

**AGENDA  
SMOKY VALLEY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Round Mountain Public Library  
Round Mountain, Nevada  
Tuesday April 4, 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 are 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)

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**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 March 7, 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 Audit report by Dan McArthur - Auditor
  - b. Discussion and possible decision concerning policy changes for emergency library closures.
8. FINANCE – For action
  - a. Approve and sign expenditures dated for April 4, 2023
  - b. Cash flow
  - c. 2023-24 Budget Review
  - d. Audit update
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](mailto: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](http://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.

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**MINUTES**  
**SMOKY VALLEY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Round Mountain Public Library**  
**Round Mountain, Nevada**  
**Tuesday March 7, 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

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

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**ITEM#/SUBJECT**

1. This meeting was called to order at 5:05 PM by Becky Lim
  
2. General Public Comment: Sara S asked if the town doesn't have time to come up with a spot for the 4-H garden, is there a spot where they could plant things at the library. Jeanne and Andrea both responded "Yes". In the flower box in Children's Wing playground area. Sara thanked the library for accommodating her for the 4-H project. Jamie asked if she found a coat tree that would be pleasing to the décor and functional for the adult wing of the library could she put one up. She said that she doesn't like using the coat rack in hallway and most adults don't, they use the back of their chair and coats fall on the floor. Directors agreed that it's a good idea. Sara K. asked if the park passes were at the Round Mountain Library only. Jeanne told her "yes" that it is a district project so they will need to be checked out in Round Mountain. Jeanne also told them about the backpack project that will accompany the park passes. They have several different subjects for backpacks, like rock hounding, star gazing, etc.
  
3. Approval agenda –Sara K. made a motion to accept the agenda for March 7, 2023. Sara S. seconded. All voted in favor. Motion passed.
  
4. Reading, correction, and approval of minutes. Sara S. made a motion to accept minutes for February 7, 2023. Jamie seconded. All voted in favor. Motion passed.
  
5. REPORTS, INFORMATIONAL ITEMS –
  - a. Administrative reports – SVLD Stats –
    1. Jeanne told the board that the Town of Round Mountain invited her to their budget workshop to help them understand the budget process. Jeanne wanted to let the board know so they were aware that she would not be in the library that day. Sara Sweeney abstained from this conversation due to conflict of interest. The board agreed Jeanne should go and help the Town Board.
  
    2. Children's Wing report –Amy was absent from this meeting. The board looked over the Children's Wing report. Sara S asked about volunteers.
  - b. SVLD Board Reports – Comments
    1. Sara S, asked if we had a person that needed to do community service, are they allowed to do their hours at the library? Jeanne explained yes, but it also depends on what the community service is for. Correspondence: Letter from the Historic Preservation office stating that if any construction is done on the Manhattan Library building, they need to know and they sent forms to be filled out and filed if we need them.
  
6. OLD BUSINESS– For action

7. NEW BUSINESS– For action

8. FINANCE – For action

- a. Expenditures – Sara S. made a motion to accept expenditure dated 3-7-2023. Jamie. seconded. All voted in favor. Motion passed.
- b. Cash Flow – Board reviewed cash flow that Jeanne presented. They discussed next year’s budget and concerns.
- c. Audit report – Dan McArthur called Jeanne and let her know that there are several entities that do not have their audit reports, including SVLD. They are still waiting for OPEB numbers.

9. General Public Comment – (second) – No comments were made.

10. Set date and time of next meeting – the next meeting was set for April 4, 2023, Round Mountain, Nevada in the Round Mountain Public Library Conference Room at 5:00 PM . The budget hearing was set for Tuesday May 23, 2023 @ 5:00 PM in the Round Mountain Public Library Conference Room.

11. ADJOURN – Gwenn. made a motion to adjourn at 5:41 PM.

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Date approved

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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 FEBRUARY 2023

### Materials Added:

Category	RMPL	MPL	TOTAL	Total Materials	Circulations
Adults	20	3	23	12,608	105
Kids	49	0	49	15,238	1,351
Entertainment	39	6	45	19,090	570
eBooks	215	0	215	2,664	41
eAudio	15	0	15	2,274	114
Databases	0	0	70	70	372
Computer	0	0	15	15	166
<b>GRAND TOTAL</b>	<b>338</b>	<b>9</b>	<b>432</b>	<b>51,959</b>	<b>2719</b>

	RMPL	MPL	TOTAL
Visits	2,227	136	2,363
WI-FI	658	32	690
Meeting Room	24	0	24
Hours Open	190	90	280
Museum Visits	-	0	-
Patron Cards	11	0	11

Website Visits	365
Volunteer Hours	5.5
Notaries	25
Tutoring	19
Proctoring	3
ILL	-
AR Testing / STAR	260 / 14
Reference ?	34
Material Requests	13
Locker Usage	-

### Revenues:

Fax	\$	15.00
Fines	\$	170.82
Copies	\$	129.85
Donations	\$	1.90
Misc.	\$	518.85
<b>GRAND TOTAL:</b>	<b>\$</b>	<b>836.42</b>

Round Mountain Public Library

Children's Wing Report

March 2023

Age Group: (0-5)	Offered:	Attendance:
Classes –	3	32
STEM –	5	19
Storytime –	5	38
Pre-K 3yr old	10	62
Pre-K 4yr old	10	56
Age Group: (6-11)	Offered:	Attendance:
Classes –	13	248
STEM –	6	39
Spanish –	4	4

New Patrons: 8

AR tests: 250

Tutor: 12

Volunteers: 3 (13 hours)

Tabletop: 222

Prints – 19 Personal: 8 Library: 2 RMGC: 2 4H: 1

**Book fair is going on now.**

**Spring Break games will be held from 1:00pm – 2:00pm starting on Monday, April 10<sup>th</sup> through Friday, April 14<sup>th</sup>. Regular library programs will not be held during the week of Spring Break.**

**We are continuing to plan for SRP which is going to be held Tuesday, June 13 – Thursday, June 15<sup>th</sup> and Tuesday, June 20<sup>th</sup> – Thursday, June 22<sup>nd</sup>.**

## **51.0 Emergency closures/Compensation**

1. If for any reason RMPL and MPL must be closed for emergent reasons: Power outage, Inclement weather, or Loss of water or sewer, employees will receive regular pay for time the closure exists. Should an employee decide to remain at his/her residence, because of conditions caused by ice, snow, floodwaters, washouts, or slides (inclement weather) all reasonable attempts should be made to notify his/her immediate supervisor and employee will be expected to use accrued time off. If a supervisor contacts employee to report the closure of the libraries before employee's regular work hours, the employee will receive their regular salary.

**EMERGENCY CLOSURES ARE DECIDED BY LIBRARY DIRECTOR OR A BOARD MEMBER!**

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, INC.	3/7/2023	1P7R-L13Y-61MN	\$30.80	Office Supplies
AMAZON CAPITAL SERVICES, INC.	3/8/2023	1QYH-31JH-67FH	\$199.92	Programs - STEM
AMAZON CAPITAL SERVICES, INC.	3/9/2023	1PF4-16WL-1NGR	\$131.16	Movies
AMAZON CAPITAL SERVICES, INC.	3/9/2023	1XD9-4WFY-3KDJ	\$14.50	Adult Books
AMAZON CAPITAL SERVICES, INC.	3/10/2023	1JPN-YFRG-6QLC	\$41.98	Kids Books
AMAZON CAPITAL SERVICES, INC.	3/12/2023	1K4J-9KPK-KK96	\$27.39	Video Games
AMAZON CAPITAL SERVICES, INC.	3/12/2023	1LC7-Y94D-KFMM	\$171.69	Video Games
AMAZON CAPITAL SERVICES, INC.	3/12/2023	1W49-KDP3-KPGL	\$630.88	Office - Printing
AMAZON CAPITAL SERVICES, INC.	3/12/2023	1W49-KDP3-LWJ4	\$34.94	Kids Books
AMAZON CAPITAL SERVICES, INC.	3/13/2023	1QHT-TMLK-41XT	\$26.43	Adult Books
AMAZON CAPITAL SERVICES, INC.	3/13/2023	1WTW-CY1F-44WT	\$48.78	Adult Books
AMAZON CAPITAL SERVICES, INC.	3/14/2023	1P4T-GLND-1DHG	\$33.98	Building Maint
AMAZON CAPITAL SERVICES, INC.	3/15/2023	161W-H9GM-9Q4F	\$32.78	Building Maint
AMAZON CAPITAL SERVICES, INC.	3/16/2023	1HMY-QJFC-FCXT	\$247.90	Office - Printing
AMAZON CAPITAL SERVICES, INC.	3/19/2023	1DR7-DDKL-HCTV	\$81.03	Kids Books
AMAZON CAPITAL SERVICES, INC.	3/20/2023	17VW-JPRF-N44C	\$83.84	Movies
AMAZON CAPITAL SERVICES, INC.	3/22/2023	1F1K-YQC6-6LYF	\$90.46	Building Maint
AMAZON CAPITAL SERVICES, INC.	3/23/2023	1M46-T9VW-67CT	\$379.12	Office - Printing
AMAZON CAPITAL SERVICES, INC.	3/24/2023	1T9J-VGVM-CPG3	\$123.45	Movies
AMAZON CAPITAL SERVICES, INC.	3/27/2023	1KV6-G44Q-W4NT	\$102.03	Programs - SRP
NV ENERGY	3/4/2023	379561 Feb 2023	\$902.18	Power MPL
NV ENERGY	3/16/2023	378178 Feb 23b	\$683.03	Power RMPL
XEROX CORPORATION	3/4/2023	018445859	\$156.08	Office - Printing
XEROX CORPORATION	3/4/2023	018445860	\$115.51	Office - Printing

**AMOUNT                    \$4,389.86**



Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
BAKER & TAYLOR INC	2/21/2023	2037343584	\$17.88	Adult Books
BAKER & TAYLOR INC	2/21/2023	2037343585	\$68.51	Adult Books
BAKER & TAYLOR INC	2/21/2023	2037343586	\$20.64	Adult Books
BAKER & TAYLOR INC	3/6/2023	2037371697	\$17.87	Adult Books
BAKER & TAYLOR INC	3/6/2023	2037371698	\$51.58	Adult Books
DESERT GREEN DISPOSAL	4/1/2023	5767	\$140.00	Trash Disposal
OVER DRIVE INC	3/24/2023	07818CO23095463	\$3,085.73	NV Grant
QUILL	3/14/2023	31362108	\$47.98	Office Supplies

**NEW INVOICE TOTAL: \$3,450.19**  
**PRE-APPROVED TOTAL: \$4,389.86**  
**GRAND TOTAL: \$7,840.05**

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 Rebecca Lim, Chairperson

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 Gwenn Snow, Vice-Chairperson

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 Sara Sweeney, Secretary/Clerk

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 Sara Keehfuss, Treasurer

\_\_\_\_\_  
 Jamie Grimes, Member

