



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: August 15, 2023

**DATE:** August 7, 2023

**TO:** Board of County Commissioners

**FROM:** Jamie Hemingway, Development Officer, Library  
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**THROUGH:** Jeff Scott, Library Director

**SUBJECT:** Recommendation to approve and accept Federal 2023 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 \$75,000.00 [\$7,698.00 County match] for a retroactive term of July 1, 2023 to August 31, 2024 for the purchase of a bookmobile to expand and improve library outreach services to Washoe County residents in various areas of the County; if approved to authorize the Library Director to sign the grant award documents necessary to receive the funding; if approved to authorize the Comptroller's Office to make the necessary amendments to the Washoe County Library System's Fiscal Year 24 budget to reflect the receipt and use of the grant funds. (All Commission Districts)

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### **SUMMARY**

The Washoe County Library System is requesting that the Board of County Commissioners approve and accept Federal 2023 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 \$75,000.00, with a County match of \$7,698.00, for a retroactive term of July 1, 2023 to August 31, 2024 for the purchase of a bookmobile to expand and improve library outreach services to Washoe County residents in various areas of the County; if approved to authorize the Library Director to sign the grant award documents necessary to receive the funding; and if approved to authorize the Comptroller's Office to make the necessary amendments to the Washoe County Library System's Fiscal Year 24 budget to reflect the receipt and use of the grant funds.

**Washoe County Strategic Objective supported by this item:** Vulnerable Populations

### **PREVIOUS ACTION**

No previous action taken.

AGENDA ITEM # \_\_\_\_\_

## **BACKGROUND**

In February 2023, 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 support digital inclusion and/or serve underserved populations. The Washoe County Library System, based on the goal to serve patrons who live in areas that lack convenient access to libraries, submitted an application for federal grant funding to purchase a van to bring bookmobile services back after a 13-year hiatus in mobile library services. The State of Nevada awarded \$75,000 in grant funds to the Washoe County Library System.

If approved and accepted, these grant funds will allow the Washoe County Library System to purchase a van to be outfitted with shelving, circulating library materials, Chromebooks, and tablets to be checked out and used by Washoe County residents. The funding will be used to meet the LSTA Services and Resources goal. The project will provide mobile library services and materials for target audiences including patrons living in rural areas that lack public transportation; seniors and other members of the public who are unable to travel to the library due to illness, disability, or impairment; and patrons living in areas commonly known as “book deserts,” which are those areas that are not in close proximity to libraries. The bookmobile van will allow library staff to conduct community outreach by taking library materials, providing information about online resources, and providing education about library resources to the target population.

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 August 31, 2024.

## **GRANT AWARD SUMMARY**

**Project/Program Name:** Library Without Borders

**Scope of the Project:** Federal grant monies would be used for mobile library services that will support library outreach to underserved populations of Washoe County. The \$75,000.00 awarded to the Washoe County Library System will be used for the purchase of a bookmobile van to support the delivery of library services to patrons lacking library access.

**Benefit to Washoe County Residents:** The Washoe County Library System seeks to purchase a new bookmobile van that will aid in library outreach efforts to targeted residents of Washoe County. The new bookmobile will bridge the gap in service left behind when the mobile library was discontinued in 2009 and 36 sites lost access to library services.

In the most recent Washoe County Library System Strategic Plan, the goal to stimulate imagination by identifying book deserts and addressing patron proximity to library services was identified as an important need for the public. The goal of the project is to increase accessibility and provide library resources to residents of Washoe County who have difficulty accessing libraries. The bookmobile will allow library staff to conduct

community outreach by taking library services and information to members of the target population in these varied communities. Patrons at bookmobile stops will benefit from interactions with library staff and opportunities to receive direct education about library services. The bookmobile will also provide opportunities for circulation of materials, access to free internet Wi-Fi via onboard hotspot, computer access via onboard Chromebooks, library staff-facilitated technology training, and delivery of materials to homebound patrons.

Providing library services to the underserved residents of Washoe County is the responsibility of the Washoe County Library System. The grant funds will help the library fulfill that responsibility.

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

**Award Amount:** \$75,000.00

**Grant Period:** July 1, 2023 to August 31, 2024

**Funding Source:** Institute of Museum and Library Service

**Pass Through Entity:** State of Nevada

**Assistance Listing #/CFDA:** 45.310

**Grant ID Number:** 2023-06

**Match Amount and Type:** A required match of at least 10% (\$7,698.00) 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 \$7,500.00 for the program. The County will provide \$7,698.00 in Public Library Administration (130100) Operating Supplies (710300) to fund the required match to be used to purchase tablets and supplementary technology.

Should the board accept this grant award and approve the budget amendments for the Library, the Washoe County Library System's adopted budget for FY24 will be increased by \$75,000.00 in both revenues and expenditures in the following accounts:

<b>Cost Object &amp; Description</b>	<b>G/L Account &amp; Description</b>	<b>Amount</b>
IO-19150 – LSTA Grant	431100 - Federal Grant Revenue	\$75,000.00
IO-19150 – LSTA Grant	711504 - Equipment Non-Capital	\$70,597.75
IO-19150 – LSTA Grant	710300 - Operating Supplies	\$4,402.25

The estimated total to implement the project is \$82,698.00. The State of Nevada will reimburse the Washoe County Library System \$75,000 for the bookmobile van and operating supplies. The Washoe County Library System will be responsible for the matching funds and will contribute a total of \$7,698.00.

Sufficient budget authority exists in FY24 Public Library Administration (130100) Operating Supplies (710300) to fund the required match of \$7,500.00 for tablets and supplementary technology. The Library fund has sufficient budget to absorb any associated fuel and maintenance costs associated with the vehicle. Ongoing and future expenditure will be addressed in the FY25 budget process.

### **RECOMMENDATION**

Recommendation to approve and accept Federal 2023 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 \$75,000.00 [\$7,698.00 County match] for a retroactive term of July 1, 2023 to August 31, 2024 for the purchase of a bookmobile to expand and improve library outreach services to Washoe County residents in various areas of the County; if approved to authorize the Library Director to sign the grant award documents necessary to receive the funding; if approved to authorize the Comptroller's Office to make the necessary amendments to the Washoe County Library System's Fiscal 24 year 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 2023 Library Services and Technology Act Grant-In-Aid Award funds from the State of Nevada to the Washoe County Library System in the amount of \$75,000.00, with a \$7,698.00 County match, for a term of July 1, 2023 to August 31, 2024 for the purchase of a bookmobile to expand and improve library outreach services to Washoe County residents in various areas of the County; authorize the Library Director to sign the grant award documents necessary to receive the funding; and authorize the Comptroller's Office to make the necessary amendments to the Washoe County Library System's Fiscal 24 year budget to reflect the receipt and use of the grant funds."*