

AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain, Nevada
Tuesday January 5, 2021 – 5:30 PM

Members: Rebecca Lim, Chairperson Sara Keehfuss, Treasurer
 Gwenn Snow, Vice-Chairperson Frank Wagener-Member
 Mallory Barber, Secretary/Clerk

SPECIAL NOTE: Below is the agenda items scheduled to be considered. All items are approximate except for bid openings, public hearings, and any other items agendized at a specific time. Items on the agenda without a time designation may be taken out of order. The Board may combine two or more agenda items for consideration. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Action may be taken on those items denoted (FOR POSSIBLE ACTION)

ITEM#/SUBJECT

1. Call meeting to order – For Possible Action
2. GENERAL PUBLIC COMMENT – (Three-minute time limit per person.) Action will not be taken on the matter considered during periods until specifically included on an agenda as an action item.
3. Approval of Agenda – For Possible Action
4. Reading, correction and approval of minutes for December 1, 2020 - For Possible Action
5. OPEN DISCUSSION – (This item is for discussion only. No action will be taken at this time. There may be a time limit placed on this discussion if necessary.)
6. INFORMATIONAL ITEMS
 - a. Update from Lumos & Associates for the Manhattan Roof Project
 - b. Mandate or Not to Mandate Covid-19 Vaccinations
 - c. Smoky Valley Library District ranked a 4 Star Library by Library Journal
7. DISTRICT MONTHLY REPORTS- For possible action
 - a. SVLD -
 - b. Children’s Wing report -
8. OLD BUSINESS - For Possible Action
 - a.
9. NEW BUSINESS – For Possible Action
 - a. Discussion and possible decision concerning the yearly evaluation for SVLD
Co-Directors: Jeanne Bleecker and Andrea Madziarek
 - b. Discussion and possible decision concerning updating and use of the Director’s evaluation form
10. CORRESPONDENCE – For possible Action
 - a.

11. FINANCE – For possible Action
 - a. Approve and sign expenditures for January 5, 2021.
 - b. Cash flow
12. GENERAL PUBLIC COMMENT – (Three-minute time limit per person.) Action will not be taken on the matter considered during periods until specifically included on an agenda as an action item.
13. SET DATE AND TIME FOR NEXT MEETING
14. ADJOURN – For Possible Action

Supporting information for this agenda can be obtained from Andrea Madziarek at the Round Mountain Public Library at 775-377-2215 or andream@svld.net

All agendas are posted at the following locations:

Round Mountain Post Office	Round Mountain Public Library	Manhattan Public Library
83 Hadley Circle	73 Hadley Circle	7 Mineral Street
Round Mountain, NV 89045	Round Mountain, NV 89045	Manhattan, NV 89022

Also can be found on the Department of Administration website <https://notice.nv.gov>
County – Nye County - Smoky Valley Library Board.

Any member of the public who is disabled and requires accommodations or assistance at this meeting is requested to notify the Round Mountain Public Library in writing or call (775) 377-2215.

MINUTES
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain, Nevada
Tuesday December 1, 2020– 5:45 PM

Members present: Rebecca Lim, Chairperson
Sara Keehfuss, Treasurer Mallory Barber, Secretary/Clerk
Frank Wagener, Member

Members absent: Gwenn Snow, Vice-Chairperson

Also present: Jeanne Bleecker, Co-Director, Smoky Valley Library District
Andrea Madziarek, Co-Director, Smoky Valley Library District
Amy Madziarek, Children's Wing Dept. Head, RMPL

These minutes are a draft, subject to revision and/or approval by Board of Trustees at their next regularly scheduled meeting

ITEM#/SUBJECT

1. This meeting was called to order at 5:45 pm by Becky Lim
2. General Public Comment: - Nothing at this time
3. Approval agenda – Mallory made a motion to accept agenda for December 1, 2020 with adding Lumos & Associates to informational items and Information for Directors evaluations under New Business C. Sara seconded. All voted in favor. Motion passed.
4. Reading, correction and approval of minutes. Sara made a motion to accept minutes for November 3, 2020. Mallory seconded. All voted in favor. Motion passed.
5. INFORMATIONAL ITEMS –
 - A. Lumos & Associates – Jeanne told the board that we received an email from Lumos & Associates letting us know the status on the roof project. The board read the email that was sent.
6. OPEN DISCUSSION – Jeanne reported to the board that she finished Bibliostat for the State Library. The board asked what bibliostat was for. Jeanne explained that it is information gathered by the State Library on program information, revenues and collection stats for the year. The board would like her to send the information to them so they can read it.
7. DISTRICT REPORTS– For possible action –
 - a. SVLD District report –Board looked over report. No questions were asked.
 - b. Children’s Wing report – Amy reported that all programs for the month of December will be virtual. She said that the Christmas display is up and the outside lights are almost finished. She told the board that all staff members helped this year with the display and lights.
8. OLD BUSINESS– For Possible Action –. Nothing at this time
9. NEW BUSINESS– For possible action –
 - a. Minimum public standards – Jeanne explained the Minimum Standards to the board and that we met all of them. Sara asked about #5 because it mentions weekend and night time hours. Jeanne said she feels that they will still accept this as COVID is the reason why the library had to stay closed. Sara made a motion to approve and sign the Minimum Public Standards for Nevada 2021. Frank Seconded. All voted in favor. Motion passed.
 - b. Five year plan – Jeanne reported to the board that we have accomplished a number of things on the old plan. The board compared the old plan and the new one. Sara asked about adding classes for the 3D printer and

adult computer classes. Frank made a motion to accept the Five year plan as written in December 2020. Mallory seconded. All voted in favor. Motion passed.

c. Annual reviews – Sara presented to the board an evaluation form that she feels is more suitable to evaluate the directors. She reminded the other members that the evaluations are supposed to be completed at the January meeting. The board discussed the forms. Sara said that she feels the directors should also write goals for themselves and send them to the person compiling all the information for the final evaluation. The board talked among themselves and agreed to send all completed evaluation forms to Mallory. Mallory will then summarize and retype the evaluations to be given at the January meeting. Becky asked that the directors send their goals to Mallory also.

10. CORRESPONDENCE –

a. N/A

11. FINANCE -

a. Finance – Sara made a motion to approve and sign vouchers dated December 1, 2020. Frank seconded. All voted in favor. Motion passed.

b. Cash flow – the board looked over the cash flow.

12. General Public Comment – (second) – Nothing at this time.

13. Set date and time of next meeting. The next meeting was set for Tuesday, January 5, 2021 @ 5:30 PM in Round Mountain Public Library in Round Mountain, Nevada.

14. ADJOURN – Sara made a motion to adjourn the meeting @ 6:55 PM.

Date approved

Mallory Barber, Secretary/Clerk

CIVIL/STRUCTURAL ENGINEERING, PLANNING, LANDSCAPE ARCHITECTURE, ENVIRONMENTAL SERVICES, GIS, SURVEYING,
GEOTECHNICAL ENGINEERING, CONSTRUCTION SERVICES, MATERIALS TESTING

DATE: December 23, 2020

TO: Andrea Madziarek, Co-Director SVLD

FROM: Terrence Tobey, S.E.

CC:

SUBJECT: Manhattan Historic Schoolhouse Reroof Project

As you have indicated, the existing tin roofing currently leaks and the leaks are damaging the interior finishes. The tin roofing is attached to the roof framing by nails, which have been driven through the tin roofing into the board sheathing that is installed on top of the roof rafters. This method of attachment has resulted in numerous holes in the tin roofing and these holes appear to have grown larger over the years due to wind action. Sealant has been applied at many of the nail holes, presumably to help seal them. In addition to the nail holes, the roof has other penetrations due to vents, cable attachments, etc. The condition of the flashings at these other penetrations is unknown but it is probable that the flashings require repair or replacement.

We discussed the leakage problem with a roofing consultant, who specializes in reroofing. He indicates that repair of the leaks by patching of the existing tin roofing will likely not be possible without detracting from the appearance of the roofing. He recommends that the tin roofing be removed and a new waterproof membrane installed over new plywood sheathing. The waterproof membrane would function as the weather barrier for the roof.

Since the existing tin roofing is integral to the historic characteristics of the building, it is preferable to reinstall the existing tin roofing back onto the roof after the new waterproofing membrane has been installed. The feasibility of removal and reinstallation of the tin roofing was discussed with a local roofing contractor. He indicated that removal of the existing tin roofing might be problematic due to its age and the inability to remove the old nails without damaging the tin roofing. The contractor suggests that replacement panels be available in case the existing roofing is damaged. We are researching the availability of replacement panels that match the existing tin roofing.

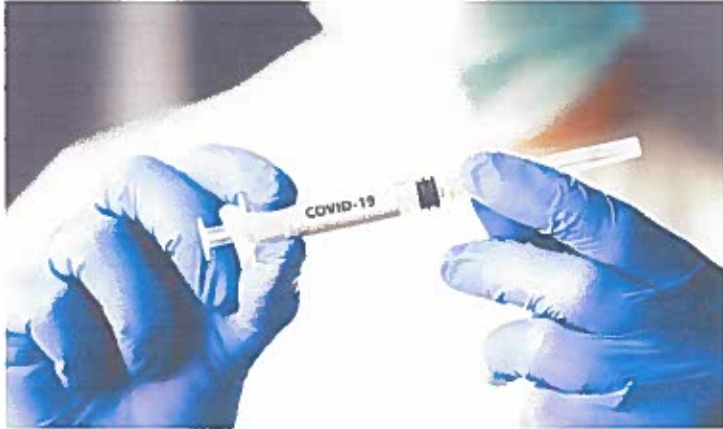
We have also emailed the State Historic Preservation Office to see if they have any issues with the proposed solution. They have some questions about the project, which we will respond to when we complete our initial research and design.

In addition to the roof leakage repairs, it is likely that portions of the roof framing will require strengthening as it is overstressed under the code-required live loads. We will know more about the extent of strengthening after we complete our analysis.

Please let me know if you have any questions or comments regarding our findings to date.

TO MANDATE OR NOT TO MANDATE COVID-19 VACCINE

One of the most common questions employers are grappling with is whether they may require employees to get a COVID-19 vaccine once it is widely available in Nevada.



On December 16, 2020, the Equal Employment Opportunity Commission (EEOC) updated and

expanded its technical assistance publication, [“What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws,”](#) to address questions about how a COVID-19 vaccination interacts with the legal requirements of the Americans with Disabilities Act (ADA), and Title VII of the Civil Rights Act of 1964.*

Generally, the guidance states employers may require employees to be vaccinated so long as employers provided reasonable accommodations to people with disabilities and those with religious objections, as required by the ADA and Title VII, respectively.

Under the ADA, employers must provide a reasonable accommodation to any employee with a qualified disability that prevents them from receiving the vaccine. An employer is not required to provide a reasonable accommodation, however, if none is available, if the reasonable accommodation would present an undue hardship to the employer, or if the employee would pose a direct threat to the health or safety of others that could not be solved via the interactive process concluding with a reasonable accommodation. Undoubtedly, this will be a potential issue for POOL/PACT members who mandate the vaccine.

Like the ADA, Title VII mandates employers that require vaccination to also provide reasonable accommodations for employees with a sincerely held religious belief, practice, or observance that prevents them from taking the vaccine. Any employer faced with a request for a religious exemption may make a reasonable request for supporting information verifying that the basis for the request is, in fact, a sincerely held religious belief.

Labor Relations

While not discussed in the latest guidance, POOL/PACT HR recommends members with unionized workforces should be mindful of any labor contract obligations. COVID-19 vaccinations may require POOL/PACT members to sit down at the bargaining table if they are considering mandatory vaccinations.

In Summary

The temptation to require all employees to take the vaccine will be great. Nonetheless, this will require members to check with legal counsel prior to implementing a vaccine program. If a compulsory program is implemented, it should

include recognition for objections based on religious or medical/disability related grounds.

**Both the ADA and Title VII apply to employers with 15 or more employees.*

DECORATE SAFELY DURING THE HOLIDAYS



IN THE RIGHT *light*
DECORATE YOUR HOME SAFELY DURING THE HOLIDAYS:

According to the National Fire Protection Association, **860 home fires** caused by holiday decorations occur **each year**. An additional **210 home fires** are caused by Christmas trees per year. Follow these steps to ensure you decorate your home safely during the winter holidays.

[CLICK HERE TO DOWNLOAD POSTER](#)

12 HOLIDAY SAFETY TIPS



Tis the season – to celebrate safely!

This isn't just the time of year that we eat more than usual, it's also the time when we have the most household accidents and fires.

EXPENDITURE RANGE \$1M-4.9M

LIBRARY	STATE	PER CAPITA								SCORE
		LEGAL SERVICE AREA POPULATION	PHYSICAL CIRCULATION	E-MATERIAL CIRCULATION	LIBRARY VISITS	PROGRAM ATTENDANCE	PUBLIC COMPUTER USERS	WIFI SESSIONS	ELECTRONIC RETRIEVALS	
Grandview Heights Public Library	OH	7,382	74.01	8.14	55.95	4.78	3.74	17.15	3.83	4,505
The Bampton Library in Bridgehampton	NY	1,827	38.57	6.81	43.13	8.89	2.07	15.12	1.84	3,921
Hudson Library and Historical Society	OH	22,282	46.71	6.88	42.61	2.58	6.18	4.89	1.09	3,504
San Miguel Library District #1 (Telluride)	CO	6,351	29.29	3.80	38.99	4.84	4.85	20.78	3.35	3,204
Westhampton Free Library	NY	5,571	26.36	5.72	25.52	7.65	2.80	6.44	1.55	3,044
Center Moriches Free Public Library	NY	7,548	18.38	3.97	34.02	8.26	1.89	2.99	1.58	2,919
North Kansas City Public Library	MO	4,208	28.79	4.80	33.22	2.94	5.51	3.22	8.88	2,815
Darien Library	CT	21,887	25.59	2.79	17.51	3.18	6.05	7.73	0.15	2,636
Butohogue-New Suffolk Free Library	NY	8,884	28.28	3.11	40.26	4.03	1.72	6.83	9.05	2,622
Wright Memorial Public Library	OH	8,182	42.91	5.72	17.15	2.76	2.02	4.78	2.61	2,424
Fayetteville Free Library	NY	10,347	19.88	2.78	17.65	2.61	6.96	9.69	3.94	2,386
Homewood Public Library	AL	25,613	17.21	5.68	17.43	3.10	3.94	2.51	6.91	2,262
Buxley Public Library	OH	13,064	43.70	3.34	17.31	1.80	2.46	5.15	1.21	2,156
Twinsburg Public Library	OH	24,453	48.84	4.59	13.76	1.62	1.57	2.20	0.29	2,116
Mary Riley Styles Public Library	VA	14,189	28.33	5.27	22.10	2.56	0.98	1.83	1.57	2,078
Lakewood Public Library	OH	51,983	26.95	1.56	16.58	2.07	5.32	3.11	0.64	2,046
Jericho Public Library	NY	17,348	18.36	2.61	17.65	1.46	6.02	5.99	3.16	2,018
Coffey County Library	KS	8,224	14.35	0.88	18.75	4.29	2.35	18.27	0.31	1,969
Rocky River Public Library	OH	20,582	38.88	2.94	15.22	1.45	2.19	5.28	1.06	1,926
Porter Public Library	OH	32,680	31.54	2.08	10.58	1.46	1.23	28.83	34.47	1,910
Harrison Memorial Library	CA	9,760	26.61	3.37	21.99	1.14	2.26	1.70	2.87	1,839
Manlius Library	NY	11,226	21.54	3.34	18.26	2.85	1.36	6.72	1.48	1,803
City of Commerce Public Library	CA	13,087	12.91	0.48	25.36	0.93	5.41	8.08	0.19	1,793
Way Public Library	OH	29,823	31.79	4.66	13.58	0.86	1.06	12.61	0.44	1,786
Lake Forest Library	IL	19,375	15.93	1.34	21.30	1.11	1.34	37.32	11.18	1,781
Bronxville Public Library	NY	6,323	19.34	0.79	22.64	3.14	2.11	1.89	0.20	1,768
Margate City Public Library	NJ	6,354	18.84	2.40	23.00	1.24	3.45	6.89	0.00	1,764
Sedona Public Library	AZ	10,305	22.99	1.90	18.44	1.54	3.50	1.37	0.38	1,761
Park City Library	UT	8,378	11.09	1.80	21.22	3.09	1.99	6.18	0.75	1,717
Sewickley Public Library	PA	13,854	20.04	2.41	16.78	2.49	2.16	1.47	1.42	1,711

EXPENDITURE RANGE \$400K-999.9K

LIBRARY	STATE	PER CAPITA								SCORE
		LEGAL SERVICE AREA POPULATION	PHYSICAL CIRCULATION	E-MATERIAL CIRCULATION	LIBRARY VISITS	PROGRAM ATTENDANCE	PUBLIC COMPUTER USERS	WIFI SESSIONS	ELECTRONIC RETRIEVALS	
West Tibury Free Public Library	MA	2,898	55.99	4.88	56.11	7.89	8.98	39.59	0.83	5,184
Leslie County Public Library	KY	10,334	27.31	17.92	7.69	1.12	18.24	41.80	20.18	4,970
Camden Public Library	ME	4,825	40.39	7.84	47.90	5.46	5.97	23.51	4.09	4,099
Wailfleet Public Library	MA	2,749	38.30	3.74	48.18	9.27	11.39	3.51	7.10	4,072
Quogue Library	NY	1,080	22.42	6.11	35.96	4.88	14.08	11.41	0.32	3,946
Red Hook Public Library	NY	1,981	36.78	3.14	43.69	6.33	2.63	6.80	0.54	3,012
Baines Borough Public Library	AK	2,480	28.57	1.08	32.43	4.32	5.61	18.76	0.85	2,807
Thru Public Library	MA	2,007	28.51	5.66	37.30	4.19	3.76	2.82	1.96	2,712
Brumback Library	OH	23,984	41.65	3.86	17.36	6.16	2.56	3.17	0.02	2,597
Shelter Island Public Library Society	NY	2,392	19.21	8.98	41.70	4.44	3.49	5.21	0.79	2,497
Smoky Valley Library District	NV	1,771	24.65	2.39	31.95	6.53	1.64	2.87	3.88	2,396
Osterville Village Library	MA	2,879	29.34	2.18	27.27	5.54	3.65	1.59	2.58	2,306
Amagansett Free Library	NY	1,365	15.39	3.67	22.64	4.70	3.34	8.79	3.40	2,264
Joyce K. Carver Memorial Soldotna PL	AK	4,327	32.22	3.42	26.04	2.34	3.80	5.32	0.85	2,251
Dover Town Library	MA	5,961	30.84	2.60	14.72	3.18	2.72	14.29	5.74	2,232
Grand County Public Library	UT	9,674	16.82	4.54	15.76	1.32	8.85	16.74	0.15	2,214
Ulla L. Butterfield Memorial Library	NY	2,641	13.56	2.49	33.79	3.32	3.91	9.09	0.63	2,203
Snow Library	MA	5,846	23.05	2.47	22.46	2.63	2.67	12.83	1.29	2,100
Bomer Public Library	AK	5,443	27.38	3.31	24.02	1.72	4.32	4.71	2.79	2,079
Blair Public Library & Technology Center	NE	8,091	17.04	1.85	14.07	3.95	2.85	14.44	2.11	2,011
Henderson Memorial Public Lib. Assoc.	OH	5,252	30.46	3.14	15.43	3.27	2.79	2.54	0.20	1,936
Dennis Public Library	MA	2,801	26.39	2.58	31.65	1.88	2.97	1.67	0.04	1,958
Rewitt Public Library	TX	22,353	18.98	7.03	17.87	2.16	2.40	1.77	0.06	1,947
Edgerton Free Public Library	MA	4,306	17.72	1.72	21.33	3.30	2.11	10.46	0.44	1,904
Harbor-Topsy Memorial Library	OH	3,641	35.12	1.16	15.19	4.00	1.99	1.39	0.22	1,890
Seward Community Library and Museum	AK	2,584	12.52	2.14	28.34	1.53	4.80	6.65	0.85	1,871
Wickliffe Public Library	OH	12,753	32.41	1.87	13.25	3.03	2.28	2.00	0.20	1,795
Monona Public Library	WI	6,523	23.80	2.28	22.31	0.96	0.90	13.91	0.45	1,795
Peninsula Library & Historical Society	OH	2,572	27.97	8.66	6.77	1.74	4.25	1.82	0.16	1,755
Page Public Library	AZ	7,840	15.30	0.26	21.42	2.34	5.00	6.99	1.78	1,754
Garden Home Community Library	OR	5,444	32.36	2.94	17.31	1.76	1.69	1.47	0.96	1,745

Smoky Valley Library District

www.svld.net

Round Mountain Public Library
 P.O. Box 1428
 Round Mountain, Nevada, 89045
 (775) 377-2215
 Fax (775)-377-2699

Manhattan Public Library
 P.O. Box 95
 Manhattan, Nevada, 89022
 (775) 487-2623
 Fax (775) 487-2326

SVLD MONTHLY REPORT FOR NOVEMBER 2020

Materials Added:

Category	RMPL	MPL	TOTAL	Total Materials	Circulations
Adults	48	39	87	12,520	220
Kids	158	6	164	14,560	674
Entertainment	25	64	89	18,501	659
eBooks	0	0	0	2,153	17
eAudio	185	0	185	39,936	58
Databases	0	0	0	54	771
Computer	0	0	0	15	41
GRAND TOTAL	416	109	525	87,739	2440

	RMPL	MPL	TOTAL
Visits	1,581	256	1,837
Wi-Fi	530	101	631
Meeting Room	17	0	17
Patron Cards	7	0	7

Website Visits	456
Volunteer Hours	17
Notaries	24
Tutoring	-
Proctoring	21
ILL	1
AR Testing	109
Reference ?	8
Material Requests	13

Revenues:

Fax	\$	78.00
Fines	\$	9.99
Copies	\$	89.10
Donations	\$	10.30
Misc.	\$	169.50
GRAND TOTAL:	\$	356.89

PROGRAMS:

Name	Offered	Attendance
Classes	4	90
3 Year Old Preschool	10	39
4 Year Old Preschool	10	83
TOTALS:	24	212

Smoky Valley Library District Co-Director Evaluation Form for Trustees

Executive Director's Annual Evaluation *Jeanne Blecker* Date: 12-16-20

Form Instructions:

- 1) each board member should individually respond to this form.
- 2) In responding to the form, board members could refer to the plan of service, board minutes, usage statistics, program results or other information sources from the year.
- 3) Any rating of needs improvement (N) must include an explanation in the comments
- 4) Submit this form to the designated person for inclusion in the Summation Form.

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

Area of Organizational Health

Rating

Customer Service & Community Relations

• Level of patron satisfaction	E ✓	S	N	U
• Customer service received by patrons	E ✓	S	N	U
• Consistent application of policies that affect the public	E ✓	S	N	U
• Services are communicated to the public effectively	E ✓	S	N	U
• Working relationships and cooperative arrangements with government officials, community groups and organizations	E ✓	S	N	U
• Awareness of community needs	E ✓	S	N	U
• Mechanisms are in place to hear from patrons and the community-at-large	E ✓	S	N	U
• Library is being marketed to the community	E	S	✓ N	U

Comments:

Jeanne Blecker is highly effective in this role. The library has been increasing social media use to reach out to the community. The poster printer is a great addition for better advertising of events. Patrons are greeted and offered assistance upon entering the library. Jeanne is passionate about serving the SLVD and our community.

CS & CR totals: E 7 S 1 N U

Organizational Growth

• The library is making progress on its long-range plan (LRP)	E ✓	S	N	U
• Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement	E	S	✓ N	U
• Goals and objectives are evaluated regularly	E ✓	S	N	U
• Creativity and initiative are demonstrated in creating new services/programs	E ✓	S	N	U
• Collection is responsive to community needs	E ✓	S	N	U
• The library is responsive to changes in the community	E ✓	S	N	U
• Staff are aware of library's long-range plan, policies and activities	E	S	N	U ✓
• There is a working knowledge of significant developments and trends in the field	E ✓	S	N	U
• Building and grounds are kept up and needed repairs and maintenance are done on a timely basis	E ✓	S	N	U

Comments:

The library directors have been diligent in creating policy and procedure that allow safe and continued use of resources during the changing recommendations and state mandates during this pandemic. They have managed to make progress on long range plans for the library. The annual harvest festival was revamped to a trunk or treat to allow social distancing while still providing a safe and fun experience for the community. They continue to look for areas to grow and improve.

OG totals: E 7 S 1 N U 1

Administration & Human Resource Management

- | | | | | | |
|---|---|---|---|---|---|
| • Work is effectively assigned; appropriate levels of freedom and authority are delegated | E | ✓ | S | N | U |
| • Job descriptions are developed; regular performance evaluations are held and documented | E | ✓ | S | N | U |
| • Personnel policies and state and federal regulations on workplaces and employment are effectively implemented | E | ✓ | S | N | U |
| • Policies and procedures are in place to maximize volunteer involvement | E | | S | ✓ | N |
| • Staff development and education is encouraged; | E | ✓ | S | N | U |
| • Staff understand how their role at the library relates to the mission | E | | S | N | U |
| • Library climate attracts, keeps, and motivates a diverse staff of top-quality people | E | ✓ | S | N | U |

Comments:

Policies have been reviewed and the Pool/FACT recommendations have been applied to the library. The day to day operations of the library are not purview of the trustees. The overall function of the library including policies in these ever changing times are a direct reflection of the outstanding library directors.

A&HRM totals: E 5 S 1 N U 1

Financial Management / Legal Compliance / Fundraising

- | | | | | | |
|---|---|---|---|---|---|
| • Adequate control and accounting of all funds takes place; library uses sound financial practices | E | ✓ | S | N | U |
| • Budget is prepared with input from staff and trustees; the library operates within budget guidelines | E | ✓ | S | N | U |
| • Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) | E | ✓ | S | N | U |
| • Positive relationships with government, foundation and corporate funders are in place | E | ✓ | S | N | U |
| • Positive relationships with individual donors is established | E | | S | ✓ | N |
| • Funds are disbursed in accordance with budget, contract/grant requirements and donor designations | E | | S | ✓ | N |

Comments:

Jeanne is doing an excellent job creating the annual budget. Jeanne is a strong contributor to this area of the library. She is very knowledgeable and diligent on the financial side / legal compliance / fund raising component of the operation. She has found resources and uses institutional knowledge to accurately estimate revenues. She keeps the community needs and library objective in the forefront of planning

FM/LC/F totals: E 4 S 2 N U

Board of Trustee relationship

- | | | | | | |
|--|---|---|---|---|---|
| • Appropriate, adequate, and timely information is provided to the board | E | ✓ | S | N | U |
| • Offers professional advice to the Board on items requiring Board Action, with appropriate recommendations based on thorough study and analysis | E | ✓ | S | N | U |
| • The board is informed issues, needs and operations of the Library | E | ✓ | S | N | U |
| • Supports and executes Board policy and intent to public and staff | E | ✓ | S | N | U |

Comments:

Jeanne communicates well with the Board and provides detailed explanations for complex matters.

BTR totals: E 4 S N U

Additional Comments:

This is the evaluation for Jeanna Blocker. Jeanna overall does a very good job as Co-director of the SVLD. She is passionate and truly cares about serving our community. Jeanna especially excels at developing and managing the financial side of the library. Jeanna does an excellent job staying informed of industry standards and innovations. Her knowledge and implementation helps to keep the long-term and capital projects progressing. She manages to balance current community needs with future planning. We look forward to Jeanna Blocker working towards the Smoky Valley Library District goals as stated in the "Smoky Valley Library District Co-Director's Goals For 2021".

Smoky Valley Library District Co-Director's Goals for 2021

Goal #1:

Create a database introduction program to introduce patrons to what's available to them. Either in library or virtual.

Goal#2:

Record virtual webinars on all databases showing patrons how to use them and what electronic resources are available from the District. Starting with Overdrive.

Goal #3:

Find ways to do a Face to Face Reference librarian for patrons to converse with an actual person to ask questions or request materials. (Ex: Facetime, Skype.)

Goal #4

Virtually inform parents what's important for their preschool students to master before entering Kindergarten. Introduce them to the curriculum we use and how successful it's been.

Goal #5

Implement a profession development plan for each employee to work in conjunction with the annual reviews.

Goal #6

Train staff in Excel spreadsheets.

Smoky Valley Library District Co-Director Evaluation Form for Trustees

Executive Director's Annual Evaluation *Andrea Madziarek* Date: 12-16-20

Form Instructions:

- 1) each board member should individually respond to this form.
- 2) In responding to the form, board members could refer to the plan of service, board minutes, usage statistics, program results or other information sources from the year.
- 3) Any rating of needs improvement (N) must include an explanation in the comments
- 4) Submit this form to the designated person for inclusion in the Summation Form.

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

Area of Organizational Health

Rating

Customer Service & Community Relations

• Level of patron satisfaction	E	S ✓	N	U
• Customer service received by patrons	E ✓	S	N	U
• Consistent application of policies that affect the public	E ✓	S	N	U
• Services are communicated to the public effectively	E ✓	S	N	U
• Working relationships and cooperative arrangements with government officials, community groups and organizations	E ✓	S	N	U
• Awareness of community needs	E ✓	S	N	U
• Mechanisms are in place to hear from patrons and the community-at-large	E ✓	S	N	U
• Library is being marketed to the community	E	S ✓	N	U

Comments:

Andrea has developed a website that focuses on ease of use for the patron. She emphasized good customer service to employees. The library works closely with teachers to ensure they have the resources they need for the students. Andrea has done a very nice job of developing and maintaining the library website.

CS & CR totals: E 6 S 2 N U

Organizational Growth

• The library is making progress on its long-range plan (LRP)	E ✓	S	N	U
• Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement	E	S ✓	N	U
• Goals and objectives are evaluated regularly	E ✓	S	N	U
• Creativity and initiative are demonstrated in creating new services/programs	E ✓	S	N	U
• Collection is responsive to community needs	E ✓	S	N	U
• The library is responsive to changes in the community	E ✓	S	N	U
• Staff are aware of library's long-range plan, policies and activities	E	S	N	U ✓
• There is a working knowledge of significant developments and trends in the field	E ✓	S	N	U
• Building and grounds are kept up and needed repairs and maintenance are done on a timely basis	E ✓	S	N	U

Comments:

The library directors staff has been diligent in creating procedures and policies that allow continued usage or resources during the changing recommendations during the pandemic. They have managed to make progress on the long-range plan. This year video games were added to the collection in response to a changing need in the community. Andrea is a key component to this part of our library's success. She presented insightful goals for SLVD for 2021.

OG totals: E 7 S 1 N U 1

Administration & Human Resource Management

- Work is effectively assigned; appropriate levels of freedom and authority are delegated E ✓ S N U
- Job descriptions are developed; regular performance evaluations are held and documented E ✓ S N U
- Personnel policies and state and federal regulations on workplaces and employment are effectively implemented E ✓ S N U
- Policies and procedures are in place to maximize volunteer involvement E S ✓ N U
- Staff development and education is encouraged; E ✓ S N U
- Staff understand how their role at the library relates to the mission E S N U ✓
- Library climate attracts, keeps, and motivates a diverse staff of top-quality people E ✓ S N U

Comments:

Andrea has worked closely with POOL/PACT to ensure policies are in line with state and federal regulations. New policies for public and staff safety were implemented quickly and efficiently to meet the changing state guidelines.

A&HRM totals: E 5 S 1 N U 1

Financial Management / Legal Compliance / Fundraising

- Adequate control and accounting of all funds takes place; library uses sound financial practices E ✓ S N U
- Budget is prepared with input from staff and trustees; the library operates within budget guidelines E ✓ S N U
- Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) E ✓ S N U
- Positive relationships with government, foundation and corporate funders are in place E ✓ S N U
- Positive relationships with individual donors is established E S ✓ N U
- Funds are disbursed in accordance with budget, contract/grant requirements and donor designations E ✓ S N U

Comments:

While Andrea is not the lead on budget and financial matters. She maintains records in accordance to all established policies.

FM/LC/F totals: E 5 S 1 N U

Board of Trustee relationship

- Appropriate, adequate, and timely information is provided to the board E ✓ S N U
- Offers professional advice to the Board on items requiring Board Action, with appropriate recommendations based on thorough study and analysis E ✓ S N U
- The board is informed issues, needs and operations of the Library E ✓ S N U
- Supports and executes Board policy and intent to public and staff E ✓ S N U

Comments:

Andrea is quick to offer documents and information to trustees for background and use in board decisions. Andrea is very knowledgeable and works well with the Board.

BTR totals: E 4 S N U

Additional Comments:

Andrea is has shown dedication and leadership over the course of the year. She was able to guide the staff through new and changing guidances for the health and safety of the staff and community. Her commitment to the Pre-K program lead her to creative solutions and provided a much needed resource for the parents and children. Andrea does very well as Co-director of the SVLD. She handles the people side of the business at a satisfactory level. Andrea has done an excellent job developing and maintaining the SLVD website. She seems very knowledgeable overall on our library and is easy to work with. We look forward to Andrea Madziarek working towards the Smoky Valley Library District goals as stated in the "Smoky Valley Library District Co-Director's Goals For 2021".

Smoky Valley Library District Co-Director's Goals for 2021

Goal #1:

Create a database introduction program to introduce patrons to what's available to them. Either in library or virtual.

Goal#2:

Record virtual webinars on all databases showing patrons how to use them and what electronic resources are available from the District. Starting with Overdrive.

Goal #3:

Find ways to do a Face to Face Reference librarian for patrons to converse with an actual person to ask questions or request materials. (Ex: Facetime, Skype.)

Goal #4

Virtually inform parents what's important for their preschool students to master before entering Kindergarten. Introduce them to the curriculum we use and how successful it's been.

Goal #5

Implement a profession development plan for each employee to work in conjunction with the annual reviews.

Goal #6

Train staff in Excel spreadsheets.

Smoky Valley Library District Co-Director Evaluation Form for Trustees

Executive Director's Annual Evaluation

Date:

Form Instructions:

- 1) *each board member should individually respond to this form.*
- 2) *In responding to the form, board members could refer to the plan of service, board minutes, usage statistics, program results or other information sources from the year.*
- 3) *Any rating of needs improvement (N) must include an explanation in the comments*
- 4) *Submit this form to the designated person for inclusion in the Summation Form.*

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

Area of Organizational Health

Rating

Customer Service & Community Relations

• Level of patron satisfaction	E	S	N	U
• Customer service received by patrons	E	S	N	U
• Consistent application of policies that affect the public	E	S	N	U
• Services are communicated to the public effectively	E	S	N	U
• Working relationships and cooperative arrangements with government officials, community groups and organizations	E	S	N	U
• Awareness of community needs	E	S	N	U
• Mechanisms are in place to hear from patrons and the community-at-large	E	S	N	U
• Library is being marketed to the community	E	S	N	U

Comments:

CS & CR totals: E ___ S ___ N ___ U ___

Organizational Growth

• The library is making progress on its long-range plan (LRP)	E	S	N	U
• Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement	E	S	N	U
• Goals and objectives are evaluated regularly	E	S	N	U
• Creativity and initiative are demonstrated in creating new services/programs	E	S	N	U
• Collection is responsive to community needs	E	S	N	U
• The library is responsive to changes in the community	E	S	N	U
• Staff are aware of library's long-range plan, policies and activities	E	S	N	U
• There is a working knowledge of significant developments and trends in the field	E	S	N	U
• Building and grounds are kept up and needed repairs and maintenance are done on a timely basis	E	S	N	U

Comments:

OG totals: E ___ S ___ N ___ U ___

Administration & Human Resource Management

- | | | | | |
|---|---|---|---|---|
| • Work is effectively assigned; appropriate levels of freedom and authority are delegated | E | S | N | U |
| • Job descriptions are developed; regular performance evaluations are held and documented | E | S | N | U |
| • Personnel policies and state and federal regulations on workplaces and employment are effectively implemented | E | S | N | U |
| • Policies and procedures are in place to maximize volunteer involvement | E | S | N | U |
| • Staff development and education is encouraged; | E | S | N | U |
| • Staff understand how their role at the library relates to the mission | E | S | N | U |
| • Library climate attracts, keeps, and motivates a diverse staff of top-quality people | E | S | N | U |

Comments:

A&HRM totals: E ___ S ___ N ___ U ___

Financial Management / Legal Compliance / Fundraising

- | | | | | |
|---|---|---|---|---|
| • Adequate control and accounting of all funds takes place; library uses sound financial practices | E | S | N | U |
| • Budget is prepared with input from staff and trustees; the library operates within budget guidelines | E | S | N | U |
| • Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) | E | S | N | U |
| • Positive relationships with government, foundation and corporate funders are in place | E | S | N | U |
| • Positive relationships with individual donors is established | E | S | N | U |
| • Funds are disbursed in accordance with budget, contract/grant requirements and donor designations | E | S | N | U |

Comments:

FM/LC/F totals: E ___ S ___ N ___ U ___

Board of Trustee relationship

- | | | | | |
|--|---|---|---|---|
| • Appropriate, adequate, and timely information is provided to the board | E | S | N | U |
| • Offers professional advice to the Board on items requiring Board Action, with appropriate recommendations based on thorough study and analysis | E | S | N | U |
| • The board is informed issues, needs and operations of the Library | E | S | N | U |
| • Supports and executes Board policy and intent to public and staff | E | S | N | U |

Comments:

BTR totals: E ___ S ___ N ___ U ___

Additional Comments:

SMOKY VALLEY LIBRARY DISTRICT
 PO BOX 1428
 ROUND MOUNTAIN, NV 89045
 EXPENDITURE LISTING

APPROVED USING PRE-APPROVAL LETTER:

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AT&T	11/28/2020	AT&T Dec 2020	\$56.37	Phone, Fax, RMPL
CHASE	11/29/2020	Chase November 2020	\$1,892.61	Credit Card
JW Welding	12/4/2020	251511	\$271.74	Helium
NV ENERGY	12/4/2020	379561 November 2020	\$573.74	Power MPL
NV ENERGY	12/12/2020	378178 November 2020	\$255.70	Power RMPL
NYE COUNTY PUBLIC WORKS	12/1/2020	27-0009067	\$55.00	Water MPL
ROUND MTN PUB UTILITIES	12/1/2020	403 Nov 2020	\$51.50	Water RMPL
XEROX	12/2/2020	012086234	\$503.10	Xerox Lease
XEROX	12/2/2020	012086235	\$552.68	Xerox Lease
AMOUNT			\$4,212.44	

NEW INVOICES:

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	12/10/2020	Amazon Jan 2021	\$5,815.46	Various
BAKER & TAYLOR INC	12/8/2020	2035658767	\$16.43	Adult Books
BAKER & TAYLOR INC	12/16/2020	2035675583	\$15.87	Adult Books
BEN F DOTSON	12/18/2020	121822	\$54,120.00	Capital Outlay
CREATIVE PRODUCT SOURCE, INC	12/9/2020	CPI087693	\$669.20	Promotional
CRIMSON MULTIMEDIA	12/4/2020	004616	\$497.22	Video Games
DEMCO INC	11/30/2020	6878429	\$81.92	Operating Supplies
DESERT GREEN DISPOSAL	1/1/2021	2211	\$135.00	Trash Disposal
GENERAL STORE	12/7/2020	02-911312	\$8.78	Programs
GENERAL STORE	12/11/2020	01-1394675	\$27.96	Programs
JUNIOR LIBRARY GUILD	10/10/2020	525617	\$346.25	Kids Books
JUNIOR LIBRARY GUILD	11/13/2020	533037	\$195.00	Kids Books
MICROMARKETING LLC	12/1/2020	831275	\$51.89	Adult Audios
MICROMARKETING LLC	12/3/2020	831831	\$29.56	Adult Books
MICROMARKETING LLC	12/15/2020	833052	\$73.76	Adult Books
MICROMARKETING LLC	12/17/2020	833128	\$86.44	Adult Audios
MICROMARKETING LLC	12/22/2020	833520	\$37.98	Adult Audios
MICROMARKETING LLC	12/24/2020	833814	\$40.65	Adult Audios
MICROMARKETING LLC	12/24/2020	834028	\$51.97	Kids Books
MIDAMERICA BOOKS	12/1/2020	521989	\$146.65	Kids Books
MIDAMERICA BOOKS	12/1/2020	521992	\$260.40	Kids Books
PENWORTHY COMPANY	12/2/2020	0567683-IN	\$721.49	Kids Books
QUILL	8/4/2020	9243449	\$349.62	Office Supplies
QUILL	10/15/2020	1144333	(\$67.96)	Credit
QUILL	10/23/2020	1153710	(\$67.96)	Credit
QUILL	12/9/2020	12864216	\$99.00	Office Supplies
QUILL	12/11/2020	12987848	\$35.16	Office Janitorial
QUILL	12/16/2020	13094047	\$11.58	Office Janitorial

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
QUILL	12/22/2020	13255752	\$83.13	Office Janitorial
QUILL	12/23/2020	13280171	\$11.98	Office Janitorial
SMOKY VALLEY HARDWARE	12/2/2020	2012-133162	\$90.25	Building Maint
SMOKY VALLEY HARDWARE	12/8/2020	2012-133417	\$57.26	Building Maint
SMOKY VALLEY HARDWARE	12/15/2020	2012-133645	\$66.16	Building Maint
SMOKY VALLEY LIBRARY-	11/30/2020	SVLD PC 11-30-20	\$807.42	Petty Cash
SUBURBAN PROPANE	12/10/2020	Suburban Prop. 12-09	\$3,451.66	Propane

NEW INVOICE TOTAL: \$68,357.18
PRE-APPROVED TOTAL: \$4,212.44
GRAND TOTAL: \$72,569.62

Rebecca Lim, Chairperson

Gwenn Snow, Vice-Chairperson

Mallory Barber, Secretary/Clerk

Sara Keehfuss, Treasurer

Frank Wagener, Member

