

AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain, Nevada
Tuesday April 7, 2020 – 5:45 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 agendaized 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.

DUE TO THE CURRENT STATE OF EMERGENCY DECLARED BY THE GOVERNOR BECAUSE OF THE COVID-19 VIRUS, AND MORE SPECIFICALLY GOVERNOR'S DIRECTIVE 003, NO MORE THAN 10 PEOPLE MAY BE IN ATTENDANCE AT ANY GATHERING. THIS MEETING WILL BE HELD IN THE ROUND MOUNTAIN PUBLIC LIBRARY CONFERENCE ROOM WITH BOARD MEMBERS ONLY. PUBLIC COMMENT WILL BE TAKEN BUT WILL BE REQUIRED TO BE SUBMITTED IN WRITING VIA EMAIL TO THE LIBRARY DIRECTORS AND WILL BE READ AND PLACED ON THE RECORD DURING PUBLIC INPUT.

jeanneb@svld.net or andream@svld.net

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 March 3, 2020 - For Possible Action
5. INFORMATIONAL ITEMS
 - a.
6. 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.)
7. OLD BUSINESS - For Possible Action
 - a. Discussion and possible decision concerning a library policy for biological hazards
8. NEW BUSINESS – For Possible Action
 - a. Discussion and possible decision concerning Library District operations during the COVID-19 Pandemic
9. CORRESPONDENCE – For possible Action
 - a.

10. FINANCE – For possible Action

a. Approve and sign expenditures for April 7, 2020

b. Cash Flow

c. Set date and time for the Budget Hearing - May 18-22, 2020

11. 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.

12. SET DATE AND TIME FOR NEXT MEETING

13. 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 March 3, 2020– 5:45 PM**

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

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 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 –Sara made a motion to accept agenda. Mallory seconded. All voted in favor. Motion passed.
4. Reading, correction and approval of minutes –February 4, and 24, 2020. Mallory made a motion to accept minutes as written. Frank seconded. All voted in favor. Motion passed.
5. INFORMATIONAL ITEMS –
 - a.
6. OPEN DISCUSSION –

Andrea and Jeanne thanked Frank for getting the connex for the Library. We expressed the benefit it will be for using it for long term storage. Jeanne said that she wanted to thank the mine and asked who she should include in her letter. Franks said it would be nice to mention: Rusty O'Dell, Chris Swanson, Dave Gines, and Mobil maintenance.

7. LIBRARY REPORTS– For possible action –
 - a. RMPL – Jeanne reported that January was a good month, Checks are were up. She told the board that the reports will be different starting next month, they will be a District report it will show both libraries. We changed our Library system to a District level so we can integrate the libraries and patrons can use both libraries with one (1) card.
 - b. MPL – Jeanne told the board that Whofi is working well to catch people using our internet when we are not open. Manhattan had 140 hits.
 - c. Children's Wing report – Amy reported that the coding class that one of her staff members were going to attend was cancelled and that they are hoping they will reschedule it. We are doing a lot of cross training in different areas of the library so Amy said that she is spreading her staff out so they all can take advantage of the training. Amy will be attending a training in Carson City for Managers on March 11th & 12th and again on March 25th & 26th. Amy reported that she is preparing for the Summer Reading Program: Fairytales & Folklores. Science Week is March 9th – 13th @ 1:00 PM.

8. OLD BUSINESS– For Possible Action –.

a. N/A

9. NEW BUSINESS– For possible action –

a. Evaluations for Jeanne Bleecker and Andrea Madziarek- The board read over the evaluations that were presented. There were no objections or changes made to them. Frank made a motion to accept the evaluations as presented. Mallory seconded. All voted in favor. Motion passed. Mallory made a motion to give Jeanne Bleecker and Andrea Madziarek a 1 step increase in pay retro to the first full payday in January 2020. Frank seconded. All voted in favor. Motion passed. (Evaluations will be part of these minutes.)

b. Library policy – Andrea presented the changes to the policies that Pool/Pact suggested. The board discussed the changes. There was concern with the amount of information in the policies hold. After further discussion on content the board decided to rewrite some of the policy to be in more compliant with the way the library runs. Andrea will go back and do the revisions and bring the policies back before the board for further discussions. This is tabled and will be on the next agenda.

c. Biological Hazards – with the Coronavirus in Nevada Jeanne and Andrea feel it's important to have a plan in case there is a need for the library to be closed. Jeanne explained that we are cleaning extra everyday with Clorox and disinfectants. We are concerned as how to handle sick employees. Should we be sending them home, so they don't spread a bug. How should we handle their sick leave? The board discussed the viruses going around. They feel sick leave and sending employees home should be addressed on a case by case basis's. Jeanne feels at some point that we need to have a policy addressing a disaster plan/biological hazard plan. Board agreed. Andrea said that she would work on a policy.

10. CORRESPONDENCE –

A. Department of Taxation – Extension for annual audit

11. FINANCE -

a. Finance – Mallory made a motion to approve and sign vouchers dated March 3, 2020. Frank seconded. All voted in favor. Motion passed.

b. Cash flow – Jeanne went over cash flow with the board. Jeanne again explained with the taxes she is not sure what month they are for, but she is hoping after talking with Dan she will start receiving receipts.

12. General Public Comment – (second) Andrea mentioned to the board that we may need to change our By-Laws to reflect the meeting time change.

13. Set date and time of next meeting. The next meeting was set for Tuesday, April 7, 2020 @ 5:45 PM in Round Mountain Public Library Conference Room, Round Mountain Nevada.

14. ADJOURN – Mallory made a motion to adjourn the meeting @ 7:08 PM

Date approved

Mallory Barber, Secretary/Clerk

Smoky Valley Library District Employee Performance Review

Employee Information

Employee Name: **Jeanne Bleecker**
Job Title: Co-Director
Date of Hire: *6/21/2004*
Manager: SVLD Board of Trustees
Review Period: 01/01/2019 to 12/31/2019

Type of Appraisal:
Annual

5 = Significantly Above Target

Employee demonstrates substantial knowledge and ability in performance of job duties. Clearly and consistently exceeds expectations. Requires a minimum of direction or supervision. Demonstrates willingness to assume additional responsibilities. Makes significant contributions beyond normal job responsibilities. Is respected by others.

4 = Above Target

Demonstrates strong knowledge and ability in performance of job duties. Consistently meets expectations and frequently performs above stated requirements. Errors are infrequent and are typically detected and corrected by the employee. Accepts supervision in a positive manner. Looks for ways to do a better job.

3 = At Target

Employee demonstrates knowledge and ability to meet performance expectations. Generally corrects any errors with minimum of instruction or assistance. Accepts supervision and training readily. Is a good team player.

2 = Below Target

Areas of employee's performance show significant weakness in accomplishing performance expectations. Performance is below acceptable levels for time in position. Number of work errors requires supervision above normal levels. Does not consistently accomplish objectives. Improvement is required if employee is to retain employment.

1 = Unacceptable

Frequently fails to meet job expectations. Product is clearly below level of acceptability. Shows lack of consistency when performing routine tasks. Has limited grasp of basic job requirements despite repeated coaching and/or retraining. Shows little or no initiative or urgency to perform. Continued employment is in immediate jeopardy.

- *Descriptions in each category are examples.*
- *Other interpretations may be added.*
- *Some categories may be weighted more heavily than others.*
- *Comments required for ratings below and/or significantly above target.*

Performance Categories

Use for all employees:

Communications - Rating 4

Interacts professionally and courteously with fellow employees and citizens. Models positive behaviors. Verbal and written communications are clear and accurate. Listens effectively. Shows support and respect for others. Seeks others' assistance when appropriate.

Comments: On her own initiative, Jeanne revised one of the reports to the board to include subcategories of expenditures to better inform board members.

Customer Focus - Rating 5

Knowledgeable about internal and external customer needs/requirements. Satisfies customer needs using established guidelines. Offers timely, effective, courteous service and assistance. Addresses problems and offers solutions. Serves as a positive role model to others when dealing with customers. Projects a professional and positive demeanor.

Comments: Jeanne takes into consideration the patrons of SVLD with the decisions she makes. She cares about her community, patrons and local school needs. Her customer focus is all about improving the library to fit the community needs.

Job Knowledge - Rating 5

Maintains technical knowledge and displays ability to manage work and complete assignments. Accepts training opportunities to improve level of competence. Offers suggestions to improve product.

Comments: Jeanne has received many certifications and continuously works to improve her knowledge.

Personal Behavior - Rating 4

Dependable. Behavior is a positive example to others. Shows good judgment. Interactions with others carried out with high level of integrity and in an ethical manner. Shows support and respect for others. Demonstrates acceptance of differing behaviors and styles. Works harmoniously and effectively with fellow employees and citizens. Serves as a positive role model by leading and supporting others to effectively work together. Positively accepts feedback and coaching regarding own performance. Adjusts to changing priorities and circumstances. Acceptable punctuality and attendance record.

Comments: Jeanne is an excellent face of the library. She maintains a positive attitude in the busiest of times.

Quality and Quantity of Work - Rating 5

Meets expectations of measured requirements; achieves deadlines. Plans and organizes tasks in order to meet objectives. Participates in and contributes to accomplishment of team efforts. Accepts new tasks with enthusiasm. Work product and assignments completed successfully and in a timely manner. Recognizes and/or identifies opportunities to improve work product and proceeds appropriately. Practices safe work habits. Willing to train others as needed.

Comments: Jeanne provides the "backup" in advance of Board Meetings on a consistent and timely manner.

Additional Comments

If more space is needed for any section, use additional sheets and attach.

Progress/accomplishment of goals for current evaluation period (as documented on last appraisal):

Comments: Jeanne developed the budget and monitors spending on a monthly basis.

Areas requiring development or improvement:

Comments: Continue to listen and being open to new ideas and opinions of others.

Goals and/or training needs for upcoming evaluation period:

Comments: Continue to become certified in all areas that the library can benefit from. Take time to stay abreast of all new ideas, improvements and updates.

Overall rating: 4.75

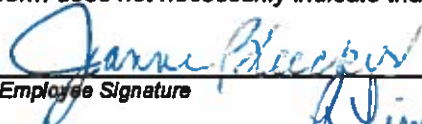

Comments: Jeanne is doing an excellent job as Co-Director of the Library. Keep striving towards providing an outstanding library and services to our community.

Employee Comment/Feedback:

Comments:

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

 Employee Signature	 Manager Signature	3/3/2020 Date	3/3/2020 Date
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Smoky Valley Library District Employee Performance Review

Employee Information

Employee Name: Andrea Madziarek
Job Title: Co-Director
Date of Hire: 9/21/1997
Manager: SVLD Board of Trustees
Review Period: 01/01/2019 to 12/31/2019

Type of Appraisal:
Annual

5 = Significantly Above Target

Employee demonstrates substantial knowledge and ability in performance of job duties. Clearly and consistently exceeds expectations. Requires a minimum of direction or supervision. Demonstrates willingness to assume additional responsibilities. Makes significant contributions beyond normal job responsibilities. Is respected by others.

4 = Above Target

Demonstrates strong knowledge and ability in performance of job duties. Consistently meets expectations and frequently performs above stated requirements. Errors are infrequent and are typically detected and corrected by the employee. Accepts supervision in a positive manner. Looks for ways to do a better job.

3 = At Target

Employee demonstrates knowledge and ability to meet performance expectations. Generally corrects any errors with minimum of instruction or assistance. Accepts supervision and training readily. Is a good team player.

2 = Below Target

Areas of employee's performance show significant weakness in accomplishing performance expectations. Performance is below acceptable levels for time in position. Number of work errors requires supervision above normal levels. Does not consistently accomplish objectives. Improvement is required if employee is to retain employment.

1 = Unacceptable

Frequently fails to meet job expectations. Product is clearly below level of acceptability. Shows lack of consistency when performing routine tasks. Has limited grasp of basic job requirements despite repeated coaching and/or retraining. Shows little or no initiative or urgency to perform. Continued employment is in immediate jeopardy.

- *Descriptions in each category are examples.*
- *Other interpretations may be added.*
- *Some categories may be weighted more heavily than others.*
- *Comments required for ratings below and/or significantly above target.*

Performance Categories

Use for all employees:

Communications - Rating 4

Interacts professionally and courteously with fellow employees and citizens. Models positive behaviors. Verbal and written communications are clear and accurate. Listens effectively. Shows support and respect for others. Seeks others' assistance when appropriate.

Comments: Andrea created a new website to provide more information to patrons about access to the multiple functions of the library and the many digital resources available. Andrea informs board members of correspondences from outside entities when relevant to members' roles.

Customer Focus - Rating 5

Knowledgeable about internal and external customer needs/requirements. Satisfies customer needs using established guidelines. Offers timely, effective, courteous service and assistance. Addresses problems and offers solutions. Serves as a positive role model to others when dealing with customers. Projects a professional and positive demeanor.

Comments: Andrea is continuously looking for new ideas to bring into the Library. She updates the board on things that are doing well and others that could be improved. She informs the boards on the STEM program and how the patrons reacting to the resource. You can tell that Andrea is truly dedicated to the customers of the Library.

Job Knowledge - Rating 5

Maintains technical knowledge and displays ability to manage work and complete assignments. Accepts training opportunities to improve level of competence. Offers suggestions to improve product.

Comments: Demonstrates considerable knowledge about the needs/functions of the library district and the changing roles of libraries in general. Knowledgeable about legislative and other changes that require new or revised district policies.

Personal Behavior - Rating 5

Dependable. Behavior is a positive example to others. Shows good judgment. Interactions with others carried out with high level of integrity and in an ethical manner. Shows support and respect for others. Demonstrates acceptance of differing behaviors and styles. Works harmoniously and effectively with fellow employees and citizens. Serves as a positive role model by leading and supporting others to effectively work together. Positively accepts feedback and coaching regarding own performance. Adjusts to changing priorities and circumstances. Acceptable punctuality and attendance record.

Comments: Andrea has a positive attitude. She remains composed and professional during large community events.

Quality and Quantity of Work - Rating 5

Meets expectations of measured requirements; achieves deadlines. Plans and organizes tasks in order to meet objectives. Participates in and contributes to accomplishment of team efforts. Accepts new tasks with enthusiasm. Work product and assignments completed successfully and in a timely manner. Recognizes and/or identifies opportunities to improve work product and proceeds appropriately. Practices safe work habits. Willing to train others as needed.

Comments: Andrea provides good quality work and has met targets on a consistent basis. She is willing to make improvements and to learn more in order to improve the quality of the library.

Supervision/Management

Complete items below for supervisor/management positions:

Planning and Organization - Rating 5

Able to manage multiple projects simultaneously. Organized and alert to status of work responsibilities. Prioritizes assignments/projects efficiently. Understands relationship between own assignments and those of others. Manages assignments within established budgets.

Comments: Andrea is able to not only get her tasks done, but jump in where her expertise is needed by others.

Decision Making/Problem Solving - Rating 5

Uses good judgment and common sense approach to situations. Able to anticipate problems and provide alternate paths to resolution. Properly uses available resources. Communicates in a timely manner with superiors and subordinates. Analyses and evaluates information to arrive at best course to pursue. Chooses appropriate course to support long range goals. Makes good decisions regarding resources; i.e., personnel and equipment. Accepts responsibility for actions and decisions.

Comments: Andrea makes good and informed decisions using all available resources. She is able to present options and goals with research to back up her findings.

Leadership - Rating 5

Able to inspire others to work together effectively. Effectively communicates objectives and goals, and establishes measurements to evaluate results. Creates supportive environment. Acts as a positive role model. Embraces changing priorities, circumstances and policies and encourages others to do the same. Takes action regarding employees; i.e., recognizes accomplishments, provides effective training and coaching, recognizes and addresses problems, applies consistent and fair treatment regarding disciplinary issues.

Comments: Andrea communicates well. She is supportive and is open to change. Andrea oversees and leads the staff at SVLD by an incredible example.

Additional Comments

If more space is needed for any section, use additional sheets and attach.

Progress/accomplishment of goals for current evaluation period (as documented on last appraisal):

Comments: Andrea completely overhauled the SVLD website in 2019. The new site has a professional appearance and is easy to navigate. The library databases and other offerings are easy to find.

Areas requiring development or improvement:

Comments: The Manhattan library is becoming more popular with patron visits. I believe that Andrea has good ideas and goals to enable the staff and library to function to the best of its abilities.

Goals and/or training needs for upcoming evaluation period:

Comments: Continue working closely with POOL/PACT on documentation and stay up to date on our legal forms, policies and procedures. If Andrea is interested in getting her librarian certification, she would be supported and encouraged to do so.

Overall rating: 4.87


Comments: Andrea is respected by others and makes significant contributions beyond normal and expected responsibilities. She interacts professionally and courteously with fellow employees and patrons.

Employee Comment/Feedback:

Comments:

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.


Employee Signature

3.2.2020
Date


Manager Signature

3/3/2020
Date



Families First Coronavirus Response Act

Human Resources

The Power of the POOL

POOL/PACT HR is publishing this urgent Alert outlining the assistance provided to employees by the passage of the Families First Coronavirus Response Act.

In response to the new Coronavirus, (COVID-19) the Families First Coronavirus Response Act ("the Act") was signed into law on March 18, 2020 by President Trump. This sweeping measure aims to provide urgent assistance to those impacted by the outbreak of COVID-19. The Act expands the Family and Medical Leave Act (FMLA), provides paid leave, provides funding for increased nutritional benefits, enhances unemployment insurance benefits, establishes free COVID-19 testing, and expands required protections by employers for health care workers.

Emergency Family and Medical Leave Expansion Act

The Act expands protections offered within FMLA, taking effect on April 1 2020 and ending December 31, 2020, for a qualifying need related to a Public Health Emergency. An eligible employee under the new Act, is established by having worked at least 30 days with their employer. All public employers are included. The Qualifying Need related to a Public Health Emergency is defined as an employee that is unable to work (or telework) due to a need for leave to care for a child under 18 years of age that has been subjected to school closure, or when the child care provider is unavailable due to a Public Health Emergency, with respect to COVID-19. Certain health care providers and emergency responders are exempt from the provisions of this legislation. Under the provisions of this section of the Act, the first 10 days (2 weeks) of this leave shall be unpaid (can be substituted with accrued vacation, personal, sick leave, or *Emergency Paid Sick Leave* as detailed below), however the following 10 weeks of leave under this section must be paid by the employer, at no less than 2/3 the normal salary, not to exceed \$200 per day or \$10,000 aggregate.

Emergency Paid Sick Leave Act

The Emergency Paid Sick Leave Act, taking effect on April 1, 2020 and ending December 31, 2020, grants paid sick leave to employees (regardless of how long the employee has been employed by the employer), being impacted by COVID-19 for qualified eligible leave days. A leave day shall be qualified as eligible by one of the following reasons:

- The employee is subject to a Federal, State, or local quarantine or isolation related to COVID-19
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.



Families First Coronavirus Response Act

Human Resources

The Power of the POOL/PACT

- The employee is experiencing symptoms of COVID-19 and seeking medical diagnosis.
- The employee is caring for an individual who is subject to isolation or quarantine mandated by Federal, State, or local government or for an individual in quarantine or isolation advised under direction of a Medical Provider.
- The employee is caring for a child who is unable to care for him/herself due to COVID-19-related closing of their school, childcare facility, or other care program.
- The employee is experiencing any other substantially similar situation specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and Secretary of Labor.

Employees that meet the above qualifications, shall be entitled to paid sick leave in the amount of 80 hours for full-time status; part-time employees shall be paid based upon an average of their hours worked over a two-week period. Employers must allow employees to use Paid Sick Leave, as outlined in the Act, prior to using any Employer provided accrued sick leave. Paid leave is capped at \$511 per day (\$5,110 total) for reasons related to the own employee's illness or quarantine, and it is limited to \$200 per day (\$2,000 total) when leave is needed for the care of others or due to school closures. Employees working within the Health Care Sector, or an Emergency Response team may be excluded from the application of this section.

Emergency Unemployment Insurance Stabilization and Access Act of 2020

Unemployment insurance benefits are enhanced, and access is eased through the passage of the Act. States must ease eligibility requirements and access to unemployment benefits for claimants by waiving:

- requirements to search for work (during the time in which they apply for and receive the benefit),
- the one week waiting period typically required for all claimants.

Employers that are directly impacted by COVID-19 due to illness or directed isolation of employees, by a health care provider will not be charged against their unemployment accounts. For more information on Nevada Unemployment, please see POOL/PACT HR's Notice entitled: *Unemployment Benefits Extended for Employees Affected by COVID-19* available in the HR Resource Library at www.poolpact.com to registered users.



Families First Coronavirus Response Act

Human Resources

The Power of the POC

Health Provisions

The Act also gives attention to the testing of COVID-19, specifically it removes costs incurred by the patient, for services associated with the testing of COVID-19. Group health plans shall not impose any cost sharing measures (deductibles, copays, and coinsurance) with services related to COVID-19 diagnostic measures, whether in person or telehealth, or either from an urgent care facility or emergency room facility.

The Expanded requirements for employers in the Health Care sector, are directed by Occupational Safety and Health Administration (OSHA) to issue an Emergency Temporary Standard (ETS) within 30 days of the passage of this Act. The ETS establishes the requirement for Health Care employers, and employers designated as elevated risk, to develop and implement a comprehensive infectious disease exposure control plan to protect employees from exposure to SARS-CoV-2 virus that causes COVID-19. The ETS shall be based on the CDC's 2007 "Guideline for Isolation Precautions: Preventing Transmission and Infectious Agents in Healthcare Settings"; in addition, the ETS may not be less protective than the infectious disease precautions for novel pathogens issued by any OSHA state plan.

Please feel free to contact your HR Business Partner with any questions.

Emergency Family and Medical Leave (EFML)

1. Policy

This policy complies with the Families First Coronavirus Response Act to grant eligible employees protected leave for qualified reasons.

Public employers are covered under the Emergency Family and Medical Leave Expansion Act (EFMLEA) and will comply with the requirements of the EFMLEA and advise employees if they meet the eligibility requirement.

Employers are required to post and keep posted Form WH-1422: Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act in a conspicuous place that can readily be seen by employees and applicants alike, even if no employees are eligible.

This policy is effective at 12:01 a.m. on April 1, 2020 and will remain in effect until 12:00 p.m. on December 31, 2020. It does not apply retroactively.

2. Eligibility

Employees who have been employed by the **Smoky Valley Library District** for 30-calendar days are eligible for EFMLEA leave. All employees meeting the above qualification qualify for EFMLEA, regardless of their seasonal, temporary, etc., status.

3. Duration of Leave

Any eligible employee, as defined above, may be granted a total of 12 weeks of FMLA leave, including EFML leave during a 12-month period. This period is measured backward from the date an employee uses any FMLA leave, including EFMLEA leave. A "week" is defined as a calendar week, regardless of the number of days the employee normally works. Twelve weeks does not entitle a part-time employee working three days a week to 60 leave days, but rather 12 weeks.

Reasons for Leave

EFMLEA may be granted for the following reason:

The employee is unable to work or telework due to a need for leave to care for a minor child if the school or place of care has been closed, or the childcare provider is unavailable, due to a public health emergency declared by a federal, state, or local authority.

4. Compensation During Leave

The first two weeks of EFMLEA leave will be unpaid leave unless the employee has accrued paid leave and is otherwise eligible to use the leave. Employees who are eligible for Emergency Paid Sick Leave (EPSL, see Policy #) will be required to use EPSL during the first two weeks.

Weeks 3 through 12 of EFMLEA leave will be compensated at 2/3 the employee's regular rate of pay, up to \$200 a day and \$10,000 in the aggregate. Employees may substitute accrued annual or sick leave for the pay not covered by EFMLEA, but employers are prohibited from requiring this substitution.

When substituting accrued paid leave for the pay not covered by EFMLEA, the employee must comply with the employer's procedural requirements, terms, and conditions of the paid leave policy as

appropriate; once accrued leave is depleted, the remainder of the leave period will then consist of unpaid leave for the pay not covered by EFMLEA.

5. Intermittent Leave

Employees may take EFMLEA leave intermittently while working at the regular worksite or teleworking, and leave may be taken in any increments agreed upon by the employer and employee. Intermittent leave may be taken in 4 hour increments.

6. Notice of Leave

An employee intending to take EFMLEA leave shall give notice as soon as practicable.

7. Certification of Leave

Employees are required to provide supporting documentation, such as:

- The employee's name,
- Qualifying reason for requesting leave,
- Documentation supporting the reason for leave (such as a notice that has been posted on a government, school, or day care website),
- Statement that the employee is unable to work, including telework, for that reason, and
- The date(s) for which leave is requested.

8. Benefits Coverage During Leave

During a period of EFMLEA leave, an employee will be retained on the SVLD's health plan under the same conditions that would apply if the employee was not on EFMLEA leave. To continue health coverage, the employee must continue to make any contributions that s/he would otherwise be required to make. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage.

If the employee fails to return to work after the expiration of the EFMLEA leave, the employee may be required to reimburse the SVLD for payment of health insurance premiums during the leave, unless the reason the employee cannot return is due to circumstances beyond the employee's control. The definition of "beyond the employee's control" includes a large variety of situations such as: the employee being subject to layoff; continuation, recurrence, or the onset of an FMLA-qualifying event; or the employee's spouse's unexpected worksite relocation of more than 75 miles from the current worksite.

Employees will not accrue sick or annual paid leave for each regularly scheduled hour on paid leave.

9. Anti-Retaliation

An employee shall not be retaliated against for utilizing the leave described in this section. Any employee who believes s/he has been retaliated against in any manner whatsoever should immediately notify the EEO Officer or alternative EEO Officer. The SVLD will promptly investigate and deal appropriately with any allegation of retaliation. In the event retaliation is substantiated, disciplinary action up to and including termination may be taken.

10. Interaction with FMLA

All provisions included in Policy X Family and Medical Leave not covered in this policy apply.

Related Form:

Notice of Eligibility and Rights and Responsibilities for Emergency Family and Medical Leave

Designation Notice for Emergency Family and Medical Leave

**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	2/28/2020	AT&T March 2020	\$48.93	Phone & Fax RMPL
CHASE	2/28/2020	Chase Feb 2020	\$4,577.22	Credit Card
FRONTIER	3/1/2020	Frontier March 2020	\$194.51	Phone, Fax & Int. MPL
NV ENERGY	2/29/2020	379561 Jan 2020	\$534.01	Power MPL
NV ENERGY	3/3/2020	379561 Feb 2020	\$510.19	Power MPL
NV ENERGY	3/14/2020	378178 Feb 2020	\$293.50	Power RMPL
XEROX	3/2/2020	99724694	\$596.49	Xerox Lease
XEROX	3/2/2020	99724695	\$559.46	Xerox Lease
AMOUNT			\$7,314.31	

NEW INVOICES:

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	3/10/2020	Amazon April 2020	\$6,655.11	Various
BAKER & TAYLOR INC	2/25/2020	2035132605	\$32.29	Adult Books
BAKER & TAYLOR INC	3/2/2020	2035149108	\$31.17	Adult Books
BAKER & TAYLOR INC	3/9/2020	2035161825	\$46.46	Adult Books
BAKER & TAYLOR INC	3/18/2020	2035181871	\$30.60	Adult Books
BARBER, JR, BOB	3/31/2020	J3-20	\$2,900.00	Building Maint
CARSON INDUSTRIES INC	3/12/2020	32756	\$249.90	Office - Janitorial
CENTER POINT	3/1/2020	1768421	\$510.48	Adult Books
CENTER POINT	3/9/2020	1770496	\$467.40	Adult Books
CENTER POINT	3/10/2020	1770516	\$80.00	NV Grant
CRIMSON MULTIMEDIA	3/6/2020	3189	\$526.18	Video Games
DEMCO INC	3/2/2020	6781869	\$155.01	Operating Supplies
DEMCO INC	3/12/2020	6788009	\$114.48	Operating Supplies
DESERT GREEN DISPOSAL	4/1/2020	862	\$135.00	Building Maint
GENERAL STORE	3/4/2020	2-798011	\$87.98	Programs - Dr. Suess
GENERAL STORE	3/5/2020	1-1234674	\$6.58	Programs - Dr. Suess
GENERAL STORE	3/6/2020	1-1235277	\$58.37	Programs - Spring B
GENERAL STORE	3/9/2020	1-1236840	\$30.63	Programs - Spring B
GENERAL STORE	3/11/2020	2-800865	\$14.15	Programs - Spring B
GENERAL STORE	3/18/2020	1-1241909	\$26.98	Operating Supplies
GENERAL STORE	3/18/2020	1-1241941	\$99.96	Movies
GENERAL STORE	3/31/2020	2-809263	\$51.98	Movies
JUNIOR LIBRARY GUILD	3/17/2020	508848	\$160.00	Kids Books
JW WELDING	3/31/2020	D88226	\$41.70	Equipment Maint
MICROMARKETING LLC	3/3/2020	805310	\$19.99	Adult Books
MICROMARKETING LLC	3/5/2020	805653	\$84.13	Adult Books
MICROMARKETING LLC	3/10/2020	805935	\$68.16	Kids Books
MICROMARKETING LLC	3/10/2020	806052	\$105.54	Adult Audios
MICROMARKETING LLC	3/12/2020	806412	\$22.39	Adult Books
MICROMARKETING LLC	3/12/2020	806413	\$15.19	NV Grant

SVLD 4/7/2020
FY 2019-2020

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
MICROMARKETING LLC	3/17/2020	807075	\$15.99	Kids Books
MICROMARKETING LLC	3/17/2020	807076	\$97.87	NV Grant
MIDAMERICA BOOKS	2/26/2020	511050	\$373.00	Kids Books
MIDAMERICA BOOKS	3/26/2020	514576	\$113.70	Kids Books
NYE COUNTY PUBLIC WORKS	4/1/2020	27-0007795	\$55.00	Water MPL
OVER DRIVE INC	3/17/2020	7818DA20057590	\$17.99	eBooks
OVER DRIVE INC	3/30/2020	7818CO20075374	\$4,285.27	eAudios
OVER DRIVE INC	3/30/2020	7818CO20075375	\$2,311.00	eBooks
PARACLETE PRESS INC	1/29/2020	705936	\$7.69	Kids Books
PARACLETE PRESS INC	1/30/2020	705964	\$32.07	Adult Books
PARACLETE PRESS INC	2/26/2020	707194	\$13.30	Adult Books
PENWORTHY COMPANY	3/4/2020	561274-IN	\$967.82	Kids Books
QUILL	3/3/2020	5208028	\$234.71	Office - Janitorial
QUILL	3/5/2020	5284776	\$99.95	Office - Janitorial
QUILL	3/9/2020	5367818	\$55.98	Office
QUILL	3/13/2020	5544496	\$62.99	Office - Janitorial
RECORDED BOOKS LLC	3/4/2020	76622976	\$160.80	eAudio
RECORDED BOOKS LLC	3/6/2020	76623832	\$61.75	eAudio
RECORDED BOOKS LLC	3/11/2020	76625680	\$90.24	eAudio
SMOKY VALLEY HARDWARE	3/5/2020	2003-121485	\$27.46	Building Maint
SMOKY VALLEY HARDWARE	3/16/2020	2003-121792	\$54.74	Building Maint
SMOKY VALLEY HARDWARE	3/19/2020	2003-121874	\$47.04	Building Maint
SMOKY VALLEY HARDWARE	3/30/2020	2003-122164	\$11.99	Building Maint

NEW INVOICE TOTAL: \$22,026.16
PRE-APPROVED TOTAL: \$7,314.31
GRAND TOTAL: \$29,340.47

Rebecca Lim, Chairperson

Gwenn Snow, Vice-Chairperson

Mallory Barber, Secretary/Clerk

Sara Keehfuss, Treasurer

Frank Wagener, Member

SVLD 4/7/2020
FY 2019-2020

PROJECTED Cash Flow 2019-2020 (BUDGETED AMOUNTS)

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Beginning Balance	\$ 654,465	\$ 518,987	\$ 568,838	\$ 445,860	\$ 495,044	\$ 395,400	\$ 271,756	\$ 320,940	\$ 197,295	\$ 246,479	\$ 122,835	\$ 423,667	\$ 1,182,890
Revenues	\$ 3,592	\$ 176,420	\$ 3,592	\$ 176,420	\$ 27,592	\$ 3,592	\$ 176,420	\$ 3,592	\$ 176,420	\$ 3,592	\$ 428,068	\$ 3,590	\$ 690,000
Wages	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 57,500	\$ 690,000
Benefits	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 300,000
Operating	\$ 19,333	\$ 19,333	\$ 19,333	\$ 19,333	\$ 19,333	\$ 19,333	\$ 19,333	\$ 19,333	\$ 19,333	\$ 19,333	\$ 19,333	\$ 19,333	\$ 232,000
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
Ads	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 49	\$ 500
Postage	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 750
Leases	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 16,000
Travel	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 41	\$ 49	\$ 500
Training	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 2,500
Communications	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 4,500
Utilities	\$ 1,917	\$ 1,917	\$ 1,917	\$ 1,917	\$ 1,917	\$ 1,917	\$ 1,917	\$ 1,917	\$ 1,917	\$ 1,917	\$ 1,917	\$ 1,917	\$ 23,000
Building Maint.	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 75,000
Vehicle Maint	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 2,500
Equipment Maint.	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 10,000
Professional Services	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 8,000
Dues	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 605
Property Insurance	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500
Unemployment	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 5,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Capital Outlay	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,083	\$ 133,000

ACTUAL CASH FLOW

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Beginning Balance	\$ 730,479	\$ 637,866	\$ 622,141	\$ 507,258	\$ 413,461	\$ 300,701	\$ 197,938	\$ 513,347	\$ 632,748	\$ 559,992	\$ 559,992	\$ 559,992	\$ 812,698
Revenues	\$ 2,691	\$ 115,211	\$ 8,055	\$ 9,296	\$ 17,563	\$ 26,841	\$ 406,530	\$ 204,903	\$ 21,608	\$ 46,923	\$ 45,905	\$ 46,923	\$ 437,213
Wages	\$ 43,577	\$ 45,425	\$ 47,244	\$ 48,976	\$ 46,221	\$ 67,306	\$ 45,636	\$ 45,905	\$ 46,923	\$ 46,923	\$ 45,905	\$ 46,923	\$ 402,457
Benefits	\$ 21,232	\$ 20,850	\$ 22,105	\$ 22,219	\$ 22,552	\$ 27,972	\$ 21,612	\$ 21,901	\$ 22,015	\$ 22,015	\$ 21,901	\$ 21,901	\$ 169,300
Operating	\$ 17,066	\$ 39,984	\$ 31,039	\$ 21,365	\$ 10,863	\$ 19,653	\$ 9,750	\$ 9,900	\$ 9,681	\$ 9,681	\$ 9,900	\$ 9,681	\$ 9,069
Office	\$ -	\$ 550	\$ 621	\$ 1,239	\$ 996	\$ 1,571	\$ 636	\$ 938	\$ 2,519	\$ 2,519	\$ 938	\$ 2,519	\$ -
Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ 118	\$ 98	\$ 18	\$ 18	\$ 116	\$ -	\$ -	\$ 28	\$ 28	\$ -	\$ -	\$ 396
Leases	\$ 885	\$ 1,067	\$ 1,368	\$ 1,303	\$ 1,171	\$ 1,312	\$ 1,100	\$ 1,042	\$ 1,156	\$ 1,156	\$ 1,042	\$ 1,156	\$ 10,404
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188	\$ 246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 435
Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9	\$ 9	\$ -	\$ -	\$ 9
Communications	\$ 240	\$ 245	\$ 246	\$ 247	\$ 253	\$ 250	\$ 248	\$ 200	\$ 300	\$ 300	\$ 200	\$ 300	\$ 2,229
Utilities	\$ 55	\$ 859	\$ 762	\$ 736	\$ 1,133	\$ 736	\$ 4,313	\$ 443	\$ 1,453	\$ 1,453	\$ 443	\$ 443	\$ 10,030
Building Maint.	\$ 70	\$ 6,356	\$ 6,699	\$ 6,301	\$ 7,096	\$ 7,557	\$ 4,014	\$ 4,005	\$ 7,677	\$ 7,677	\$ 4,005	\$ 4,005	\$ 49,776
Vehicle Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155	\$ 169	\$ -	\$ 200	\$ 200	\$ -	\$ 249	\$ 524
Equipment Maint.	\$ -	\$ 2,666	\$ 1,576	\$ 531	\$ 282	\$ 2,788	\$ 364	\$ -	\$ -	\$ -	\$ -	\$ 249	\$ 8,454
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 30
Dues	\$ -	\$ -	\$ 11	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16
Property Insurance	\$ 12,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,180
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 588	\$ 1,136	\$ 368	\$ 368	\$ -	\$ -	\$ 2,092
Capital Outlay	\$ -	\$ 12,818	\$ 11,169	\$ 619	\$ 39,733	\$ -	\$ 2,445	\$ 1,788	\$ 1,788	\$ 1,788	\$ -	\$ -	\$ 68,571
MONTHLY EXPENDITURE	\$ 95,304	\$ 130,936	\$ 122,937	\$ 103,093	\$ 130,324	\$ 129,604	\$ 91,121	\$ 85,501	\$ 94,365	\$ 94,365	\$ -	\$ -	\$ 983,185
	\$ 637,866	\$ 622,141	\$ 507,258	\$ 413,461	\$ 300,701	\$ 197,938	\$ 513,347	\$ 632,748	\$ 559,992	\$ 559,992	\$ 559,992	\$ 559,992	\$ -

BUDGET	Remaining
\$ 1,182,890	\$ 370,192
\$ 690,000	\$ 252,787
\$ 300,000	\$ 97,543
\$ 232,000	\$ 62,700
\$ 15,000	\$ 5,931
\$ 500	\$ 500
\$ 750	\$ 354
\$ 16,000	\$ 5,596
\$ 500	\$ 65
\$ 2,500	\$ 2,491
\$ 4,500	\$ 2,271
\$ 23,000	\$ 12,970
\$ 75,000	\$ 25,224
\$ 2,500	\$ 1,976
\$ 10,000	\$ 1,546
\$ 8,000	\$ 7,970
\$ 605	\$ 589
\$ 12,500	\$ 320
\$ 5,000	\$ 5,000
\$ 6,000	\$ 3,908
\$ 133,000	\$ 64,429
\$ 1,404,355	\$ 421,170