

**AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING**

Round Mountain Public Library

Round Mountain, Nevada

Tuesday May 5, 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 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.

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 CONFERNECE 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 April 7, 2020 - For Possible Action
5. OPEN DISCUSSION – (This item is for discussion only. No action will be taken at this time. There may be a time limit placed on this discussion if necessary.)
6. INFORMATIONAL ITEMS
 - a. Assortment of information concerning re-opening the library
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.

10. CORRESPONDENCE – For possible Action
 - a. Letter of Acceptance for tentative Budget for Fiscal Year 2020-2021
11. FINANCE – For possible Action
 - a. Approve and sign expenditures for May 5, 2020
 - b. Cash Flow
 - c. Approve and sign 3rd Quarter Financial Report
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 April 7, 2020-- 5:45 PM**

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

ITEM#/SUBJECT

1. This meeting was called to order at 5:48 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 –March 3, 2020. Sara Keefus was absent. Library Report – check outs were up. Sara made a motion to accept minutes with corrections. Mallory seconded. All voted in favor. Motion passed.
5. INFORMATIONAL ITEMS –
 - a. Nothing at this time.
6. OPEN DISCUSSION – Jeanne reported to the board all the things we are doing during the COVID-19 closures. We have a quarantine system set up for returned materials, we clean bathrooms after each staff member uses it, and lunch room is cleaned after each use. We are practicing social distancing while continuing to clean shelves and other areas of library. We have a zoom meeting every Tuesday with the State Library and other libraries to keep up with the changes that has and will possibly effect our libraries. Jeanne reminded everyone to do the Census question ere, the link can be found on our website. The library staff has been working hard on projects like organizing the old connex and filling up the new one. We still have orders coming in and have still been filling requests for patrons. We are still checking out material that patrons request, we check it out and hand to them through the door. We are still doing notaries, faxes and making copies, we just ask that they call the library and make arrangements first, so that we do not have more than 2 people at a time in the library.
7. LIBRARY REPORTS– For possible action –
 - a. RMPL – nothing at this time.
 - b. MPL – nothing at this time.
 - c. Children’s Wing report – nothing at this time.
8. OLD BUSINESS– For Possible Action –
 - a. Biological Hazards - The board reviewed the Families First Coronavirus Response Act packet that Pool/Pact put together for entities that may need a policy to deal with the Coronavirus pandemic. They agreed we need to add this. Sara felt that we need to just add is as an addendum to the leave policy at this point. Gwenn made a motion to accept the Families First Coronavirus Response Act as an addendum to our leave policy. Mallory 2nd. All voted in favor. Motion passed.

9. NEW BUSINESS– For possible action –

a. Library operation during the Covid-19 pandemic – Jeanne explained to the board what precautions we are taking to protect ourselves and the public during this time. We practice social distancing while working on projects, we help patrons on an appointment only basis. We are still cleaning and making sure things are sanitized and quarantined for several days before things go back out to the public. We still have a lot of projects we would like to complete while we are closed. Jeanne said we feel that we have enough projects to keep the staff busy and working for several more months. The board agreed that as long as there are projects to do and staff is busy that they can continue to work.

10. CORRESPONDENCE –

A. noting at this time.

11. FINANCE -

a. Finance – Gwenn made a motion to approve and sign vouchers dated April 7, 2020. Sara seconded. All voted in favor. Motion passed.

b. Cash flow – Jeanne went over cash flow with the board. She updated them on the revenues for the year.

c. Set date and time for the budget hearing in May – The budget hearing was set for Tuesday, May 19, 2020 @ 10:00 AM in the Round Mountain Public Library Conference Room. Frank had several concerns about the budget. He stated that if we continue to spend the way we are that we will be out of money in 2 years. Jeanne explained to him how the money comes in and how we adjust monthly if needed. Sara also, explained that we look at the cash flow monthly and we adjust when needed. Frank is still concerned because he feels that we need to not put things in the budget we will not use, like more staff. He feels this will make the budget more solid. Jeanne again said that we adjust when needed and that this is how are budget works. Frank still stated his concerns.

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

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

14. ADJOURN – Mallory made a motion to adjourn the meeting @ 7:45 PM

Date approved

Mallory Barber, Secretary/Clerk

Reopening Guidelines: Planning Timeline



- **Week of April 27:** Checklist to libraries for comment. Checklist covers:
 - Policies/Procedures
 - General Precautions
 - Transmission-Based Precautions
 - PPE
 - Patrons
 - Education/Monitoring
 - Emergency Preparedness
- **Week of May 11:** Survey re: libraries' individual reopening plans
- **Week of May 18:** Guidelines published



Materials Quarantine: No More than 24 Hours Needed, per CDC Epidemiologist

Tuesday, March 31, 2020

In a webinar hosted by IMLS entitled "Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections," Dr. David Berendes, PhD, MSPH, epidemiologist in the Waterborne Disease Prevention Branch of the CDC focusing on global sanitation and hygiene issues, stated that 24 hours is an acceptable duration for materials quarantine. Dr. Berendes added that the CDC is not concerned about books and other paper-based items (including mail and shipped packages) as a mode of transmission of the virus. As such, either disinfection of hard surfaces that tolerate wiping with the appropriate chemical disinfectants, or a 24 hour materials quarantine will suffice. Dr. Berendes advised using these CDC [cleaning and disinfecting instructions](https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html) (<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>), which includes a link to the U.S. Environmental Protection Agency's "[List N](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)" (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)" disinfectants that meet EPA's criteria for use against SARS-CoV-2, the novel coronavirus that causes the disease COVID-19. Hard, nonporous surfaces are the focus of epidemiological concern.

In addition, Dr. Berendes outlined the steps to be taken if you suspect that your work environment has been exposed to COVID-19:

1. Close off the area that the individual used most for as long as possible, up to 24 hours. Note that stagnant areas such as vehicles would require a longer time, whereas environments with good airflow require less time. A well ventilated space may only need a few hours of quarantine.
2. After quarantine, clean the space thoroughly:
 - Hard, nonporous surfaces should be cleaned with soap or detergent and then disinfected with a disinfecting agent found on the EPA's [List N](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)

cov-2). These include all hard, high-touch surfaces and items like doorknobs, tabletops. Etc.

- Soft, porous surfaces such as carpeting, rugs, and drapes should be laundered or cleaned if possible. Fortunately, these surfaces are of less concern because the ability of the virus to release itself in an infectious state from soft surfaces once it has settled into them is unlikely. (This guidance applies to office and public facility space; plush toys and other soft items should be laundered.)
 - Electronics and such items should be wiped or sprayed with a solution containing at least 70% alcohol.
 - Personal protective equipment used by custodial staff should be put on, taken off, and disposed of correctly. Please see the CDC's cleaning and disinfecting instructions (<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>) for details.
3. Encourage proper hand hygiene (<https://www.cdc.gov/handwashing/when-how-handwashing.html>) at all times, per CDC guidelines. This includes wearing disposable gloves, washing hands for 20 seconds with soap and water, using hand sanitizer that contains at least 60% alcohol, and avoiding touching the eyes, nose, and mouth.

This information is not comprehensive. For complete instructions, refer to the CDC's webpage on Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, and Considerations for Employers (<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>).

Submitted by Shannon Schultz, Division for Libraries and Technology

Tags

- Administration & Data
- Resource Sharing
- School Libraries

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100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Disinfecting circulating books

The Northeast Document Conservation Center (NEDCC) recommends a 24 to 72-hour quarantine of returned books as the safest and most effective way to disinfect them. A study that is currently in pre-print has just been released showing that COVID-19 will last on surfaces such as cardboard for 24 hours. The study also indicates that COVID-19 lasts on plastic surfaces for up to 72 hours, making this an appropriate time for books covered in mylar or other plastics, as well as other plastic circulating materials, such as CD's and DVD's:

<https://www.medrxiv.org/content/10.1101/2020.03.09.20033217v1.full.pdf>

Unfortunately, the use of liquid disinfectants is harmful to the books and is not recommended. UV ray exposure as a means of sterilization is also not recommended. Not only are UV rays harmful to the books, but in [correspondence on the Preservation Administrators' Interest Group list-serv](#), the Chair of the American Institute for Conservation Health and Safety Committee has indicated that [40 minutes of exposure at high doses](#) is required to kill bacteria using UV rays and this will not disinfect places that the UV rays miss during exposure.

Staff should be directed to wear gloves when moving collections into quarantine and remove them immediately afterwards so as not to accidentally touch anything else (like door handles). After removing the gloves, staff should wash their hands for 20 seconds, following [CDC guidelines](#).

If a dedicated quarantine space cannot be established, staff can put the item in a bag until the 24 to 48-hour period is over so staff do not accidentally handle the item during the quarantine period.

Public Services Return to Work/Library Re-Opening Plan

- Stage 1 >** some staff work in the building according to set schedule for distancing (one person in work area at a time); providing limited reference, interlibrary loan (most other libraries closed), and books by mail services; handling mail; processing materials; taking care of fiscal, personnel, and statistical tasks
- Stage 2 >** all staff work in the building, collections work caught-up (processing checks/corrections, shelving); circulation updated; files/work transferred back to office work stations; office work routines restored; security services restored; interlibrary loan services for libraries and reference services continue
- Stage 3>** Some public services restored OUT OF BUILDING – curb side delivery/pick-up of library collection materials; limited reference services continue; interlibrary loan services restored
- Stage 4>** Additional public services restored IN LOBBY ONLY- staff on duty in lobby; public laptop wireless computer(s) available in lobby to look for and request library collection materials which will be left outside library door for pick-up by public; telephone reference/research assistance/immediate real time conversations with librarians behind the glass wall; full email reference services restored; full interlibrary loan continue
- Stage 5>** LIBRARY OPEN to public with EXTRA PRECAUTIONS and provided adequate public area sanitation supplies are available – LIBRARY OPEN to public and all library services for the general public are provided on a limited schedule to allow for enhanced cleaning, social distancing accommodations in place such as moving public seating and computers 6 feet apart, perhaps limiting the number of people allowed at one time and limiting computer time to 45 minutes or by appointment so that sanitation can take place between users, and closing the seating wings to reduce sanitation requirements as well as provide a storage area for extra tables and computers
- Stage 6>** LIBRARY OPEN to public, business as usual, all library services for the general public are provided as normal and as scheduled

Smoky Valley Library District

www.svld.net

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

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

SVLD MONTHLY REPORT FOR FEBRUARY 2020

Category	Materials Added	Total Materials	Circulations
Adults	40	-	301
Kids	172	-	1,567
Entertainment	68	-	1,174
eBooks	0	-	30
eAudio	926	-	49
Databases	0	37	-
Computer	0	15	152
GRAND TOTAL	1206	52	3273

	RMPL	MPL	TOTAL
Visits	3,391	60	3,451
Wi-Fi	1,187	141	1,328
Meeting Room	22	4	26
Patron Cards	1,755	55	1,810

Website Visits	1,397	Revenues:	
Volunteer Hours	3	Fax	\$ 124.00
Notaries	35	Fines	\$ 74.96
Tutoring	48	Copies	\$ 94.90
Proctoring	2	Donations	\$ 0.10
ILL	0	Misc.	\$ 198.75
AR Testing	115	GRAND TOTAL:	\$ 492.71
Reference ?	3		

PROGRAMS:

Name	# Offered	Attendance
Preschool (3 yr old)	11	75
Preschool (4 yr old)	11	82
STEM	15	151
Kid Power	15	77
Friday Movie	1	12
Storytime	4	41
Pre -K - 3rd	20	280
TOTALS:	77	718

Smoky Valley Library District

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

SVLD MONTHLY REPORT FOR MARCH 2020

Category	Materials Added	Total Materials	Circulations
Adults	136	-	380
Kids	107	-	1,115
Entertainment	152	-	1,116
eBooks	0	-	30
eAudio	924	-	57
Databases	0	37	-
Computer	0	15	106
GRAND TOTAL	1319	52	2804

	RMPL	MPL	TOTAL
Visits	1,820	26	1,846
Wi-Fi	685	159	844
Meeting Room	18	7	25
Patron Cards	1,765	55	1,820

Website Visits	650	Revenues:	
Volunteer Hours		Fax	\$ 78.00
Notaries	23	Fines	\$ 47.76
Tutoring	10	Copies	\$ 163.25
Proctoring	0	Donations	\$ 12.00
ILL	0	Misc.	\$ 97.54
AR Testing	42	GRAND TOTAL:	\$ 398.55
Reference ?	0		

PROGRAMS:

Name	# Offered	Attendance
Preschool (3 yr old)	3	24
Preschool (4 yr old)	3	21
STEM	4	50
Spring Break	5	40
Doctor Suess	5	92
Storytime	2	42
Pre -K - 3rd	3	28
TOTALS:	25	297



STEVE SISOLAK
Governor
JAMES DEVOLLD
Chair, Nevada Tax Commission
MELANIE YOUNG
Executive Director

**STATE OF NEVADA
DEPARTMENT OF TAXATION**

Web Site: <https://tax.nv.gov>
1550 College Parkway, Suite 115
Carson City, Nevada 89708-7937
Phone: (775) 684-2000 Fax: (775) 684-2020

LAS VEGAS OFFICE
Grant Sawyer Office Building, Suite 1300
555 E. Washington Avenue
Las Vegas, Nevada 89101
Phone: (702) 486-2300 Fax: (702) 486-2373

RENO OFFICE
4600 Kietzke Lane
Building L, Suite 235
Reno, Nevada 89502
Phone: (775) 687-9899
Fax: (775) 688-1303

HENDERSON OFFICE
2550 Paseo Verde Parkway, Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300
Fax: (702) 486-3377

April 24, 2020

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

Re: Tentative Budget – Fiscal 2020-21

Dear Ms. Bleecker:

The Department of Taxation has examined your fiscal year 2020-2021 tentative budget pursuant to NRS 354.596(5) and finds it to be in compliance with the law and appropriate regulations.

Please be reminded a proof of publication on the notice of the public hearing must be transmitted to the Department with your final budget per NRS 354.598 (3).

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

Sincerely,

Evelyn P. Barragan
Budget Analyst
Department of Taxation
Local Government Finance

**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	3/28/2020	AT&T April 2020	\$48.93	Phone & Fax RMPL
CHASE	3/28/2020	Chase March 2020	\$6,013.38	Credit Card
NORTHERN NV PEST	3/23/2020	72879	\$23.00	Pest Control MPL
NORTHERN NV PEST	3/23/2020	72825	\$35.00	Pest Control RMPL
NV ENERGY	4/1/2020	379561 March 2020	\$468.86	Power MPL
NV ENERGY	4/15/2020	378178 March 2020	\$347.52	Power RMPL
SUBURBAN PROPANE	4/8/2020	121590	\$1,897.02	Propane RMPL
AMOUNT			\$8,833.71	

NEW INVOICES:

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	4/15/2020	Amazon May 2020	\$9,371.41	Various
DEMCO INC	4/14/2020	6793605	\$335.99	Capital
DEMCO INC	4/15/2020	6793878	\$270.76	Operating Supplies
DESERT GREEN DISPOSAL &	5/1/2020	1161	\$135.00	Building Maint
LIBRARY IDEAS, LLC	4/20/2020	73898	\$2,500.00	Database
MICROMARKETING LLC	4/8/2020	807955	\$40.94	Adult Audio
MICROMARKETING LLC	4/8/2020	808248	\$188.37	Adult Audio
MICROMARKETING LLC	4/17/2020	808418	\$12.79	Adult Books
MICROMARKETING LLC	4/17/2020	808531	\$57.57	Adult Books
MICROMARKETING LLC	4/17/2020	808532	\$70.38	NV Grant
MICROMARKETING LLC	4/17/2020	808603	\$48.99	NV Grant
MICROMARKETING LLC	4/23/2020	808815	\$98.25	Adult Audio
MICROMARKETING LLC	4/23/2020	808816	\$41.85	Adult Audio
NORTHERN NV PEST	4/20/2020	73731	\$35.00	Pest Control RMPL
NORTHERN NV PEST	4/22/2020	73799	\$23.00	Pest Control MPL
OVER DRIVE INC	4/22/2020	07818CO20111724	\$2,668.78	eBooks
PENWORTHY	4/17/2020	0562046-IN	\$1,238.34	Kids Books
QUILL	4/14/2020	6242970	\$23.66	Office Supplies
QUILL	4/16/2020	6281469	\$31.99	Office Supplies
RECORDED BOOKS LLC	3/27/2020	76632671	\$27.20	eAudio
RECORDED BOOKS LLC	4/1/2020	76633655	\$99.20	eAudio
RECORDED BOOKS LLC	4/2/2020	76634507	\$19.20	eAudio
RECORDED BOOKS LLC	4/13/2020	76636686	\$2.99	eVideo
RECORDED BOOKS LLC	4/20/2020	76638257	\$188.09	eAudio

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
SMOKY VALLEY HARDWARE	4/14/2020	2004-122710	\$23.94	Building Maint
SMOKY VALLEY HARDWARE	4/24/2020	2004-123204	\$42.48	Building Maint
SUBURBAN PROPANE	4/14/2020	88684	\$60.00	Utilities

NEW INVOICE TOTAL: \$17,656.17
PRE-APPROVED TOTAL: \$8,833.71
GRAND TOTAL: \$26,489.88

Rebecca Lim, Chairperson

Gwenn Snow, Vice-Chairperson

Mallory Barber, Secretary/Clerk

Sara Keehfuss, Treasurer

Frank Wagener, Member

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	\$ 575,000
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	\$ 19,337	\$ 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	\$ -	\$ -	\$ -	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 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
	\$ 518,987	\$ 568,838	\$ 445,860	\$ 495,044	\$ 395,400	\$ 271,756	\$ 320,940	\$ 197,295	\$ 246,479	\$ 122,835	\$ 423,667	\$ 300,001	

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	\$ 574,435	\$ 469,581	\$ 469,581	\$ 827,541
Revenues	\$ 2,691	\$ 115,211	\$ 8,055	\$ 9,296	\$ 17,563	\$ 26,841	\$ 406,530	\$ 204,903	\$ 36,052	\$ 399	\$ -	\$ -	\$ 481,021
Wages	\$ 43,577	\$ 45,425	\$ 47,244	\$ 48,976	\$ 46,221	\$ 67,306	\$ 45,636	\$ 45,905	\$ 46,923	\$ 43,808	\$ -	\$ -	\$ 223,790
Benefits	\$ 21,232	\$ 20,850	\$ 22,105	\$ 22,219	\$ 22,552	\$ 27,972	\$ 21,901	\$ 21,901	\$ 22,015	\$ 21,333	\$ -	\$ -	\$ 190,603
Operating	\$ 17,066	\$ 39,984	\$ 31,039	\$ 21,365	\$ 10,863	\$ 19,653	\$ 9,750	\$ 9,900	\$ 9,681	\$ 21,303	\$ -	\$ -	\$ 9,974
Office	\$ -	\$ 550	\$ 621	\$ 1,239	\$ 996	\$ 1,571	\$ 636	\$ 938	\$ 2,519	\$ 905	\$ -	\$ -	\$ -
Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ 118	\$ 98	\$ 18	\$ 18	\$ 116	\$ -	\$ -	\$ 28	\$ 18	\$ -	\$ -	\$ 414
Leases	\$ 885	\$ 1,067	\$ 1,368	\$ 1,303	\$ 1,171	\$ 1,312	\$ 1,100	\$ 1,042	\$ 1,156	\$ 1,109	\$ -	\$ -	\$ 11,513
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188	\$ 246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 435
Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9	\$ -	\$ -	\$ -	\$ 9
Communications	\$ 240	\$ 245	\$ 246	\$ 247	\$ 253	\$ 250	\$ 248	\$ 200	\$ 300	\$ 296	\$ -	\$ -	\$ 2,525
Utilities	\$ 55	\$ 859	\$ 762	\$ 276	\$ 1,133	\$ 736	\$ 4,313	\$ 443	\$ 1,453	\$ 2,825	\$ -	\$ -	\$ 12,856
Building Maint.	\$ 70	\$ 6,356	\$ 6,699	\$ 6,301	\$ 7,096	\$ 7,557	\$ 4,014	\$ 4,005	\$ 7,677	\$ 4,141	\$ -	\$ -	\$ 53,917
Vehicle Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155	\$ 169	\$ -	\$ 200	\$ 75	\$ -	\$ -	\$ 599
Equipment Maint.	\$ -	\$ 2,666	\$ 1,576	\$ 531	\$ 282	\$ 2,788	\$ 364	\$ 30	\$ 249	\$ 165	\$ -	\$ -	\$ 8,649
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,989	\$ -	\$ -	\$ 6,989
Dues	\$ -	\$ -	\$ 11	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16
Property Insurance	\$ 12,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,180
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,136	\$ -	\$ 780	\$ -	\$ -	\$ 2,872
Capital Outlay	\$ 95,304	\$ 130,936	\$ 122,937	\$ 103,093	\$ 130,324	\$ 129,604	\$ 91,121	\$ 85,501	\$ 94,365	\$ 105,253	\$ -	\$ -	\$ 70,077
MONTHLY EXPENDITURE	\$ 637,866	\$ 622,141	\$ 507,258	\$ 413,461	\$ 300,701	\$ 197,938	\$ 513,347	\$ 632,748	\$ 574,435	\$ 469,581	\$ 469,581	\$ 469,581	\$ 1,088,438

BUDGET	Remaining
\$ 1,182,890	\$ 355,349
\$ 690,000	\$ 208,979
\$ 300,000	\$ 76,210
\$ 232,000	\$ 41,397
\$ 15,000	\$ 5,026
\$ 500	\$ 500
\$ 750	\$ 336
\$ 16,000	\$ 4,487
\$ 500	\$ 65
\$ 2,500	\$ 2,491
\$ 4,500	\$ 1,975
\$ 23,000	\$ 10,144
\$ 75,000	\$ 21,083
\$ 2,500	\$ 1,901
\$ 10,000	\$ 1,351
\$ 8,000	\$ 1,011
\$ 605	\$ 589
\$ 12,500	\$ 320
\$ 5,000	\$ 5,000
\$ 6,000	\$ 3,128
\$ 133,000	\$ 62,923
\$ 1,404,355	\$ 315,917

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 3/31/2020
(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 3/31/2020

<u>Prior Year</u>	<u>Current Year</u>
<u>435,153</u>	<u>574,435</u>

15. Cash and cash equivalents (unaudited) as of quarter ending 3/31/2020
(General Fund Only)

<u>Prior Year</u>	<u>Current Year</u>
<u>435,153</u>	<u>574,435</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 Board
 Name/Title

 Signature