

AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain, Nevada
Tuesday February 2, 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 January 5, 2021 - 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.
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 Emergency Paid sick leave and Emergency Family and Medical Leave -
10. CORRESPONDENCE – For possible Action
 - a.
11. FINANCE – For possible Action
 - a. Approve and sign expenditures for February 2, 2021.
 - b. Cash flow
 - c. 2nd Quarter report 2020-2021

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 January 5, 2021– 5:30 PM**

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

Members absent:

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 5:30 pm by Gwenn Snow
2. General Public Comment - Nothing at this time
3. Approval agenda – Sara made a motion to accept agenda for January 5, 2021. Mallory seconded. All voted in favor. Motion passed.
4. Reading, correction and approval of minutes. Frank made a motion to accept minutes for December 1, 2020. Sara seconded. All voted in favor. Motion passed.
5. INFORMATIONAL ITEMS –
 - a. Lumos & Associates – Jeanne told the board that we received an letter from Lumos & Associates letting us know the status on the roof project. The board read the letter that was sent. Discussed options for the roof and the possible contacts that could be made to help with finding a company that may be able to recreate the tin for the roof.
 - b. To mandate or Not to mandate the Covid 19 vaccination – the board discussed the Covid 19 vaccine and that the reason why they feel it should be a personal choice for each employee to take the vaccine or not.
 - c. Emergency Paid Sick Leave and Emergency Family Medical Leave Expiration – the board discussed this expiration of date that was mandated. The board discussed whether or not to continue paying employees for Covid 19 related illness or whether or not the employee should use their accrued sick or annual leave. This will be on the next agenda for further discussion.
 - d. Star Library from Library Journal – Jeanne told the board that we received the information saying that we were again rated a 4 star library by the Library Journal. She gave them the article to read that the Library Journal published.
 - e. POOL/PACT Loss report – Jeanne presented the Pool/Pact loss report to the board for the evaluation done on the library after the earthquake. She said that she is not quite sure how to read it but that she is willing to get more information on it for the board. They all agreed that she should get more information if possible.
6. OPEN DISCUSSION – Jeanne reported that she spoke with Norma Fowler about the Minimum Public Standards concerning the evening hours. She said that because of the pandemic that they are making a lot of exceptions right now. Sara thanked Jeanne for finding out this information.

Jeanne told the board that the Manhattan Library had been broken into over Winter Break and that nothing was damaged or taken that we can tell. Jeanne said she did call the Sheriff's office to report it and that they came out

and took pictures and spoke with Phyllis about it. Jeanne showed the board the pictures of the door they jimmied open. Because of this incident we are moving the security cameras up higher on our to do list.

7. DISTRICT REPORTS– For possible action –

a. SVLD District report –Board looked over report. They all commented on how beautiful the Christmas Lights were.

b. Children's Wing report – Amy reported that they handed out 156 Christmas Mugs and 127 Christmas crafts during Winter Break. She said that we are still doing all our programs virtual and that the winner for the 'A' paper incentive raffle for this semester was Kinsley Larrabee.

8. OLD BUSINESS– For Possible Action –. Nothing at this time

9. NEW BUSINESS– For possible action –

a. Evaluations for Jeanne Bleecker and Andrea Madziarek – The board looked over the evaluations and all agreed with the evaluations presented. The board discussed some of the unknowns and agreed to find out more of these things on their own. Sara made a motion to accept the evaluations as written for Jeanne Bleecker and Andrea Madziarek. Frank seconded. All voted in favor. Motion passed.

b. Evaluation forms – the board discussed the forms for the Directors evaluations and agreed they liked them. It was pointed out that there needs to be a place added for Name and Date at the top of the form. Mallory made a motion to accept the form with corrections to be used yearly for SVLD Directors evaluations. Frank seconded. All voted in favor

10. CORRESPONDENCE –

a. N/A

11. FINANCE -

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

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

12. General Public Comment – (second) – Jeanne told the board that Dan McArthur called and said he would come to a meeting if the Board needed any questioned answered concerning the audit. Jeanne told the board that we have a staff member whose spouse that has major medical issues and that they have incurred a tremendous amount of medical bills in the last several months and will continue to get more due to his condition. The Friends of the Library group is willing to do fundraisers to help them with these expenses and we wanted to let the board know that we are doing this and wanted to know if this would be a problem for anyone. We would like to put jars out we have a few fundraising ideas to start right away. The board supported this as long as it was through the Friends of the Library group.

13. Set date and time of next meeting. The next meeting was set for Tuesday, February 2, 2021 @ 5:30 PM in Round Mountain Public Library in Round Mountain, Nevada.

14. ADJOURN – Sara made a motion to adjourn the meeting @ 7:00 PM.

Date approved

Mallory Barber, Secretary/Clerk

Smoky Valley Library District Co-Director Evaluation Form for Trustees

Executive Director's Annual Evaluation *Jeanne Bloecker* 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 Bloecker 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/PACT 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 Jeanne Blocker. Jeanne overall does a very good job as Co-director of the SVLD. She is passionate and truly cares about serving our community. Jeanne especially excels at developing and managing the financial side of the Library. Jeanne 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 Jeanne 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.

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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".

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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.

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

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Train staff in Excel spreadsheets.

Smoky Valley Library District

www.svld.net

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 P.O. Box 1428
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SVLD MONTHLY REPORT FOR DECEMBER 2020

Materials Added:

Category	RMPL	MPL	TOTAL	Total Materials	Circulations
Adults	170	33	203	12,649	312
Kids	189	11	200	14,521	740
Entertainment	141	57	198	18,834	1,149
eBooks	0	0	0	2,150	17
eAudio	483	0	483	39,936	78
Databases	1	0	1	55	771
Computer	0	0	0	15	56
GRAND TOTAL	984	101	1085	88,160	3123

	RMPL	MPL	TOTAL
Visits	1,192	228	1,420
Wi-Fi	361	152	513
Meeting Room	6	0	6
Patron Cards	6	2	8

Website Visits	324			Revenues:	
Volunteer Hours	10			Fax	\$ 60.00
Notaries	38			Fines	\$ 22.35
Tutoring	3			Copies	\$ 84.85
Proctoring	19			Donations	\$ 16.20
ILL	-			Misc.	\$ 137.87
AR Testing	35			GRAND TOTAL:	\$ 321.27
Reference ?	4				
Material Requests	5				

PROGRAMS:

Name	Offered	Attendance
Classes	2	49
3 Year Old Preschool	6	34
4 Year Old Preschool	6	41
TOTALS:	14	124

Round Mountain Public Library

Children's Wing Report

January 2021

Master of Minutes Reading Challenge:

- **Ages 0-7: 18 participants – 3,075 minutes read**
- **207 coins spent**

We handed out 4 craft bags

Classes: 80

We had 103 AR tests offered 3 times

January views for Facebook:

- **Spanish Class: 177**
- **Storytime: 142**
- **STEM: 134**

January views for YouTube:

- **Storytime: 4**
- **STEM: 4**
- **Spanish Class: 3**

I attended a Summer Reading Workshop on Wednesday, January 13th and Thursday, January 14th. This year's theme is Tails and Tales. I have already talked to Chrissy Pope-

Madziarek our local Animal Control Officer and RMPL will be partnering with the Animal Shelter and bringing awareness to the Valley about proper pet care and what her job is all about.

Joanna and I will be attending Project Wild put on by NDOW. This is a 6-hour course over a 2-day period, it is scheduled for Wednesday, March 24th & Thursday, March 25th. We will be learning about Conservation and Environmental Education. We will be concentrating mostly on Nevada wildlife for the Summer Reading Program. The size of the animals, habitat, what they eat, where they sleep etc.

All our “in-house” programs are still cancelled at this time due to the virus. We will continue to post all our programs on our Facebook page and YouTube Channel.

Students continue to come in and use the internet for homework.

We continue to have a time limit of 15 minutes for other library services.

Smoky Valley Library District

www.svid.net

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EMPLOYEE NOTICE:

EMERGENCY PAID SICK LEAVE AND EMERGENCY FAMILY AND MEDICAL LEAVE EXPIRATION

The Families First Coronavirus Response Act which, in part, mandated the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Extension Act, expires on December 31, 2020. **Therefore, effective January 1, 2021, employees who are absent from work due to COVID-related reasons will be required to use their accrued paid leave.** Once all accrued leave has been exhausted, additional leave may be available through the Family and Medical Leave Act (FMLA), as a reasonable accommodation under the Americans With Disabilities Act (ADA), the Catastrophic Leave Program, or Leave Without Pay policy. Any unused benefits that were available under the Families First Coronavirus Response Act will not be available after December 31, 2020, unless authorized at the sole discretion of SVLD.

We ask that all employees do their part in keeping themselves and others safe by practicing good hygiene, wearing required face coverings, and complying with CDC guidelines. If an employee shows symptoms of, tests positive for, or has been in close contact with someone with symptoms or who has tested positive for COVID-19, the employee must contact his/her supervisor prior to reporting to work to discuss options (e.g., paid leave, teleworking).

CDC website link for proper safety protocol guidelines and instruction:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

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	12/28/2020	AT&T Jan 2021	\$56.37	Phone, Fax, RMPL
CHASE	12/29/2020	Chase December 2020	\$1,735.54	Credit Card
FRONTIER	1/1/2021	Frontier January 2021	\$196.09	Phone, Fax, Internet MPL
MARRACCINI PLUMBING	1/19/2021	75102	\$1,531.25	Building Maint
NV ENERGY	1/12/2021	379561 December 2020	\$819.09	Power MPL
NV ENERGY	1/14/2021	378178 December 2020	\$340.18	Power RMPL
NYE COUNTY PUBLIC WORKS	1/2/2021	27-0009311	\$55.00	Water MPL
XEROX	1/1/2021	012303922	\$462.74	Xerox Lease
XEROX	1/1/2021	012303923	\$489.79	Xerox Lease
AMOUNT			\$5,686.05	

NEW INVOICES:

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	1/10/2021	Amazon February 2021	\$7,739.02	Various
BAKER & TAYLOR INC	12/30/2020	2035699016	\$47.03	Adult Books
BAKER & TAYLOR INC	1/5/2021	2035709556	\$15.30	Adult Books
BAKER & TAYLOR INC	1/13/2021	2035722871	\$31.72	Adult Books
CENGAGE LEARNING	1/6/2021	72832517	\$614.56	Adult Books
CENTER POINT	11/17/2020	1810404	\$22.17	Adult Books
CRIMSON MULTIMEDIA	1/8/2021	004857	\$998.08	Video Games
DANIEL C MCARTHUR LTD	1/15/2021	25180	\$7,199.00	Financial Statement
DEMCO INC	12/30/2020	6889439	\$86.39	Operating Supplies
DEMCO INC	1/20/2021	6896896	\$130.77	Operating Supplies
DESERT GREEN DISPOSAL	2/1/2021	2307	\$135.00	Trash Disposal
GREY HOUSE PUBLISHING	1/4/2021	965226	\$795.00	Database
GREY HOUSE PUBLISHING	1/4/2021	965227	\$200.00	Database
LUMOS AND ASSOCIATES INC	1/15/2021	107267	\$1,691.00	Capital Outlay
MICROMARKETING LLC	1/5/2021	834663	\$81.88	Adult Audios
MICROMARKETING LLC	1/5/2021	834696	\$36.39	Adult Audios
MICROMARKETING LLC	1/5/2021	834740	\$36.40	Adult Audios
MICROMARKETING LLC	1/5/2021	835131	\$60.00	Adult Books
MICROMARKETING LLC	1/5/2021	835174	\$19.96	Adult Books
MICROMARKETING LLC	1/7/2021	835661	\$40.95	Adult Audios
MICROMARKETING LLC	1/7/2021	835696	\$35.96	Adult Books
MICROMARKETING LLC	1/7/2021	835759	\$27.18	Kids Books
MICROMARKETING LLC	1/12/2021	835950	\$15.99	Adult Books
MICROMARKETING LLC	1/14/2021	836253	\$31.84	Adult Audios
MICROMARKETING LLC	1/14/2021	836425	\$82.57	Adult Books
MICROMARKETING LLC	1/14/2021	836426	\$47.97	Kids Books
MICROMARKETING LLC	1/19/2021	836502	\$36.39	Adult Audios
MICROMARKETING LLC	1/19/2021	836596	\$36.40	Adult Audios
MICROMARKETING LLC	1/19/2021	837129	\$15.19	Adult Books
MIDAMERICA BOOKS	1/6/2021	525189	\$148.13	Kids Books

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
PENWORTHY COMPANY	1/8/2021	0568557-IN	\$41.35	Kids Books
QUILL	12/31/2020	13402679	\$37.44	Office Janitorial
QUILL	1/4/2021	13455472	\$182.51	Office Janitorial
QUILL	1/12/2021	13748854	\$57.93	Office Janitorial
QUILL	1/13/2021	13792071	\$11.98	Office Janitorial

NEW INVOICE TOTAL: \$20,789.45
PRE-APPROVED TOTAL: \$5,686.05
GRAND TOTAL: \$26,475.50

Rebecca Lim, Chairperson

Gwenn Snow, Vice-Chairperson

Mallory Barber, Secretary/Clerk

Sara Keehfuss, Treasurer

Frank Wagener, Member

PROJECTED Cash Flow 2020-2021 (BUDGETED AMOUNTS)

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Beginning Balance	\$ 646,495	\$ 515,746	\$ 583,950	\$ 453,201	\$ 521,397	\$ 408,648	\$ 283,899	\$ 352,095	\$ 221,346	\$ 289,542	\$ 158,793	\$ 538,969	
Revenues	\$ 3,753	\$ 202,698	\$ 3,753	\$ 202,698	\$ 21,753	\$ 9,753	\$ 202,698	\$ 3,753	\$ 202,698	\$ 3,753	\$ 514,678	\$ 3,752	\$ 1,375,740
Wages	\$ 59,167	\$ 59,167	\$ 59,167	\$ 29,167	\$ 59,167	\$ 29,167	\$ 59,167	\$ 29,167	\$ 59,167	\$ 29,167	\$ 59,167	\$ 29,167	\$ 710,000
Benefits	\$ 29,167	\$ 29,163	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 29,167	\$ 350,000
Operating	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 20,250	\$ 243,000
Office	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 15,000
Fuel	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 163	\$ 2,000
Ads	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21	\$ 19	\$ 250
Postage	\$ 42	\$ 38	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 500
Leases	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 15,000
Travel	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 87	\$ 1,000
Training	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 163	\$ 2,000
Communications	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 413	\$ 5,000
Utilities	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,479	\$ 1,481	\$ 17,750
Building Maint.	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,587	\$ 55,000
Vehicle Maint.	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 163	\$ 2,000
Equipment Maint.	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 15,000
Professional Services	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 587	\$ 7,000
Dues	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 38	\$ 500
Property Insurance	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,163	\$ 14,000
Unemployment	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 413	\$ 5,000
Grant	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 6,000
Capital Outlay	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 150,000
MONTHLY EXPENDITURE	\$ 134,669	\$ 134,661	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,669	\$ 134,649	\$ 1,616,000
	\$ 515,746	\$ 583,950	\$ 453,201	\$ 521,397	\$ 408,648	\$ 283,899	\$ 352,095	\$ 221,346	\$ 289,542	\$ 158,793	\$ 538,969	\$ 408,235	

ACTUAL CASH FLOW

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Beginning Balance	\$ 689,498	\$ 597,437	\$ 665,482	\$ 581,529	\$ 644,733	\$ 525,996	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	
Revenues	\$ 2,960	\$ 172,038	\$ 17,830	\$ 152,595	\$ 14,026	\$ 183,089	\$ 47,764	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 542,518
Wages	\$ 45,486	\$ 48,833	\$ 47,513	\$ 48,017	\$ 75,337	\$ 47,764	\$ 23,339	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 312,950
Benefits	\$ 20,930	\$ 23,557	\$ 23,324	\$ 23,315	\$ 32,006	\$ 23,339	\$ 104,049	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 146,471
Operating	\$ 13,320	\$ 27,389	\$ 20,127	\$ 11,417	\$ 16,380	\$ 15,417	\$ 4,739	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 243,000
Office	\$ -	\$ 321	\$ 1,155	\$ 314	\$ 1,153	\$ 1,797	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 4,739
Fuel	\$ -	\$ 68	\$ 63	\$ 57	\$ 152	\$ 43	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 383
Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 250
Postage	\$ -	\$ 85	\$ 18	\$ 18	\$ 33	\$ 21	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 175
Leases	\$ 953	\$ 953	\$ 1,323	\$ 1,269	\$ 1,034	\$ 1,056	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 6,588
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ -
Training	\$ -	\$ -	\$ 350	\$ 992	\$ -	\$ -	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 1,342
Communications	\$ 250	\$ 384	\$ 377	\$ 375	\$ 379	\$ 373	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 2,138
Utilities	\$ 55	\$ 727	\$ 654	\$ 458	\$ 490	\$ 936	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 3,320
Building Maint.	\$ 135	\$ 1,182	\$ 3,151	\$ 1,763	\$ 1,170	\$ 741	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 8,142
Vehicle Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ -
Equipment Maint.	\$ -	\$ 308	\$ 1,788	\$ 1,397	\$ 1,228	\$ 1,332	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 6,052
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ 87	\$ 138	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 6,052
Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 225
Property Insurance	\$ 13,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 13,893
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ -
Capital Outlay	\$ 95,022	\$ 103,972	\$ 1,941	\$ 89,391	\$ 3,614	\$ 2,094	\$ -	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 7,813
MONTHLY EXPENDITURE	\$ 597,437	\$ 665,482	\$ 581,529	\$ 644,733	\$ 525,996	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 1,616,000
	\$ 689,498	\$ 597,437	\$ 665,482	\$ 581,529	\$ 644,733	\$ 525,996	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 613,736	\$ 1,616,000

BUDGET Remaining

1,375,740 \$ 833,222
 710,000 \$ 397,050
 350,000 \$ 203,529
 243,000 \$ 138,951
 15,000 \$ 10,261
 2,000 \$ 1,617
 250 \$ 250
 500 \$ 325
 15,000 \$ 8,412
 1,000 \$ 1,000
 2,000 \$ 658
 5,000 \$ 2,862
 17,750 \$ 14,430
 46,858 \$ 46,858
 2,000 \$ 2,000
 8,948 \$ 8,948
 7,000 \$ 7,000
 500 \$ 500
 5,000 \$ 5,000
 6,000 \$ 6,000
 150,000 \$ 142,187
 1,616,000 \$ 997,720

QUESTIONS REGARDING ECONOMIC CONDITIONS

- | Yes | No | Since the last filing: |
|-----------------------------|-------------------------------------|---|
| 1. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has any employer that accounts for 15 % or more of the employment in the area closed or significantly reduced operations since the previous report? If yes, please provide details on page 2. |
| 2. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has your entity experienced a cumulative increase or decrease of 10% or more in population or assessed valuation in the past two years? If yes, please provide details on page 2. |
| 3. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has there been any significant event(s) in the region which could affect your entity positively? If yes, please provide details on page 2. |
| 4. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has there been any significant event(s) in the region which could affect your entity negatively? If yes, please provide details on page 2. |
| 5. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has anything significant occurred which could affect your expected level of revenues? If yes, please provide details on page 2. |

QUESTIONS REGARDING OPERATIONS

- | | | |
|------------------------------|-------------------------------------|---|
| 6. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the ending fund balance in your general (principal operating) fund had an unexplained, unbudgeted, or unanticipated decline for the past two fiscal years? If yes, please provide details on page 2. |
| 7. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the entity entered into any new debt arrangements since the previous report? If yes, please provide details on page 2. |
| 8. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the entity borrowed money to pay for current operations? If yes, please provide details on page 2. |
| 9. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the entity made an interfund loan(s) to pay for current operations? If yes, please provide details on page 2. |
| 10. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the entity failed to pay timely any contributions to governmental agencies for the benefits of its employees, (for example, PERS, Workmen's Comp or Federal taxes)? If yes, please provide details on page 2. |
| 11. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the entity failed to make timely payments for debt service, to vendors or others? If yes, please provide details on page 2. |
| 12. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the entity augmented the appropriated expenses for any proprietary fund since the previous report? If yes, please provide details on page 2. |

13. Cash and cash equivalents (unaudited) as of quarter ending 12/31/2020
(Enterprise Fund(s) Only)

<u>Prior Year</u>	<u>Current Year</u>
<u>N/A</u>	<u>N/A</u>

14. General Fund Ending Balance (unaudited) as of quarter ending 12/31/2020

<u>Prior Year</u>	<u>Current Year</u>
<u>302,926</u>	<u>613,736</u>

15. Cash and cash equivalents (unaudited) as of quarter ending 12/31/2020
(General Fund Only)

<u>Prior Year</u>	<u>Current Year</u>
<u>302,926</u>	<u>613,736</u>

DETAILS OF POSITIVE RESPONSES TO QUESTIONS ON PAGE 1

1-6. _____

7.	Date	Type	Amount
	_____	_____	_____
	_____	_____	_____

8.	Date	Lender	Amount
	_____	_____	_____
	_____	_____	_____

9.	Date	From Fund	To Fund	Amount
	_____	_____	_____	_____
	_____	_____	_____	_____

10-11. _____

12.	Date	Fund	Amount
	_____	_____	_____
	_____	_____	_____

13-15. _____

PREPARED BY: Jeanne Bleecker / Co-Director SVLD
 Name/Title

 Signature

PERSON SIGNING CERTIFIES ALL INFORMATION PROVIDED IS TRUE & CORRECT FOR THE PERIOD INDICATED.

REVIEWED BY: Sara Keehfuss / Treasurer SVLD Trustees
 Name/Title

 Signature