

AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain, Nevada
Tuesday February 7, 2023 – 5:00 PM

Members: Rebecca Lim, Chairperson Sara Keehfuss, Treasurer
 Gwenn Snow, Vice-Chairperson Jamie Grimes, Member
 Sara Sweeney, 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 ACTION)

ITEM#/SUBJECT

1. Call meeting to order –
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. **Comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, willfully disruptive or deemed personal attacks will not be permitted.**
3. Approval of Agenda – For action
4. Reading, correction, and approval of minutes for January 3, 2023 - For action
5. **REPORTS, INFORMATIONAL ITEMS**
 - a. Administrative Reports-
 SVLD Statistic's, RMPL Children's report, correspondence:
 - b. SVLD Board Reports – Comments
6. **OLD BUSINESS** - For action
 - a.
7. **NEW BUSINESS** – For action
 - a. Discussion and possible decision concerning the Annual Audit representation from Dan McArthur
8. **FINANCE** – For action
 - a. Approve and sign expenditures dated for February 7, 2023
 - b. Cash flow
 - c. Audit update
 - d. 2nd Quarter report
9. **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. **Comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, willfully disruptive or deemed personal attacks will not be permitted.**

10. SET DATE AND TIME FOR NEXT MEETING

11. ADJOURN

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 and on the Smoky Valley Library District website www.svld.net

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 3, 2023– 5:00 PM

Members present: Rebecca Lim, Chairperson Gwenn Snow, Vice-Chairperson
Sara Sweeney – Secretary/Clerk Sara Keehfuss, Treasurer
Jamie Grimes, 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 Department Head, SVLD

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 5:00 PM by Becky Lim
2. General Public Comment: Sara S. said that she said that the Christmas Lights outside library look beautiful.
3. Approval agenda – Gwenn made a motion to accept the agenda. Sara K. seconded. All voted in favor. Motion passed.
4. Reading, correction, and approval of minutes. Sara S. made a motion to accept minutes for December 6, 2022, with corrections - #2. Said that she said that – 7b – Laon – Loan. Jamie seconded. All voted in favor. Motion passed.
5. REPORTS, INFORMATIONAL ITEMS –
 - a. Administrative reports – SVLD Stats –
 1. Jeanne told the board that starting next month the programs will be reported on the Children's wing report.
 2. Children's Wing report – Amy presented the Children's Wing Report. Report reflected attendance to programs and for testing.
 - b. SVLD Board Reports – Comments
 1. Jeanne told the board about another power outage that occurred on a Sunday. She said that she did call NV Energy and reported it. Elodia was cleaning and noticed that the lights were flashing and building only had half power. Sara K. asked about Marraccini's coming and looking at the furnaces. She said that they did a maintenance check, cleaned them, and made sure everything looked great.
6. OLD BUSINESS– For action
7. NEW BUSINESS– For action
8. FINANCE – For action
 - a. Expenditures –Jamie made a motion to accept expenditures dated 1-3-2023. Sara K. seconded. All voted in favor. Motion passed.
 - b. Cash Flow – Board reviewed cash flow that Jeanne presented. They talked about the investment lose and it may affect the library.

c. Audit report – Jeanne reported to the board that we did receive an email from the auditor's office stating that our annual audit will be even later than expected. They did send a letter and Jeanne signed it and sent it to the State of Nevada Department of taxation, but she is still waiting for a response from them.

9. General Public Comment – (second) –

10. Set date and time of next meeting – the next meeting was set for February 7, 2023, Round Mountain, Nevada in the Round Mountain Public Library Conference Room at 5:00 PM

11. ADJOURN – Sara S. made a motion to adjourn at 5:32 PM.

Date approved

Sara Sweeney - Secretary/Clerk

Smoky Valley Library District

www.svid.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

SVLD MONTHLY REPORT FOR DECEMBER 2022

Materials Added:

Category	RMPL	MPL	TOTAL	Total Materials	Circulations
Adults	25	5	30	12,562	156
Kids	33	0	33	15,159	1,301
Entertainment	26	8	34	19,054	677
eBooks	31	0	31	2,473	23
eAudio	44	0	44	2,265	96
Databases	0	0	70	70	673
Computer	0	0	15	15	132
GRAND TOTAL	159	13	257	51,598	3058

	RMPL	MPL	TOTAL
Visits	1,843	132	1,975
Wi-Fi	556	51	607
Meeting Room	14	0	14
Hours Open	189	90	279
Museum Visits	-	0	-
Patron Cards	9	0	9

Website Visits	869
Volunteer Hours	15
Notaries	40
Tutoring	11
Proctoring	-
ILL	-
AR Testing / STAR	196
Reference ?	10
Material Requests	7
Locker Usage	-

Revenues:		
Fax	\$	27.00
Fines	\$	159.90
Copies	\$	84.95
Donations	\$	20.00
Misc.	\$	275.90
GRAND TOTAL:	\$	567.75

Round Mountain Public Library

Children's Wing Report

January 2023

Age Group: (0-5)	Offered:	Attendance:
Classes –	5	79
STEM –	4	14
Storytime –	4	35
Pre-K 3yr old	13	78
Pre-K 4yr old	13	62

Age Group: (6-11)	Offered:	Attendance:
Classes –	12	212
STEM –	7	50
Spanish –	4	9

New Patrons: 4

AR tests: 255

Star tests: 2

Tutor – 22

Volunteers: 1 (11.75 hours)

Tabletop: 85

Prints – 64 41 Personal: 5 School: 4 Library: 45 RMGC: 10

We are planning a Book Fair for Monday, April 3rd – Friday, April 7th to help purchase gift for SRP.

Spring Break is Monday, April 10th – Thursday, April 13th. We will have games each day during the break for the kids to play. We will post it when all the details are ironed out.

AR testing with the classes is still going well



STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <https://tax.nv.gov>
Call Center: (866) 962-3707

LAS VEGAS OFFICE
700 E. Warm Springs Rd, Suite 200
Las Vegas, Nevada 89119
Phone: (702) 486-2300
Fax: (702) 486-2373

JOE LOMBARDO
Governor
TONY WREN
Chair, Nevada Tax Commission
SHELLIE HUGHES
Executive Director

CARSON CITY OFFICE
1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
Phone: (775) 684-2000 Fax: (775) 684-2020

RENO OFFICE
4600 Kietzke Lane, Suite L235
Reno, NV 89502
Phone: (775) 687-9999
Fax: (775) 688-1303

January 3, 2023

Ms. Jeanne Bleecker, Co-Director
Smoky Valley Library District
PO Box 1428
Round Mountain, NV 89045

Re: Request for 2nd Extension on Annual Audit Report

Dear Ms. Bleecker,

The Department of Taxation is in receipt of your request for an extension of the filing requirements for the annual audit report. It is the Department's policy to grant extensions only where unforeseen and uncontrollable conditions exist, and where due care and adequate planning by both the entity and the auditor make the four-month statutory audit preparation period insufficient.

Pursuant to your letter dated December 30, 2022, and the Department's policy on granting extensions, Smoky Valley Library District is hereby granted an extension until January 31, 2023, for the submission to its governing body the audit report for the fiscal year ending June 30, 2022.

The extension is contingent on the submission of two copies of the audit report to the Department of Taxation no later than February 28, 2023.

If you should have any questions, please do not hesitate to contact me at 775-684-2027 or e-mail address at barragan@tax.state.nv.us.

Sincerely,

A handwritten signature in cursive script that reads "Kellie Grahmann".

Kellie Grahmann for Evelyn P. Barragan
Budget Analyst
Local Government Finance

Pahrump Office
Nye County Government Center
2100 E. Calvada Blvd.
Suite 100
Pahrump, NV 89048
Phone (775) 751-7075
Fax (775) 751-7093



**Office of the County Manager
Administration Department**

Tonopah Office
Nye County Courthouse
William P. Becko Justice Facility
PO Box 153
Tonopah, NV 89049
Phone (775) 482-8192
Fax (775) 482-8198

January 24, 2023

To: Public Body Members of Nye County

Subject: **2023 Open Meeting Law and Ethics Training**

Nye County will be hosting Open Meeting Law (OML) and Ethics training sessions on the following dates:

- Friday, February 17, 2023, at 10:00 a.m. *Tonopah and Pahrump only*. A representative from the Attorney General's office will be administering the OML training.
- Thursday, February 23 at 2:00 p.m.
- Monday, February 27 at 6:00 p.m.

The training will be accessible at the following locations:

- Beatty Justice Court – 426 C. Avenue South (*February 23rd and 27th only, limited capacity, RSVP REQUIRED*)
- Pahrump BOCC Chambers – 2100 E. Walt Williams Dr.
- Tonopah BOCC Chambers – 101 Radar Road

Pursuant to the mandate made by the Board of County Commissioners at its June 6, 2017 regular meeting, all public body members appointed by the Nye County Board of County Commissioners must participate in the annual Open Meeting Law Training once within the first year of being appointed. In addition, OML training is required once every even-numbered year during your term.

Pursuant to NRS 269.579(2) and the Town Advisory Board Operating Guidelines, training for members is mandatory. Each member of a town advisory board shall, at least once during the first year of the member's initial term of office and at least once during every subsequent year that the member serves in office, attend training relating to the provisions of [chapter 241](#) of NRS.

❖ **RSVP to Nye County Administration** by phone: (775) 751-7075 (Pahrump), (775) 482-8192 (Tonopah), or email: Nyeadmin@co.nye.nv.us by February 13, 2023.

Please contact me if you have any questions or need more information.

Thank you,

A handwritten signature in black ink, appearing to read "S. Tackett".

Samantha Tackett
Administrative Manager

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
AMAZON CAPITAL SERVICES,	1/4/2023	14MJ-1KVP-7MN7	\$17.45	Building Maint
AMAZON CAPITAL SERVICES,	1/6/2023	14TP-737K-4XQW	\$57.91	Movies
AMAZON CAPITAL SERVICES,	1/6/2023	1KDH-P3PM-4PXH	\$14.99	Movies
AMAZON CAPITAL SERVICES,	1/6/2023	1PXJ-MDDK-4TWP	\$121.94	Movies
AMAZON CAPITAL SERVICES,	1/6/2023	1X4J-MLPT-7P96	\$34.75	Vehicle Maint
AMAZON CAPITAL SERVICES,	1/8/2023	1QPG-K7CJ-JRXV	\$76.96	Operating Supplies
AMAZON CAPITAL SERVICES,	1/10/2023	16QY-3W17-7JJN	\$39.90	Building Maint
AMAZON CAPITAL SERVICES,	1/11/2023	11TX-YDXR-F1W6	\$55.76	Kids Books
AMAZON CAPITAL SERVICES,	1/11/2023	1P6H-Y76X-JG9P	\$16.99	Operating Supplies
AMAZON CAPITAL SERVICES,	1/11/2023	1TL1-4W93-HVX3	\$46.99	Operating Supplies
AMAZON CAPITAL SERVICES,	1/12/2023	1CWG-PCJ9-NDL6	\$23.91	Office - Janitorial
AMAZON CAPITAL SERVICES,	1/15/2023	1HT1-K34V-HGD4	(\$4.00)	Movies
AMAZON CAPITAL SERVICES,	1/16/2023	1MK4-CCTT-19LT	\$68.21	Kids Books
AMAZON CAPITAL SERVICES,	1/17/2023	1PLG-LCGY-6H6V	\$29.95	Movies
AMAZON CAPITAL SERVICES,	1/17/2023	1QJG-KQDG-6HR4	(\$127.38)	Office - Janitorial
AMAZON CAPITAL SERVICES,	1/17/2023	11KC-31D7-4HYF	\$19.96	Movies
AMAZON CAPITAL SERVICES,	1/18/2023	139J-XLR1-9P6T	\$1,001.90	Building Maint
AMAZON CAPITAL SERVICES,	1/18/2023	11KC-31D7-9MIJY	\$54.97	Kids Books
AMAZON CAPITAL SERVICES,	1/20/2023	19K9-1TQD-CM6P	(\$18.99)	Kids Books
AMAZON CAPITAL SERVICES,	1/20/2023	1DP1-PKFV-9DVL	\$48.44	Kids Books
AMAZON CAPITAL SERVICES,	1/20/2023	19FH-6RYD-CLQY	\$443.91	Building Maint
AMAZON CAPITAL SERVICES,	1/23/2023	1PH3-LN1X-P7TN	\$180.86	Programs - Preschool
AMAZON CAPITAL SERVICES,	1/23/2023	14DF-4GYJ-1M3G	\$15.80	Kids Books
AMAZON CAPITAL SERVICES,	1/23/2023	1VX4-YPGV-3HXN	\$52.94	Movies
AMAZON CAPITAL SERVICES,	1/24/2023	1CC3-FPL3-1P7Q	(\$6.97)	Movies
AMAZON CAPITAL SERVICES,	1/24/2023	1DMX-TXDR-7XWP	\$38.98	Office Supplies
AMAZON CAPITAL SERVICES,	1/25/2023	1CVD-XWJN-941Y	\$157.38	Programs - Preschool
AMAZON CAPITAL SERVICES,	1/25/2023	1J7L-T4P6-7VJG	\$35.20	Building Maint
AMAZON CAPITAL SERVICES,	1/28/2023	1T61-P1FL-X6GN	\$263.86	Movies
AMAZON CAPITAL SERVICES,	1/30/2023	1WHH-FJL3-9WHJ	\$70.57	Office Supplies
AMAZON CAPITAL SERVICES,	1/31/2023	14C9-Y4DY-19N6	\$159.99	Building Maint
AT&T	12/28/2022	AT&T Jan 23	\$57.72	Phone, Fax RMPL
NV ENERGY	1/4/2023	379561 Dec 22	\$832.03	Power MPL
NV ENERGY	1/14/2023	378178 Jan 23	\$644.63	Power RMPL
ROUND MTN PUBLIC UTILITIES	1/5/2023	403 Dec 22	\$25.00	Water RMPL
SUBURBAN PROPANE	1/13/2023	105974	\$1,122.17	Propane RMPL
XEROX	1/5/2023	018011303	\$177.01	Office - Printing
XEROX	1/5/2023	018011304	\$124.02	Office - Printing
AMOUNT			\$5,975.71	

NEW INVOICES:

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
BAKER & TAYLOR	1/3/2023	2037239387	\$17.28	Adult Books
BAKER & TAYLOR	1/16/2023	2037261745	\$17.27	Adult Books
BAKER & TAYLOR	1/16/2023	2037261746	\$10.64	Adult Books
DESERT GREEN DISPOSAL	2/1/2023	5472	\$140.00	Trash Disposal
JW WELDING	1/31/2023	DA3057	\$19.80	Equipt Maint
QUILL	1/6/2023	30003267	\$147.96	Office - Janitorial
QUILL	1/9/2023	30013018	\$69.99	Office
PENWORTHY	1/5/2023	0587216-IN	\$647.10	Kids Books

NEW INVOICE TOTAL: \$1,070.04
PRE-APPROVED TOTAL: \$5,975.71
GRAND TOTAL: \$7,045.75

Rebecca Lim, Chairperson

Gwenn Snow, Vice-Chairperson

Sara Sweeney, Secretary/Clerk

Sara Keehfuss, Treasurer

Jamie Grimes, Member

**SMOKY VALLEY LIBRARY DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022**

	Major Fund General Fund	Nonmajor Capital Projects Fund	Total Governmental Funds
Revenues			
Taxes:			
Property taxes	\$ 708,148	\$ -	\$ 708,148
Net proceeds	255,157	-	255,157
Total taxes	<u>963,305</u>	<u>-</u>	<u>963,305</u>
Intergovernmental:			
Grants	7,414	-	7,414
School district reimbursements	17,621	-	17,621
Consolidated taxes	47,252	-	47,252
Total intergovernmental	<u>72,287</u>	<u>-</u>	<u>72,287</u>
Charges for services:			
Copies	851	-	851
Fax	419	-	419
Total charges for services	<u>1,270</u>	<u>-</u>	<u>1,270</u>
Fines and forfeitures:			
Book fines	331	-	331
Miscellaneous:			
Investment income (loss)	(35,957)	(235)	(36,192)
Donations	1,141	-	1,141
Other	3,523	-	3,523
Total miscellaneous	<u>(31,293)</u>	<u>(235)</u>	<u>(31,528)</u>
Total revenues	<u>1,005,900</u>	<u>(235)</u>	<u>1,005,665</u>
Expenditures			
Culture and recreation:			
Salaries and wages	676,119	-	676,119
Employee benefits	325,879	-	325,879
Services and supplies	213,429	-	213,429
Capital outlay	141,523	-	141,523
Total expenditures	<u>1,356,950</u>	<u>-</u>	<u>1,356,950</u>
Excess (deficiency) of revenues over expenditures	(351,050)	(235)	(351,285)
Fund Balance			
Beginning of year	831,010	3,715	834,725
End of year	<u>\$ 479,960</u>	<u>\$ 3,480</u>	<u>\$ 483,440</u>

The notes to the financial statements are an integral part of this statement

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 checked="" type="checkbox"/> | <input 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 12/31/2022
(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 12/31/2022

<u>Prior Year</u>	<u>Current Year</u>
<u>439,142</u>	<u>480,016</u>

15. Cash and cash equivalents (unaudited) as of quarter ending 12/31/2022
(General Fund Only)

<u>Prior Year</u>	<u>Current Year</u>
<u>439,142</u>	<u>480,016</u>

DETAILS OF POSITIVE RESPONSES TO QUESTIONS ON PAGE 1

1-6. Due to the significant decrease in revenues for last FY 2021-2022,
We are reducing expenses to compensate for this shortfall.

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 Board
 Name/Title

 Signature