
Weapons on Library Premises	17
Patron Suspensions	17
Privacy of Records	20
Procedures for Law Enforcement Visits Related to the USA Patriot Act	20

List of Appendices:

- A) Library Card Agreement/Application
- B) Request for Reconsideration of Library Materials
- C) Producers Agreement
- D) Notice of Library Suspension Part A
- E) Notice of Library Suspension/3D Print Denial Part B
- F) Form Hearing Determination Letter

Preamble

The Carson City Library is a public, tax supported institution dedicated and committed to the principles based upon the First Amendment to the U.S. Constitution, ~~Right of Free Expression~~.

Recognizing the existence of diverse groups ~~within the population~~ with differing standards, beliefs, and practices, the ~~Library B~~board of ~~T~~rustees shall resist any attempts at censoring any materials or programs because of controversial content.

The right of all people to study and learn from books, periodicals, and electronic media shall be ~~jealously-zealously~~ guarded and protected by the ~~B~~board and ~~Library~~ staff. The acquisition of books, periodicals, artwork, and other materials, in all formats, will be selected and addressed as openly and completely as budget, public interest, and need allows.

General Library Objectives

The general library objectives of the Carson City Library ~~shall be~~:

- ~~1.~~ To assemble, in all formats, preserve and administer in organized collections; books, information resources and related cultural, educational and recreational materials for the communication of ideas, an ~~enlightened-informed~~ citizenship and enriched ~~personal~~ lives.
- ~~1.~~
- ~~2.~~ To provide, publicize, and promote educational and entertaining programs for people of all ages.
- ~~2.~~ To create opportunities for lifelong learning and provide robust 21st century technology tools and ~~high-speed~~high-speed internet access with technology training, technological support, and other resources ~~to:~~
~~to: Assist formal education with quality, out-of-school-time programs that build critical thinking skills and effective habits of mind;~~
- ~~3.~~
 - a. Aid job support and career advancement, and
 - ~~b.~~ Advance the use of electronic resources and services for employment, access to government resources, digital literacy skills building, business development, health information, and educational resources.
 - ~~b.~~ ~~Advance the use of E-services for employment, government resources, digital literacy, business development, health, and education.~~
- ~~3.4.~~ To maintain a reasonable balance between the needs and desires of individual users and community groups, institutions and organizations.
- ~~4.5.~~ To protect as far as possible the privacy of any patron who uses the library. Inquiries into the purposes for which a patron requests material will be made only to clarify the kind of information needed.
- ~~5.6.~~ To avoid overspecialization of permanent materials and undue encroachment on public library resources for special private purposes.
- ~~6.7.~~ To ~~stimulate~~encourage group and organization visits to the library.
- ~~7.8.~~ To serve the community as a center of well-researched and reliable information.
- ~~8.9.~~ To ~~eneourage~~support individual initiative in locating desired information.

- ~~9.~~10. To establish circulation conditions that provide maximum use of library materials and to encourage and assist borrowing of special material from other sources ~~of special material.~~
- ~~10.~~11. To cooperate actively with other libraries and organizations to ~~stimulate~~motivate library use, by providing instruction, displays, workshops, and programs.
12. To provide maximum cooperation with the Friends of the Carson City Library for the welfare of the library.



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** July 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_JULY_2026.pdf](#)

[230 GIFT FUND BOARD REPORT_JULY_2026.pdf](#)

[275 GRANT FUND BOARD REPORT_JULY_2026.pdf](#)

[Library Director Report_07092026.pdf](#)

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

101 GENERAL FUND FY27**AS OF****7/1/2026**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,235,061.00	1,235,061.00	0.00	0.00	1,235,061.00	0%
1016200	500102	HOURLY/SEASONAL	43,620.00	43,620.00	0.00	0.00	43,620.00	0%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	0.00	0.00	0.00	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	0.00	0.00	0.00	
1016200	500114	F L S A	0.00	0.00	0.00	0.00	0.00	
1016200	500116	HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	0.00	0.00	37,000.00	0%
1016200	500225	MEDICARE	18,535.00	18,535.00	0.00	0.00	18,535.00	0%
1016200	500230	RETIREMENT	350,358.00	350,358.00	0.00	0.00	350,358.00	0%
1016200	500240	GROUP INSURANCE	155,733.00	155,733.00	0.00	0.00	155,733.00	0%
1016200	500250	WORKERS' COMPENSATION	48,222.00	48,222.00	0.00	0.00	48,222.00	0%
1016200	500260	EDUCATION INCENTIVE	0.00	0.00	0.00	0.00	0.00	
1016200	500271	PHONE ALLOWANCE	960.00	960.00	0.00	0.00	960.00	0%
1016200	500309	PROFESSIONAL SERVICES	14,000.00	14,000.00	0.00	0.00	14,000.00	0%
1016200	500330	TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
1016200	500346	FACILITY CONTRACT	950.00	950.00	0.00	0.00	950.00	0%
1016200	500349	CONTRACTUAL SERVICES	31,991.00	31,991.00	0.00	0.00	31,991.00	0%
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	0.00	0.00	36,073.00	0%
1016200	500434	BUILDING REPAIR & MAINT	471.00	471.00	0.00	0.00	471.00	0%
1016200	500444	OFFICE EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	
1016200	500540	PUBLICITY/SPECIAL EVENTS	5,640.00	5,640.00	0.00	0.00	5,640.00	0%
1016200	500542	PRINTING/ADVERTISING	2,514.00	2,514.00	0.00	0.00	2,514.00	0%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	0.00	0.00	1,500.00	0%
1016200	500580	TRAVEL	3,500.00	3,500.00	0.00	0.00	3,500.00	0%

101 GENERAL FUND FY27**AS OF****7/1/2026**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500601	OFFICE SUPPLIES	8,000.00	8,000.00	0.00	0.00	8,000.00	0%
1016200	500602	POSTAGE/SHIPPING	10,000.00	10,000.00	0.00	0.00	10,000.00	0%
1016200	500625	OPERATING SUPPLIES	20,000.00	20,000.00	0.00	0.00	20,000.00	0%
1016200	500643	JANITORIAL SUPPLIES	4,800.00	4,800.00	0.00	0.00	4,800.00	0%
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	253,000.00	253,000.00	0.00	0.00	253,000.00	0%
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	0.00	0.00	420.00	0%
1016200	500675	SMALL FURNISHINGS	3,000.00	3,000.00	0.00	0.00	3,000.00	0%
1016200	500680	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	
1016200	500710	TELEPHONE	15,000.00	15,000.00	0.00	0.00	15,000.00	0%
1016200	500712	POWER	23,000.00	23,000.00	0.00	0.00	23,000.00	0%
1016200	500713	HEATING	10,730.00	10,730.00	0.00	0.00	10,730.00	0%
1016200	500950	ISC: FLEET MANAGEMENT	2,972.00	2,972.00	0.00	0.00	2,972.00	0%
1016200	502450	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	
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	16,294.00	16,294.00	0.00	0.00	16,294.00	0%
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	2,359,234.00	2,359,234.00	0.00	0.00	2,359,234.00	0%

230 GIFT FUND FY27**AS OF 7/1/2026**

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	1,000.00	0.00	0.00	1,000.00	0%
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	0.00	0.00	2,500.00	0%
2306200	500685	OPERATING HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	
2306200	500699	UNDESIGNATED AMOUNTS	0.00	0.00	0.00	0.00	0.00	
2306200	501225	GRANT - OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	501475	SUMMER LEARNING PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
2306200	502450	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	
2306200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	
2306200	593000	UNRESERVED FUND BALANCE	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
2306200	501240	CAPITAL CITY READS	500.00	500.00	0.00	0.00	500.00	0%
2306200	501241	DIGITAL COLLECTION	250.00	250.00	0.00	0.00	250.00	0%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	250.00	0.00	0.00	250.00	0%
TOTALS			12,500.00	12,500.00	0.00	0.00	12,500.00	0%

275 GRANTS FY27**AS OF****7/1/2026**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2756200	500101	SALARIES	91,011.00	91,011.00	0.00	0.00	91,011.00	0%
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	1,320.00	1,320.00	0.00	0.00	1,320.00	0%
2756200	500230	RETIREMENT	33,446.00	33,446.00	0.00	0.00	33,446.00	0%
2756200	500240	GROUP INSURANCE	13,165.00	13,165.00	0.00	0.00	13,165.00	0%
2756200	500250	WORKERS' COMPENSATION	3,078.00	3,078.00	0.00	0.00	3,078.00	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	215,100.00	215,100.00	24,999.00	0.00	190,101.00	12%
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
		TOTALS	357,120.00	357,120.00	24,999.00	0.00	332,121.00	7%



Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: July 9, 2026

Staffing Updates:

- ❖ 1 Library Assistant position is currently posted and interviews are underway.
- ❖ Ashley Hvindon, MLIS joined us as our new Collection Development Librarian on June 16, 2026. Welcome Ashley!

Programming and Outreach Events:

July 2026 Highlights

Castle Construction Program

Date & Time: Thursday, July 2 | 11:30 a.m.–12:30 p.m. **Audience:** Children & Families

Participants will work together to design and build castles using reusable building materials.

Mythical Creature Color-by-Number Craft Night

Date & Time: Tuesday, July 7 | 6:00–7:00 p.m. **Audience:** Teens & Adults

Participants will complete detailed mythical creature artwork using color-by-number techniques in a relaxed, social environment.

Mythical Creature Stuffed Sleepover

Date & Time: Wednesday, July 8 | 6:30–7:30 p.m. **Audience:** Children & Families

Children will drop off their favorite stuffed animal for an overnight adventure at the library and return the following day to discover photos of the magical activities their companions experienced.

Read With a Hero Storytime

Date & Time: Thursday, July 9 | 10:30 a.m.–12:00 p.m. **Audience:** Young Children & Families

Families will enjoy stories, songs, and activities alongside local firefighters.

Read in the Park – John Mankins Park

Date & Time: Friday, July 10 | 11:00 a.m.–12:00 p.m. **Audience:** Children & Families

Library staff bring stories, songs, and activities into neighborhood parks, making library programming accessible beyond the building.

Crystal Growing

Date & Time: Saturday, July 11 | 1:30–2:30 p.m. **Audience:** Children

Participants will grow their own crystals while learning about the science behind crystal formation. This STEAM activity connects real-world science with the magical elements commonly found in fantasy literature.

Make Your Own Magic Wand

Date & Time: Tuesday, July 14 | 6:00–7:00 p.m. **Audience:** Adults

Participants will design personalized magic wands using a variety of craft materials.

Fairy & Gnome Houses

Date & Time: Saturday, July 18 | 2:00–3:00 p.m. **Audience:** Children & Families

Participants will build miniature homes for fairies and gnomes using natural and craft materials.

Mythical Creature Diamond Art (Spanish)**Date & Time:** Monday, July 20 | 3:30–4:30 p.m. **Audience:** Spanish-Speaking Families

Participants will complete a diamond art project featuring mythical creatures while enjoying a welcoming bilingual environment.

Speed Puzzling Tournament (*Registration Required*)**Date & Time:** Tuesday, July 21 | 6:00–7:30 p.m. **Audience:** Adults

Teams will compete to complete identical puzzles as quickly as possible.

Make Your Own Binoculars**Date & Time:** Thursday, July 23 | 11:30 a.m.–12:30 p.m. **Audience:** Children

Participants will create binoculars before setting out on imaginative exploration activities.

Mythical Creature Workshop: North America**Date & Time:** Thursday, July 23 | 6:00–7:30 p.m. **Audience:** Teens & Adults

Participants will explore the legends and folklore of North American mythical creatures while learning about the cultural traditions that inspired these stories.

Make Your Own Lanyard Compass**Date & Time:** Saturday, July 25 | 2:00–3:00 p.m. **Audience:** Children

Children will create wearable compasses inspired by explorers and adventurers.

Mythical Creature Workshop: Europe**Date & Time:** Tuesday, July 28 | 6:00–7:00 p.m. **Audience:** Teens & Adults

Participants will learn about dragons, unicorns, griffins, and other legendary creatures from European folklore.

Shakespeare Performance**Date & Time:** Thursday, July 30 | 6:00–7:00 p.m. **Audience:** All Ages

A live performance of Shakespeare’s *Macbeth*, performed by the Lake Tahoe Shakespeare Festival’s *Young Shakespeare* production.

Director Outreach, June 2026:

- ❖ June 4, 2026, NV Library Cooperative Board Meeting.
- ❖ June 13, 2026, Summer Reading Challenge Kickoff.
- ❖ June 15, 2026, 60th Anniversary Block Party.
- ❖ June 25-June 29, 2026, ALA Annual Conference.

Additional Information:**Summer Reading Challenge Statistics as of 7/1/26**

	Currently	Goal
Sign-ups:	939	700
Completions:	99	350
Minutes Ready:	452,589	800,000
Special Programs offered:	14	35
Program Attendance:	663	N/A



STAFF REPORT

Report To: Library Board of Trustees **Meeting Date:** July 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

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)