



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: November 18, 2025

DATE: October 28, 2025

TO: Board of County Commissioners

FROM: Jamie Hemingway, Development Officer, Library
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THROUGH: Debi Stears, Collection Development Manager, Library
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SUBJECT: Recommendation to approve a Federal 2024 Library Services and Technology Act (LSTA) Continuing Education Grant-In-Aid Award scholarship in the amount of [\$4,508.00; 10% County match recommended] for the travel, meals, and lodging of four Washoe County Library employees who attended the Association of Rural and Small Libraries (ARSL) Conference in Albuquerque, New Mexico, for a retroactive term of September 17 to September 21, 2025, awarded to Washoe County Library by the Nevada State Library, Archives and Public Records through the Institute of Museum and Library Services; if approved, to direct Finance to make the necessary budget amendments. (All Commission Districts.)

SUMMARY

Washoe County Library is seeking retroactive approval of a Federal 2024 Library Services and Technology Act (LSTA) Continuing Education Grant-In-Aid Award scholarship in the amount of [\$4,508.00; 10% County match recommended] for the travel, meals, and lodging of four Washoe County Library employees who attended the Association of Rural and Small Libraries (ARSL) Conference in Albuquerque, New Mexico. The conference took place from September 17 to September 21, 2025.

Washoe County Strategic Objective supported by this item: Vulnerable populations

PREVIOUS ACTION

No previous action.

BACKGROUND

The Nevada State Library, Archives and Public Records received funding from the Institute of Museum and Library Services for the purpose of continuing education and professional development of library employees. Specific funding was made available for

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attendance of the 2025 Association of Rural and Small Libraries (ARSL) Conference in Albuquerque, New Mexico, from September 17 to September 21, 2025. The mission of the ARSL is to build strong communities through advocacy, professional development, and elevating the impact of rural and small libraries. Each year, the ARSL creates an innovative conference for library staff and advocates from rural and small communities, designed with the understanding that professional development and networking are essential. Conference sessions include topics such as programming, fundraising, working with boards, and keeping up with technology.

Four Washoe County Library employees, representing the Technical Services department, and the South Valleys, Spanish Springs, and Sparks libraries, attended the conference.

Retroactive approval of the scholarship funds is sought due to the availability of final expenditures affecting the budget.

If approved and accepted, these grant funds will reimburse Washoe County Library for travel and meals & lodging expenses for four library staffers in the amount of \$4,508.00.

GRANT AWARD SUMMARY

Project/Program Name: ARSL 2024 LSTA Continuing Education Grant

Scope of the Project: The Nevada State Library, Archives and Public Records received funding from the Institute of Museum and Library Services for scholarships for attendance of the 2025 Association of Rural and Small Libraries conference. Four Washoe County Library staffers attended the conference to gain practical strategies, tools, and ideas tailored to the unique needs of small and rural libraries

Benefit to Washoe County Residents: In addition to building professional skills that will enhance job performance and improve customer service, conference attendees gained inspiration to expand library services and positively affect community impact.

On-Going Program Support: N/A

Award Amount: \$4,508.00

Grant Period: September 17–September 21, 2025

Funding Source: Institute of Museum and Library Services

Pass Through Entity: Nevada State Library, Archives and Public Records

Assistance Listing #/CFDA: 45.310

Grant ID Number: LS-253830-OLS-24

Match Amount and Type: Additional conference expenditures of \$466.44 for meals, hotel accommodations, parking, and incidentals in excess of the \$4,508.00 grant will apply to the optional 10% match.

Sub-Awards and Contracts: N/A

FISCAL IMPACT

Should the Board accept this grant award and approve these amendments, the FY26 Washoe County Library adopted budget will be increased by \$4,508.00 in both revenues and expenditures in the following accounts:

Cost Object & Description	G/L Account & Description	Amount
IO-12612 – LSTA Grant	431100 - Federal Grant Revenue	\$4,508.00
IO-12612 – LSTA Grant	711210 - Travel	\$1372.00
IO-12612 – LSTA Grant	711212 – Meals & Lodging	\$3136.00

Total project funds for conference attendance amounted to \$4,974.44. Though a 10% match was recommended and not required, sufficient budget authority exists in FY26 Expansion Fund (402000) Travel (711210) to fund expenditures of \$466.04 above and beyond the grant award amount of \$4,508.00. Nevada State Library, Archives and Public Records will reimburse Washoe County Library the remaining \$4,508.00 for conference expenses. All conference registration fees were waived.

No ongoing and future expenditures are associated with this grant.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve a Federal 2024 Library Services and Technology Act (LSTA) Continuing Education Grant-In-Aid Award scholarship in the amount of [\$4,508.00; 10% County match recommended] for the travel, meals, and lodging of four Washoe County Library employees who attended the Association of Rural and Small Libraries (ARSL) Conference in Albuquerque, New Mexico, for a retroactive term of September 17 to September 21, 2025, awarded to Washoe County Library by the Nevada State Library, Archives and Public Records through the Institute of Museum and Library Services; if approved, to direct Finance to make the necessary budget amendments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: *“Move to approve a Federal 2024 Library Services and Technology Act (LSTA) Continuing Education Grant-In-Aid Award scholarship in the amount of [\$4,508.00; 10% County match recommended] for the travel, meals, and lodging of four Washoe County Library employees who attended the Association of Rural and Small Libraries (ARSL) Conference in Albuquerque, New Mexico, for a retroactive term of September 17 to September 21, 2025, awarded to Washoe County Library by the Nevada State Library,*

Archives and Public Records through the Institute of Museum and Library Services; if approved, to direct Finance to make the necessary budget amendments.”