



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: January 14, 2025

DATE: December 18, 2024

TO: Board of County Commissioners

FROM: Jamie Hemingway, Development Officer, Library
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THROUGH: Jeff Scott, Washoe County Library Director
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SUBJECT: Recommendation to approve and accept Federal 2024 Library Services and Technology Act (LSTA) Grant-In-Aid Award funds from the State of Nevada to the Washoe County Library System in the amount of \$66,120.00 [\$6,612.00 County match] for a retroactive term of September 1, 2024, to September 30, 2025, for the purchase of equipment to create technology-equipped conference rooms at the Incline Village and Spanish Springs Libraries, and install mobile conference solutions at five additional libraries; if approved, to authorize Finance to make the necessary amendments to the Washoe County Library System's Fiscal Year 25 budget to reflect the receipt and use of the grant funds. (All Commission Districts.)

SUMMARY

Recommendation to approve and accept Federal 2024 Library Services and Technology Act (LSTA) Grant-In-Aid Award funds from the State of Nevada to the Washoe County Library System in the amount of \$66,120.00 [\$6,612.00 County match] for a retroactive term of September 1, 2024, to September 30, 2025, for the purchase of equipment to create technology-equipped conference rooms at the Incline Village and Spanish Springs Libraries, and install mobile conference solutions at five additional libraries; if approved, to authorize Finance to make the necessary amendments to the Washoe County Library System's Fiscal Year 25 budget to reflect the receipt and use of the grant funds.

Washoe County Strategic Objective supported by this item: Economic Impacts

PREVIOUS ACTION

No previous action has been taken.

BACKGROUND

In March of 2024, the State of Nevada announced Library Services and Technology Act (LSTA) grant opportunities. The federal grant monies are awarded to eligible libraries via a competitive process for the funding of projects or services that will support new and

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improved programs or services that will solve a specific problem or meet an identified need of the library's current or potential users. Based on a widespread shift to remote work and increased demand from patrons for hybrid work options, the Washoe County Library System identified a need for library meeting rooms enhanced with up-to-date equipment. The Library System submitted an application for federal grant funding to convert outdated library meeting room spaces into conference rooms equipped with audio-visual systems and video conferencing technology.

The State of Nevada awarded \$66,120.00 in grant funds to the Washoe County Library System. If approved and accepted, these grant funds will allow the Washoe County Library System to create technology-equipped conference rooms at the Incline Village and Spanish Springs Libraries. These branches will be equipped with wall-mounted touch screens, speaker amplifiers, mics, cameras, a wireless video casting device, and a full-motion mount. The remaining grant funds will be used to purchase and install mobile conference solutions at five additional libraries. These libraries will be equipped with huddle spaces that include a commercial TV, full-motion mount, and a video conference bar with a camera.

Grant funded activities shall provide supplies and equipment as outlined in the approved grant application. Grant funds must be used to meet Nevada State Library Archives and Public Records Five Year Plan and Federal Library Services and Technology (LSTA) goals. Funds may not be obligated or encumbered after September 30, 2025.

GRANT AWARD SUMMARY

Project/Program Name: Washoe County Library Virtual Conference Centers

Scope of the Project: Federal grant monies would be used to meet the needs of our growing community and support demand for affordable hybrid work options in Washoe County. The \$66,120.00 awarded to the Washoe County Library System will be used for the purchase of audio-visual equipment to convert outdated library meeting room spaces into conference rooms equipped with audio-visual systems and video conferencing technology.

Benefit to Washoe County Residents: In addition to providing meeting room services free of charge, benefits to library patrons include "bring your own device" convenience, and conference room availability at eight library locations throughout Washoe County. The project aims to support business owners, local and visiting members of the workforce, students, community groups, government agencies, and job seekers.

The Washoe County Library System's 2022-2025 Strategic Plan identified a need for virtual workspace opportunities in a COVID and post-Covid environment. The Strategic Plan includes a goal to meet the need for virtual workspaces by improving library spaces and equipping them with up-to-date technology. The installation of new equipment at the Incline Village and Spanish Springs Libraries combined with the implementation of mobile conference solutions at five other libraries will accomplish this goal, ensuring that virtual workspace services are accessible and convenient for all residents.

On-Going Program Support: N/A. Grant funds will not be used to support costs of ongoing programs.

Award Amount: \$66,120.00

Grant Period: September 1, 2024, to September 30, 2025

Funding Source: Institute of Museum and Library Services

Pass Through Entity: State of Nevada

Assistance Listing #/CFDA: 45.310

Grant ID Number: 2024-12

Match Amount and Type: A required match of at least 10% (\$6,612.00) provided by CC130100

Sub-Awards and Contracts: None

FISCAL IMPACT

As a condition to receiving the grant funds, Washoe County is required to contribute at least a 10% match of \$6,612.00 for the program. The County will provide \$6,612.00 in Public Library Administration (130100) Operating Supplies (710300) to fund the required match to be used to purchase operating supplies and materials.

Should the board accept this grant award and approve these amendments, the Washoe County Library System's adopted budget for FY25 will be increased by \$66,120.00 in both revenues and expenditures in the following accounts:

Cost Object & Description	G/L Account & Description	Amount
IO-12478 – LSTA Grant	431100-Federal Grants	\$66,120.00
IO-12478 – LSTA Grant	710300-Operating Supplies	\$66,612.00

The estimated total to implement the project is \$72,732.00. The State of Nevada will reimburse the Washoe County Library System \$66,120.00 for the audio-visual conferencing technology and operating supplies. The Washoe County Library System will be responsible for the matching funds and will contribute a total of \$6,612.00.

Sufficient budget authority exists in FY25 Public Library Administration (130100) Operating Supplies (710300) to fund the required match of \$6,612.00 for operating supplies and materials. The Library has sufficient budget to absorb any associated maintenance and replacement costs associated with the technology purchases.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve and accept Federal 2024 Library Services and Technology Act (LSTA) Grant-In-Aid Award funds from the State of Nevada to the Washoe County Library System in the amount of \$66,120.00 [\$6,612.00 County match] for a retroactive term of September 1, 2024, to September 30, 2025, for the purchase of equipment to create technology-equipped conference rooms at the Incline Village and Spanish Springs Libraries, and install mobile conference solutions at five additional libraries; if approved, to authorize Finance to make the necessary amendments to the Washoe County Library System’s Fiscal Year 25 budget to reflect the receipt and use of the grant funds.

POSSIBLE MOTION

Should the Board agree with staff’s recommendation, a possible motion would be: *“move to approve and accept Federal 2024 Library Services and Technology Act (LSTA) Grant-In-Aid Award funds from the State of Nevada to the Washoe County Library System in the amount of \$66,120.00 [\$6,612.00 County match] for a retroactive term of September 1, 2024, to September 30, 2025, for the purchase of equipment to create technology-equipped conference rooms at the Incline Village and Spanish Springs Libraries, and install mobile conference solutions at five additional libraries; if approved, to authorize Finance to make the necessary amendments to the Washoe County Library System’s Fiscal Year 25 budget to reflect the receipt and use of the grant funds.”*