

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

Day: Thursday
Date: September 22, 2022
Time: Beginning at 5:30 pm
Location: Community Center, Robert 'Bob' Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please notify the Carson City Library Administrative office in advance so that arrangements may be made. Requests may be made in writing and addressed to the office at 900 N. Roop St., Carson City NV 89701, or by calling 775-887-2244, ext. 7554.

NOTE: Below is an agenda of all items scheduled to be considered. Notice is hereby provided that items on the agenda may be taken out of order, two or more agenda items may be combined for consideration and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time. **

I. Call to Order - Roll Call

II. Public Comment

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the Chairperson may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

III. FOR POSSIBLE ACTION – Approval of minutes of previous meeting

III.a FOR POSSIBLE ACTION - Approval of minutes of previous meeting (August 25, 2022).

IV. FOR POSSIBLE ACTION - Library Board of Trustees business

IV.a FOR POSSIBLE ACTION - Discussion and possible action to draft and submit a BDR (Bill Draft Request) for the Nevada 82nd Legislative session, regarding the cost of E-lending resources.

V. INFORMATION ONLY - Library Director representative administrative reports

V.a INFORMATION ONLY - Presentation and discussion of reports concerning activities and operations of the Library since the presentation of the last report.

[101 GENERAL FUND BOARD REPORT SEPT 2022.pdf](#)

[230 GIFT FUND BOARD REPORT SEPT 2022.pdf](#)

[275 GRANTS BOARD REPORT SEPT 2022.pdf](#)

[Friends of the Carson City Library Granting Process document 08302022.pdf](#)

[Acting Director Report 09152022.pdf](#)

VI. INFORMATION ONLY - Board Members' announcements & request for information.

VII. Public Comment

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the Chairperson may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

VIII. FOR POSSIBLE ACTION – Adjournment

** Copies of the reference material and any additional supporting material will be made available at the Carson City Library, located at 900 N. Roop St., Carson City, NV 89701 or by contacting Tod Colegrove, Library Director at 775- 283-7591 or tcolegrove@carson.org. Copies of any such materials will also be made available at the meeting site.

**** In accordance with NRS 241.020, this agenda has been posted before 9:00 a.m. three working days before the day of the meeting at the following locations:**

Carson City Library, 900 N. Roop St., Carson City, NV 89701 ; Carson City Library Website:
<http://www.carsoncitylibrary.org/about/board/meetings-and-notice> ; Nevada Public Notice Website:
<https://notice.nv.gov>

Library Board of Trustees Agenda Item Report

Meeting Date: September 22, 2022

Submitted by: Kris Klug

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

Subject:

FOR POSSIBLE ACTION - Approval of minutes of previous meeting (August 25, 2022).

Suggested Action:

I move to approve the minutes of the August 25 2022, meeting.

Attachments:

[8-25-2022 DRAFT Minutes.pdf](#)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the August 25, 2022 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, August 25, 2022 in the Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Julie Knight
Trustee Beth Lucas
Trustee Elizabeth Markle
Trustee Sarena Nichols
Trustee Jonathon Olivas

STAFF: Joy Holt, Deputy Library Director
Jason Woodbury, District Attorney
Danielle Howard, 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 www.carson.org/minutes.

I. CALL TO ORDER - ROLL CALL

(5:39:01) – Chairperson Knight called the meeting to order at 5:39 p.m. Roll was called; a quorum was present.

II. PUBLIC COMMENT

(5:39:31) – Chairperson Knight entertained public comments. Deni French wished to appreciate the Library and thank Library staff. He noted that the number of people that Library staff assist every day could average to 300 or more, and the number of materials to keep track of “are amazingly, incredibly amazing.” He commented that the fact that Library staff has individuals like himself visiting the Library “through the range and scope of humanness ... should be really considered [a] very special skill, people that can handle such a diverse community and in circumstances that we’ve been in.” Mr. French appreciated that Library staff show up at the Library seven days a week with smiles and prepared, and he added that the Library had become more important than he thought a Library ever could.

(5:41:22) – Carson City Human Resources (HR) Recruitment Analyst Megan McCarthy indicated that two letters were submitted by employees in regards to item III.a, both of which are incorporated into the minutes as Exhibits A and B.

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

III.a FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (JUNE 23, 2022).

(5:42:29) – Chairperson Knight introduced the item and entertained modifications and/or a motion.

(5:42:49) – MOTION: Trustee Markle moved to approve the July 28, 2022 meeting minutes as presented. Trustee Nichols seconded the motion. The motion carried 5-0-0.

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Draft Minutes of the August 25, 2022 Regular Meeting
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IV. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

IV.a FOR POSSIBLE ACTION - REVIEW AND POSSIBLE SELECTION OF NEW LIBRARY DIRECTOR.

(5:43:54) – Chairperson Knight introduced the item. Ms. McCarthy provided each of the Trustees with a prepared Library Director interview packet, which included the interview questions as well as the scoring matrix for the numerical scoring of each interview question based on the performance category that most closely described Ms. Holt’s response to the interview questions. Mr. Woodbury brought to the Trustees’ attention that space was provided in the packets for the Trustees to write notes and a numerical score to award for each interview question of the following possible scores: one point to reflect an “unsatisfactory” response, two points to reflect a response that “needs improvement,” three points to reflect a response that “meets expectations,” four points to reflect a response that “exceeds expectations,” and five points to reflect an “outstanding” response. Additionally, Mr. Woodbury noted that the packets would be submitted to the HR Department and potentially be a public record. Ms. Holt’s cover letter, resume, professional references, and Unclassified Job Performance Appraisal for the position of Department Business Manager are incorporated into the record as supporting materials.

(5:46:36) – The following questions were delivered by the Trustees and assigned to Ms. Holt:

1. “Tell us about your experience as it relates to this position, and why you are interested in Carson City’s Library Director position.”
2. “What is your vision of a public library’s purpose and role in society?”
3. “Tell us about a time when you got results against the odds.”
4. “Describe a time you had to develop a strategy from scratch to implementation.”
5. “Describe a time when you made a major decision and were really pleased with the outcome.”
6. “Think about a team project you managed or worked on. How did you communicate with your team members?”
7. “Tell us about a time you worked with someone whose background, experiences, and way of life were different than yours.”
8. “Tell us about a time you communicated a new direction for a group or business.”
9. “Tell us about a time when you gained approval for something by being politically savvy.”
10. “Do you have any questions for us, or anything you would like to add that didn’t come out in the interview?”

(6:19:21) – In response to Ms. Holt’s question regarding the Trustees’ “vision” and idea of the purpose for a public library, Chairperson Knight called libraries “the palaces for the people” and believed that public libraries fit into the structure of society by upholding democracy by keeping access to reliable information readily and freely available to anyone. Trustee Markle believed that libraries were all about education, commented that libraries were a place for learning, and noted that libraries were important because “you can start with infants” and work with children and young adults through different stages in their lives and with different needs, such as assisting with science projects and searching for scholarships. She stated that libraries can provide programs that engage the community and opportunities for learning. She commented that “the more learning that can go on in a library, I think the more

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successful that library, and that community, is because if people in the community are learning, they're going to be able to make good citizenship decisions, they're going to be able to make good parenting decisions, they're going to be able to make good life decisions." Trustee Nichols stated that, having grown up in a smaller town, the library was "a lifeline as a kid," and the library had "opened a lot of doors" as well as taught her a lot about different cultures and people, which she believed was how she "kind of escaped the narrowmindedness" of her community. She also stated that she earned a master's degree in early modern English and a bachelor's degree in history because the library taught her "a love of learning about everything."

(6:24:39) – Ms. Holt thanked the Board for the opportunity to talk about the Library and "the good work that we're doing," and she commented that she "love[d]" the Library.

(6:25:17) – Ms. McCarthy provided direction on a possible motion, and Mr. Woodbury indicated that an employment offer letter should include a start date for employment and a compensation amount. He added that while the scope of the agenda item permitted discussion on the start date and compensation amount, the Trustees may consider establishing a start date if an offer is extended and authorizing Chairperson Knight to negotiate with the HR Department and Ms. Holt regarding a compensation amount within the range that is applicable to the Library Director position, which Trustees Nichols and Olivas supported. In response to Chairperson Knight's question regarding a potential start date, Ms. McCarthy stated that there may not be two individuals filling in the one position, so the start date would need to be after Dr. Tod Colegrove's end date. Mr. Woodbury advised of another option to proceed with offering the position with the compensation amount to be discussed during a future LBOT meeting. Ms. Holt informed the Trustees that the Library had received approval from the Internal Finance Committee regarding what the cap on the salary could be before Dr. Colegrove's departure.

(6:31:02) – MOTION: Trustee Markle moved to authorize the LBOT Chair to offer the position of Library Director to Joy Holt with a start date of October 1, 2022 and a salary to be negotiated with the LBOT Chair and the HR Department. Trustee Olivas seconded the motion. The motion carried 5-0-0.

(6:31:51) – Trustee Markle commented that she was "so impressed" with Ms. Holt's resume and complimented how "nicely formatted and clearly written with a lot of information" Ms. Holt's resume was. She believed that Ms. Holt would make a "great" Library Director partially because of her willingness to learn about the job, the community, and the people because Ms. Holt is "a learner." She added that the community was "lucky to have" Ms. Holt.

V. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

(6:33:42) – Chairperson Knight introduced the item. Ms. Holt reported on the following:

- Data from research showed that the Library's Makerspace, since its inception, has not had a lot of attendance, with an average of two people per program from 2018 to the outbreak of COVID-19, and Ms. Holt was considering with Library staff how best to reinvigorate the Makerspace "with intention and sustainability in mind." Ms. Holt wished to continue working with Library staff to collect their input, and she believed that the equipment would need to be moved to make the equipment more visible. Ms. Holt noted that the equipment was aging; however, Library staff used the 3D printers to make toys as well as the heat press for canvas bags, so the Makerspace equipment was being used "with the intention of folks seeing what they can do with that equipment." Ms. Holt proposed a soft opening with projects completed using the Makerspace equipment, and she wished to "build up interest" to ensure that the events are "well attended."
- Jean-Marie Naylor, who has been affiliated with the Library for three years, was promoted from the position of Library Senior Library Assistant to the Library Programming and Outreach Coordinator position, and Ms.

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Draft Minutes of the August 25, 2022 Regular Meeting
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Holt complimented Ms. Naylor for being well-liked by Library staff, talented, “incredibly approachable,” and having “already hit the ground running” with participating in outreach. Ms. Holt believed that Ms. Naylor was an “excellent choice” for the position and noted that she was new enough in programming and outreach to “not necessarily have an idea of what that should mean from a traditional perspective,” which Ms. Holt commented was “interesting” because that meant that outreach and programming “could be whatever.”

- The Library had vacancies for the Workforce Development and Social Services Coordinator position, the Technology Coordinator position, two Library Clerk positions, a Library Shelver position, and a Senior Library Assistant position, although a Library staff member informed Ms. Holt that she had an “exciting” possible candidate who expressed an interest in the vacant Senior Library Assistant position.
- The Library was \$1,000 under budget for the Summer Learning Challenge.

Ms. Holt also responded to clarifying questions.

(6:36:51) – Chairperson Knight pointed out that the Library’s Strategic Plan included rearranging items in the Library to better fit the needs of patrons and the “flow,” and she mentioned having a gentleman, Gerd Poppinga with Vineburg Machining Inc, at one of the LBOT meetings who voiced his interest with supporting the effort in getting children excited about technology. Ms. Holt indicated that she was in contact with Mr. Poppinga, who was “super interested” in partnering with the Library, as he was “a huge supporter” of the Library. Ms. Holt stated that there were employers of middle-class jobs that were unable to find skilled workers, despite paying well, and Mr. Poppinga saw “the incredible potential” that the Library has “to help fill that gap.” Ms. Holt explained that she and Library staff understood how important those middle-class jobs were and mentioned being unable to acquire new racks for new books at the Library because there were not enough people employed in the field to produce the racks.

(6:43:44) – Trustee Markle reminded Ms. Holt that the Library Deputy Director position would also need to be filled.

(6:44:03) – Trustee Nichols referenced a book titled *The End of the World is Just the Beginning: Mapping the Collapse of Globalization* by Peter Zeihan and suggested extending older individuals’ minds, quality of life, and skills through the Makerspace, as many of the residents of senior centers do not have a lot of outings. Ms. Holt stated that Senior Library Assistant Rachel March visits the Carson City Senior Center on behalf of the Library and commented that “she’s great.”

VI. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

(6:53:47) – Chairperson Knight introduced the item, and there were no additional reports.

VII. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS & REQUEST FOR INFORMATION

(6:55:07) – Chairperson Knight entertained Trustee announcements and requests for information; however, none were forthcoming.

VIII. PUBLIC COMMENT

(6:55:30) – Chairperson Knight entertained public comments. Mr. French commented that Ms. Holt’s resume was “impressive,” and he believed that the Board had “a great choice here” for the Library Director position. He noted having met Trustee Olivas and having expressed his appreciation for Library staff. He hoped that the Trustees would have the opportunity to see Library staff “in action because they’ve held up through all sorts of issues,” and he believed that the Trustees would not take Library staff “as seriously and as thoughtfully as you should because you

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already have been taking them personally as people and their contributions that you've been able to appreciate as individuals." Mr. French added that Library staff were "a talented bunch of individuals" with many individual qualities, abilities, and talents. He also hoped that the Trustees would help Library staff acquire the funding, as he had the opportunity to volunteer with the Friends of the Carson City Library and understood how difficult it was to get the funding. He thanked the Board for allowing him to have the opportunity to thank the Board and Library staff.

(6:58:33) – Tammy Westergard introduced herself as the incoming Nevada Library Association President, a former employee of the Library's system, and a former State librarian. She thanked the Trustees for their leadership and noted that selecting a new Library Director was "among the most significant decisions that a Library Board is statutorily authorized to make." She stated that the decision regarding leadership was "just so critical" and commented that she "really enjoyed" the Trustees' comments about why the Library matters. Ms. Westergard recommended reading the book titled *Human Work in the Age of Smart Machines* by Jamie Merisotis, which she indicated discusses the role of automation in the workforce and how automation could be a counterbalance to some of the aspects that may have been addressed in the book referenced by Trustee Nichols, *The End of the World is Just the Beginning: Mapping the Collapse of Globalization*, and the Trustees' comments. She noted that "we indeed live in interesting times, and the role of the Library is critical to the quality of life in our community and all of the things that you guys mentioned."

IX. FOR POSSIBLE ACTION – ADJOURNMENT

(7:00:24) – Chairperson Knight adjourned the meeting at 7:00 p.m.

The Minutes of the August 25, 2022 Carson City Library Board of Trustees meeting are so approved this 22nd day of September 2022.

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EXHIBIT A

Jean-Marie Naylor
Senior Library Assistant
Carson City Library
900 N Roop St.
Carson City, NV 89703

August 23, 2022

Carson City Library Board of Trustees
Community Center Robert "Bob" Crowell Board Room
851 East William Street
Carson City, Nevada 89701

Dear Members of the Carson City Library Board of Trustees,

The purpose of this letter to the board is to formally request that Joy Holt be appointed the Library Director for the Carson City Library. There are many reasons why Ms. Holt is the perfect candidate for this position; but for the sake of time and clarity, I will address only what I feel are the most pertinent qualities.

- Ms. Holt already works at the Carson City Library and has been at the forefront of the Carson City Library's community outreach efforts ever since she became our Business Manager/ Deputy Director. For example, not only has she provided the backbone for our library to have a professional relationship with organizations such as the Senior Center and the Carson City School District, but also she has herself manned booths at Carson High School and attended various community events to establish better visibility for the library.
- Ms. Holt already has an open door policy for all staff of the Carson City Library and has been essential in the professional development of everyone who works here. An example of this is her natural ability to keep asking questions to get to the right solutions. For me personally, she kept asking me about what my passions are and why I am so invested in them until I realized that my passions weren't exactly what I thought they were. She has also encouraged me to step outside my comfort zone and try new things such as hosting a crochet program and coordinating the Summer Learning Challenge kick-off party. Ms. Holt doesn't pigeonhole staff into categories.
- Ms. Holt has her Masters in Library Science, but she also has a Juris Doctor degree. This is especially helpful when dealing with tricky situations that may have legal repercussions. For instance, she is instrumental in helping staff realize what should and should not be posted by us on social media platforms or sent by us, even to each other, through work communication avenues.

Joy Holt is an excellent mentor and colleague who is not only needed, but wanted and well respected at the Carson City Library by staff and patrons alike. Please don't pass this opportunity to make full use of all Joy Holt has to offer as our new Library Director. She is a unicorn.

Thank you for your time and attention.

Jean-Marie Naylor

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EXHIBIT B

To the Carson City Library Board of Trustees:

8/25/2022

I'm writing to express my support for Joy Holt's application for Library Director of the Carson City Library. I've worked with Ms. Holt for several years now as first a co-worker and now as a direct report. In the time I've known her, she has proven herself more than qualified for this position in addition to the many qualifications, gifts and talents with which she arrived. I've also never ceased to be impressed by her professional tenacity and singular focus on compassionate public library service.

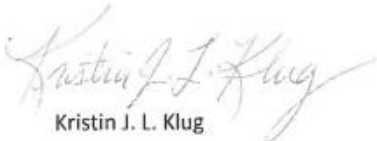
To summarize just a few of her successes as Business Manager/Deputy Library Director, both individually and with Director Colegrove:

- Corrected innumerable internal policy, procedural, and process inefficiencies,
- Eliminated barriers to excellent programming
- Established a healthy rapport with our devoted and professional staff, and helping to create the open and agreeable work environment we enjoy today,
- Instituted improved and more responsible, transparent financial management practices,
- Led the Library through and out of a historic pandemic with a reasoned approach to an ever changing situation,
- Recognized and rewarded the successes of staff and gave us a voice,
- Successfully removed the artificial wall that existed between the Library and the City to the benefit of all,
- Welcomed everyone entering the library with an open minded and compassionate view toward access.

This is only a rough summary of Ms. Holt accomplishments here at the Carson City Library, and I have no doubt the library can only continue to improve under her leadership. As a current library employee, I highly recommend her for the Library Director position, and look forward to working under her in that capacity.

Yours,

Kris Klug


Kristin J. L. Klug

Library Board of Trustees Agenda Item Report

Meeting Date: September 22, 2022

Submitted by: Joy Holt

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

Subject:

FOR POSSIBLE ACTION - Discussion and possible action to draft and submit a BDR (Bill Draft Request) for the Nevada 82nd Legislative session, regarding the cost of E-lending resources.

Suggested Action:

Attachments:

Library Board of Trustees Agenda Item Report

Meeting Date: September 22, 2022

Submitted by: Joy Holt

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

Subject:

INFORMATION ONLY - Presentation and discussion of reports concerning activities and operations of the Library since the presentation of the last report.

Suggested Action:

Attachments:

[101 GENERAL FUND BOARD REPORT_SEPT 2022.pdf](#)

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[Friends of the Carson City Library Granting Process document_08302022.pdf](#)

[Acting Director Report_09152022.pdf](#)

101 GENERAL FUND FY23

AS OF 9/14/2022

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	970,449.00	970,449.00	99,852.98	0.00	870,596.02	10%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	7,039.25	0.00	52,960.75	
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	5,902.00	0.00	-5,902.00	
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	14,722.00	14,722.00	1,595.90	0.00	13,126.10	11%
1016200	500230	RETIREMENT	244,893.00	244,893.00	26,735.16	0.00	218,157.84	11%
1016200	500240	GROUP INSURANCE	161,453.00	161,453.00	17,381.44	0.00	144,071.56	11%
1016200	500241	CITY HSA CONTRIBUTION	11,629.00	11,629.00	2,184.12	0.00	9,444.88	19%
1016200	500250	WORKERS' COMPENSATION	23,737.00	23,737.00	2,502.74	0.00	21,234.26	11%
1016200	500260	EDUCATION INCENTIVE	2,000.00	2,000.00	0.00	0.00	2,000.00	0%
1016200	500271	PHONE ALLOWANCE	0.00	0.00	160.00	0.00	-160.00	
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	714.00	0.00	19,286.00	4%
1016200	500330	TRAINING	8,000.00	8,000.00	0.00	0.00	8,000.00	0%
1016200	500346	FACILITY CONTRACT	950.00	950.00	0.00	0.00	950.00	0%
1016200	500349	CONTRACTUAL SERVICES	77,991.00	77,991.00	46,074.01	0.00	31,916.99	59%
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	21,159.10	0.00	14,913.90	59%
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	1,529.98	0.00	4,110.02	27%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	2,800.00	0.00	2,200.00	56%
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%
1016200	500601	OFFICE SUPPLIES	8,000.00	8,000.00	524.04	0.00	7,475.96	7%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	798.34	0.00	11,201.66	7%

101 GENERAL FUND FY23

AS OF 9/14/2022

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	2,293.96	0.00	20,394.04	10%
1016200	500643	JANITORIAL SUPPLIES	4,800.00	4,800.00	0.00	0.00	4,800.00	0%
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	183,340.00	183,340.00	46,406.22	95,694.64	41,239.14	25%
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	0.00	0.00	420.00	0%
1016200	500675	SMALL FURNISHINGS	5,500.00	5,500.00	128.69	0.00	5,371.31	2%
1016200	500680	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	
1016200	500710	TELEPHONE	17,411.00	17,411.00	2,685.44	0.00	14,725.56	15%
1016200	500712	POWER	23,000.00	23,000.00	3,893.11	0.00	19,106.89	17%
1016200	500713	HEATING	10,730.00	10,730.00	85.44	0.00	10,644.56	1%
1016200	500950	ISC: FLEET MANAGEMENT	2,314.00	2,314.00	1,157.00	0.00	1,157.00	50%
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	
TOTALS			1,978,676.00	1,978,676.00	293,602.92	95,694.64	1,589,378.44	15%

230 GIFT FUND FY23

Org	Object	Description	AS OF		9/14/2022			% Used
			Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	
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	3,000.00	3,000.00	-4.75	0.00	3,004.75	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	390.00	0.00	2,110.00	16%
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	0.00	0.00	1,341.80	0.00	-1,341.80	
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	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
2306200	501240	MAKEIT@TWO	0.00	0.00	0.00	0.00	0.00	
2306200	501241	PLAYAWAY AUDIO COLLECTION	0.00	0.00	0.00	0.00	0.00	
2306200	501242	ITS PI TIME	0.00	0.00	0.00	0.00	0.00	
TOTALS			8,500.00	8,500.00	1,727.05	0.00	6,772.95	20%

275 GRANTS FY23

AS OF

9/14/2022

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2756200	500101	SALARIES	0.00	0.00	0.00	0.00	0.00	0.00%
2756200	500102	HOURLY/SEASONAL	0.00	0.00	0.00	0.00	0.00	0.00%
2756200	500111	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00%
2756200	500225	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00%
2756200	500230	RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00%
2756200	500240	GROUP INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00%
2756200	500250	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00%
2756200	501201	GRANT - SALARIES	0.00	0.00	0.00	0.00	0.00	0.00%
2756200	501202	GRANT - BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00%
2756200	501225	GRANT - OPERATING SUPPLIES	0.00	0.00	20,577.99	16,922.01	-37,500.00	0.00%
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%
		TOTALS	0.00	0.00	20,577.99	16,922.01	-37,500.00	0.00%

Friends of Carson City Library Granting Process

Grants to the Carson City Library are available from the Friends of the Carson City Library per the requirements below:

- Within the yearly allocation of proceeds from Friends of the Carson City Library.
- Do not supplement funding that is the responsibility of the City of Carson City, for example, for staffing shortages, building maintenance, or maintaining State of Nevada Minimum Public Library Standards.
- Spent in whole within the library's calendar year in which they are issued. Any remaining funds not used in the grant funding process are to be returned within 30 days of the end of the calendar year to be reissued with the next years funding.
- Preference given to requests of grant funds to matching other grants or gifts for specific programs.
- Meet the reporting requirements listed below.

Request for Grant Funds must be submitted by April 30th of the calendar year, be based on the allocation determined at the Friends of the Carson City Library Annual Meeting in January and must have a project manager to manage the grant. Multiple projects can be requested but each will require its own application submission and own project manager. Each application must include:

- Project Name or Title
- Project Narrative (word count: minimum 300 to max 500), including what the project will do, how the project will be measured for success (ex: KPI or OKRs), demographics served and need. Qualitative and quantitative data should be cited and included as an end note after the narrative (not included in word count).
- Project Manager, including contact information, qualifications and decision authority to run the project, manage the grant, and report back the Friends of the Library.
- Detail Budget, including any costs for personnel, materials, collections etc.
- Timeline, with milestones and KPIs or OKRs included.

Grants will be reviewed by the Executive Committee and funded on or before June 30th of that calendar year to ensure the Library is able to expend for the grants as of July 1st.

If there are questions about the grant, the Library Director and Project Manager will be invited to a meeting for further clarification about the program.

Reporting Requirements

- Written report showing the progress of each project and successes should be provided to Friends of the Library by the 1st Friday of each month.

- Quarterly budget reporting (in excel format, OK to PDF) showing progress spent to the Friends of the Library within 20 days of the quarter closing.
- Quarterly attendance at a Friend of the Library meeting by the project manager to report on the grant in-person or online.
- Full grant report including grant conclusions, KPI or OKR reporting, and budget spent to be provided to the Friend of the Carson City Library for the previous fiscal year by December 1st of the following year. Example, for 2022-2023 granting, a final report to be provided by December 1st 2023.

Definitions:

Project – Any program, learning, materials collection, access service related in or performed as outreach from the library as long as it meets the above criteria.

Project Manager – To help ensure full coverage and dedication to the grant, only one staff person from the library can serve as a program manager in the calendar year for a grant request. Any library employee with the qualifications (as determined by the Library Director) can serve as a program manager for a grant, this is done to help ensure learning and experiential opportunities are provided to staff who seek them.

Submissions:*

Due by 5pm April 30th each calendar year, submitted by email from the Library Director.

Email Subject: Friends of Carson City Library Grant Application

Body: List each project name/title and attach: 1 PDF application for each project, 1 Excel budget for each project.

*Exception for 2022: Applications will be truncated and will be accepted on two dates. September 23rd and October 21st by 5pm.

Acting Library Director's Report

Acting Director: Joy Holt
Library Board of Trustees Meeting: September 22, 2022



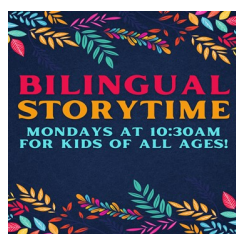
Updates:

Staffing:

- Programming and Outreach Coordinator position has been filled. Jean-Marie Naylor was promoted from Senior Library Assistant effective 08/26/2022.
- 1 part-time Library Clerk position has been filled. Jonah McFadden's start date was 09/09/2022.
- 1 part-time Shelver position has been filled by Nani Kukonu, a current employee, effective 08/15/2022.
- 1 part-time Shelver position and 1 part-time Library Clerk position are still open.

Programming:

- The Summer Learning Challenge was completed on 08/6/2022. Carson City community members exceeded the original goal of 400K minutes by reading a total of 562K minutes!
 - 35% of participants completed the program.
 - Overall program attendance increased by 50% from pre-COVID totals
- Storytime programs continue to exceed pre-COVID attendance.



- Crochet Corner, Chess Club, Book Clubs, and Lego Club continue to see attendance grow.
- The Digitorium is reopened for Teens!! Thanks to the hard work of the Teen Library Council, the Digi reopened on 09/03/2022. Teen hours are from 2:30-5:30 p.m. Monday-Friday.

Grants:

- Final report for the 2022 State Collection Development grant was successfully submitted.
- Spending of the \$15K Surfacing Unmet Needs ARPA grant is still underway with approx. 75% spent of total spent for electronic materials. granting process
- Friends of the Carson City Library approved a new granting process at their 08/30/2022 meeting. *See attached.*

Works in Progress:

- 2 Unclassified positions are still open with interview times pending.
- Strategic Plan Implementation:
 - At Staff Development Day on 10/03/2022, Team will analyze accomplishment of goals and meet with Dr. Steinmann to implement updates and/or changes.

