

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

**Day:** Thursday  
**Date:** October 27, 2022  
**Time:** Beginning at 5:30 pm  
**Location:** Community Center, Robert 'Bob' Crowell Board Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

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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. \*\*

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**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 (September 22, 2022).

**IV. INFORMATION ONLY - Friends of the Carson City Library report**

IV.a INFORMATION ONLY - FOCCL representative presentation on the history of the Friends and a synopsis of their past/present activities.

**V. FOR POSSIBLE ACTION – Library Board of Trustees Business**

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

**VI. INFORMATION ONLY - Library Director representative administrative reports**

VI.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\\_OCT 2022.pdf](#)

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

[275 BOARD REPORT\\_OCT 2022.pdf](#)

[Library Director Report\\_10192022.pdf](#)

**VII. INFORMATION ONLY - Board Members’ announcements & request for information**

**VIII. 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.

**IX. FOR POSSIBLE ACTION – Adjournment**

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\*\* 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: October 27, 2022

Submitted by: Kris Klug

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

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**Subject:**

FOR POSSIBLE ACTION - Approval of minutes of previous meeting (September 22, 2022).

**Suggested Action:**

I move to approve the minutes of the September 22, 2022, meeting.

**Attachments:**

[9-22-2022 DRAFT Minutes.pdf](#)

**CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)**

**Draft Minutes of the**

**September 22, 2022 Regular Meeting**

**Page 1**

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, September 22, 2022 in the Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Vice Chair 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](http://www.carson.org/minutes).

**I. CALL TO ORDER - ROLL CALL**

(5:41:20) – Vice Chairperson Lucas called the meeting to order at 5:41 p.m. Roll was called; a quorum was present. Chairperson Knight was absent during this meeting.

**II. PUBLIC COMMENT**

(5:41:50) – Vice Chairperson Lucas entertained public comments. Ms. Holt introduced the Library’s new Programming and Outreach Coordinator, Jean-Marie Naylor, and briefed the Trustees on Ms. Naylor’s background and the outreach work currently in progress. Ms. Naylor commented that she was “happy to be at the Carson City Library” and thanked the Trustees for “all that you guys do for us.”

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

**III.a FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (AUGUST 25, 2022).**

(5:43:53) – Vice Chairperson Lucas introduced the item and entertained modifications and/or a motion.

(5:44:28) – **MOTION:** Trustee Markle moved to approve the August 25, 2022 meeting minutes as presented. Trustee Nichols seconded the motion. The motion carried 4-0-0.

**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.**

**CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)**

**Draft Minutes of the**

**September 22, 2022 Regular Meeting**

**Page 2**

(5:44:56) – Vice Chairperson Lucas introduced the item. Ms. Holt referenced a Slideshow and responded to clarifying questions. Because Chairperson Knight was absent, Mr. Woodbury advised tabling the item until the end of the meeting so Chairperson Knight could have the opportunity provide her input on the agenda item, and Vice Chairperson Lucas tabled the agenda item.

**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.**

(5:57:58) – Vice Chairperson Lucas introduced the item. Ms. Holt referenced the agenda materials and responded to clarifying questions.

**VI. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS**

None.

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

(6:25:55) – Vice Chairperson Lucas entertained Trustee announcements and requests for information. Trustee Nichols requested for a representative of the Friends of the Carson City Library to present to the LBOT regarding the history of the Friends of the Carson City Library, and Ms. Holt stated that she would inform the Friends of the Carson City Library of the request. Discussion ensued regarding meetings of the Friends of the Carson City Library, during which Mr. Woodbury confirmed that the Friends of the Carson City Library were subject to Open Meeting Law (OML), though there may have been legislative changes since Mr. Woodbury investigated the matter.

**VIII. PUBLIC COMMENT**

(6:33:43) – Vice Chairperson Lucas entertained public comments; however, none were forthcoming,

**IX. FOR POSSIBLE ACTION – ADJOURNMENT**

**(6:34:51) – Vice Chairperson Lucas entertained a motion to adjourn the meeting, and Trustee Olivas so moved Trustee Nichols seconded the motion. Vice Chairperson Lucas adjourned the meeting at 6:35 p.m.**

The Minutes of the September 22, 2022 Carson City Library Board of Trustees meeting are so approved this 27<sup>th</sup> day of October 2022.

## **Library Board of Trustees Agenda Item Report**

Meeting Date: October 27, 2022

Submitted by: Joy Holt

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

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**Subject:**

INFORMATION ONLY - FOCCL representative presentation on the history of the Friends and a synopsis of their past/present activities.

**Suggested Action:**

**Attachments:**

## Library Board of Trustees Agenda Item Report

Meeting Date: October 27, 2022

Submitted by: Joy Holt

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

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**Subject:**

FOR POSSIBLE ACTION - Discussion and possible action pertaining to previously tabled item; 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: October 27, 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\\_OCT 2022.pdf](#)

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

[275 BOARD REPORT\\_OCT 2022.pdf](#)

[Library Director Report\\_10192022.pdf](#)

**101 GENERAL FUND FY23**

**AS OF 10/19/2022**

Org	Object	Description	Original Budget	Revised Budget	YTD		Encumbrances	Remaining Budget	% Used
					Expenses				
1016200	500101	SALARIES	970,449.00	970,449.00	184,956.30		0.00	785,492.70	19%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	12,293.90		0.00	47,706.10	20%
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	199.93		0.00	-199.93	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00		0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	-37.50		0.00	37.50	
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	2,891.71		0.00	11,830.29	20%
1016200	500230	RETIREMENT	244,893.00	244,893.00	48,306.09		0.00	196,586.91	20%
1016200	500240	GROUP INSURANCE	161,453.00	161,453.00	25,587.49		0.00	135,865.51	16%
1016200	500250	WORKERS' COMPENSATION	23,737.00	23,737.00	3,994.31		0.00	19,742.69	17%
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	240.00		0.00	-240.00	
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	802.00		0.00	19,198.00	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	25,839.85		0.00	10,233.15	72%
1016200	500434	BUILDING REPAIR & MAINT	471.00	471.00	187.50		0.00	283.50	40%
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	1,869.97		0.00	3,770.03	33%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	3,269.07		0.00	1,730.93	65%
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	980.47		0.00	7,019.53	12%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	63.78		0.00	11,936.22	1%

<b>101 GENERAL FUND FY23</b>			<b>AS OF</b>	<b>10/19/2022</b>				
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	4,977.06	0.00	17,710.94	22%
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	67,138.03	89,486.57	26,715.40	37%
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	788.01	0.00	4,711.99	14%
1016200	500680	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	
1016200	500710	TELEPHONE	17,411.00	17,411.00	3,826.32	0.00	13,584.68	22%
1016200	500712	POWER	23,000.00	23,000.00	6,787.91	0.00	16,212.09	30%
1016200	500713	HEATING	10,730.00	10,730.00	140.34	0.00	10,589.66	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	
1016200	500241	CITY HSA CONTRIBUTION	11,629.00	11,629.00	3,127.26	0.00	8,501.74	27%
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	
<b>TOTALS</b>			<b>1,978,676.00</b>	<b>1,978,676.00</b>	<b>451,362.81</b>	<b>89,486.57</b>	<b>1,437,826.62</b>	<b>23%</b>

**230 GIFT FUND FY23**

Org	Object	Description	AS OF		10/19/2022			% 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	100.00	0.00	900.00	10%
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	
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	
		<b>TOTALS</b>	<b>8,500.00</b>	<b>8,500.00</b>	<b>1,827.05</b>	<b>0.00</b>	<b>6,672.95</b>	<b>21%</b>

**275 GRANTS FY23**

**AS OF**

**10/15/2022**

<b>Org</b>	<b>Object</b>	<b>Description</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>YTD Expenses</b>	<b>Encumbrances</b>	<b>Remaining Budget</b>	<b>% Used</b>
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	26,250.00	11,250.00	-37,500.00	0.00
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
		<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>26,250.00</b>	<b>11,250.00</b>	<b>-37,500.00</b>	<b>0.00%</b>

## Library Director's Report

Library Director: Joy Holt  
Library Board of Trustees Meeting: October 27, 2022



**Carson City  
Library**

### **Updates:**

#### **Staffing:**

- 1 part-time Shelver position and 1 part-time Library Clerk position are still open. Interviews are pending.
- 1 Senior Library Assistant position is set to open and will close after 14 days from the date of posting.
- 3 Unclassified positions are still open.

#### **Programming:**

- Pokeman club is back! This teen lead program, held every other Saturday for enthusiasts aged 11+, has seen steady attendance.
- The Minden Board Game Group is a new program lead by a community member. This program takes place in the Digitorium every Sunday from 12:00-3:30 p.m. and has already seen attendance at the Carson City Library match the average attendance of the Group's weekday game night.
- Storytime programs continue to exceed pre-COVID attendance. For example:
  - Big Kids Butterflies (formerly Family Storytime) has an average attendance increase of 62%.
  - Crochet Corner, Chess Club, Book Clubs, and Lego Club continue to see attendance grow.
- The Digitorium reopening has brought in new users and helped increase the number of Teen Library Council Members.

#### **Grants:**

- FY23 State Collection Development Grant was awarded in the amount of \$9,515.00. Receipt of funds is pending.
- Spending of the \$15K Digital Collections Grant is complete. In total, 244 items were purchased.
- Friends of the Carson City Library approved a new granting process. Deadline for funding requests was 10/21/2022. The Library requested funds for the following projects:

Digital Collections Expansion:	\$25,000
Baker & Taylor Lease Materials:	\$17,000
Capital City Reads Program:	\$2,000
Summer Reading Program:	\$5,000
Community Outreach:	<u>\$1,000</u>

**Total: \$50,000**

#### **In Progress:**

- Strategic Plan Implementation:
  - At Staff Development Day on 10/03/2022, the Library Team met with consultant Fred Steinmann and performed in depth analysis of:
    - 1) Accomplishment of goals over the last year. Dr.
    - 2) Needed reorganization of priorities to reflect what goals most need to be worked on in the coming year. com-
  - This resulted in a reprioritization of existing organizational goals which will be reflected in the update Steinmann will provide in the coming month. Dr.