AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain, Nevada
Tuesday January 7, 2020 – 5:00 PM

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

SPECIAL NOTE: Below is the agenda items scheduled to be considered. All items are approximate except for bid openings, public hearings, and any other items agendized at a specific time. Items on the agenda without a time designation may be taken out of order. The Board may combine two or more agenda items for consideration. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Action may be taken on those items denoted (FOR POSSIBLE ACTION)

ITEM#/SUBJECT

1. Call meeting to order – For Possible Action
2. GENERAL PUBLIC COMMENT – (Three-minute time limit per person.) Action will not be taken on the matter considered during periods until specifically included on an agenda as an action item.
3. Approval of Agenda – For Possible Action
4. Reading, correction and approval of minutes for December 3, 2019 - For Possible Action
5. INFORMATIONAL ITEMS
    a. WhoFi-Internet WiFi Reports
    b. Request from SVLD to Department of Taxation for 2nd Audit Extension
    c. Kash Osterhout letter to Santa
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. LIBRARY REPORTS- For possible action
    a. RMPL -
    b. MPL –
    c. Children's Wing report -
8. OLD BUSINESS - For Possible Action
    a. Discussion and possible decision concerning Board of Trustee training
9. NEW BUSINESS – For Possible Action
    a. Discussion and possible decision concerning the possibility of getting HughesNet for the Manhattan Library – for staff use
    b. Discussion and possible decision concerning policy suggestion by Pool/Pact
10. CORRESPONDENCE – For possible Action
    a.
    b.

11. FINANCE – For possible Action
    a. Approve and sign expenditures for January 7, 2020
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 December 3, 2019– 5:00 PM

Members present:	Rebecca Lim, Chairperson Sara Keehfuss, Treasurer
	Mallory Barber, Secretary/Clerk
	Frank Wagener, Member
Members absent:	Gwenn Snow, Vice-Chairperson
Also present	Jeanne Bleecker, Co-Director, Smoky Valley Library District

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

ITEM#/SUBJECT

1. This meeting was called to order at 5:05 pm by Becky Lim.

2. General Public Comment: - Nothing at this time.

3. Approval agenda –Mallory made a motion to accept agenda. Sara seconded. All voted in favor. Motion passed. Informational Items: Insurance – Eason, Collection Development – Grant Monies.

4. Reading, correction and approval of minutes – Sara made a motion to accept minutes. Mallory seconded. All voted in favor. Motion passed.

5. INFORMATIONAL ITEMS –
   a. State Libraries Monthly Newsletter – Jeanne showed the board members the newsletter that was done about the visits the state librarians did with each rural library.
   b. Insurance – EDP – Insurance application from Eason Insurance.
   c. Collection Development - Grant Money – Received the grant money so we are now spending that money on the Manhattan collection again this year. All physical material.

6. OPEN DISCUSSION – Sara asked about the Santa party . Jeanne reported that it will be Friday December 13th from 10 am to 2 pm.

7. LIBRARY REPORTS– For possible action –
   a. RMPL – Board talked about the AR Testing, Proctoring and other items on the report. Frank asked about tutoring and proctoring. Jeanne explained what we do for tutoring and who is doing it. Sara asked about misc. Jeanne explained that it is photo's, pumpkins any extra things we do.
   b. MPL – Nothing at this time.
   c. Children's Wing report – Christmas Party is scheduled for December 13th from 10 to 2 pm. Jeanne explained about the New Year's Eve Party!

8. OLD BUSINESS– For Possible Action – Board of Trustee Training.
   a. Trustee Training – Training is going good. Frank said that is good. It's good introduction. Sara said that she likes them, overall really good.

9. NEW BUSINESS– For possible action –
   a. Policy Revision for Video Games – Policy 2.14 – Board looked over changes for policy on Video Games. Frank questioned time period for check out. Jeanne explained that because of the role play it may take longer to play game. Jeanne explained that the permission form does not give permission for the kids to get

Mature games. Jeanne explained that we feel that the parents can check mature if they want kids to have those games. Board made changes to permission form and some edits in policy. Mallory made a motion to accept the policy revisions with corrections and the video permission form with corrections. Sara seconded. All votred in favor. Motion passed.

b. Minimum Standards – Frank made a motoion to accept the Minimum Library Standards. Mallory seconded. All voted in favor. Motion passed.

c. Interlibrary Loan Policy – Sara made to accept the Interlibrary Loan Policy agreement. Mallory seconded. All voted in favor. Motion passed.

d. School Contract – Mallory made a motion to accept Nye County School Contract. Sara seconded. All voted in favor. Motion passed.

10. CORRESPONDENCE –

a. Letter to the Department of Taxation – concerning the audit extension

b. Letter from the Department of Taxation – response from Department of Taxation concerning the audit extension

11. FINANCE -

a. Finance – Sara made a motion to approve and sign vouchers dated December 3, 2019. Frank seconded. All voted in favor. Motion passed.

b. Cash flow – Jeanne explained the cash flow chart to the board and explained that the county has not updated anything yet.

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

13. Set date and time of next meeting. The next meeting was set for Tuesday, January 7, 2020 @ 5:00 PM in Round Mountain Public Library Conference Room, Round Mountain Nevada.

14. ADJOURN – Gwenn made a motion to adjourn the meeting @ 6:00 PM

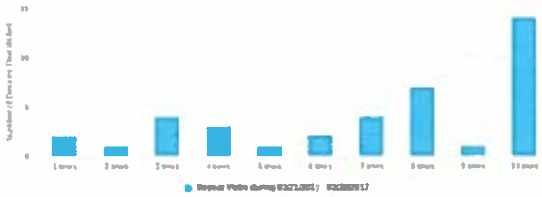
_____ _____

Date approved Mallory Barber, Secretary/Clerk

WhoFi | Powerful Reporting Capabilities

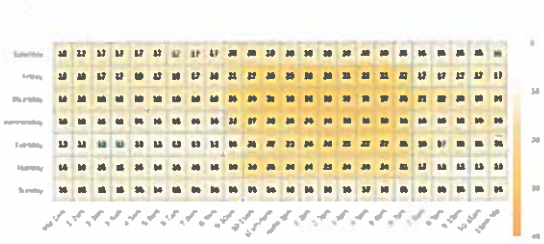
Library Session Count

This report was designed to provide public libraries with the number of patron sessions, in addition to the total and average time patrons utilized the location's network, fulfilling a PLS requirement.



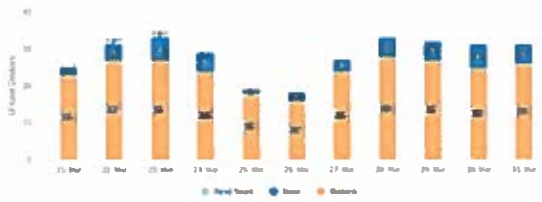
Power User

This report provides insight into how often patrons return to the library over time. It can be used to articulate the type of users — from power to casual — and also the success of the library to provide continued value to its patrons.



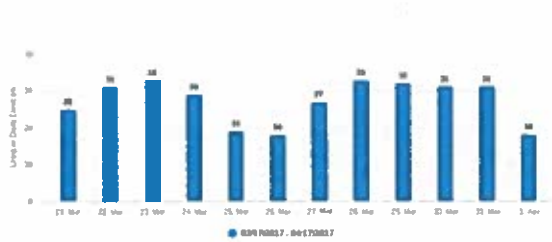
Average Usage

This report was designed to provide public libraries with a quick view of the most popular times patrons are connecting to their locations' WiFi. It can be used to plan staffing, best time to run programs, ideal network maintenance and more.



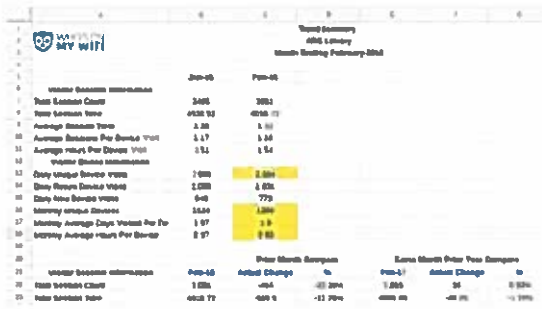
New vs Return

This report categorizes patrons into New and Return to gather a better understanding of new patrons utilizing the networks vs the ones that have been to your location previously.



Unique Daily Usage

This report was designed to provide public libraries with insight into the number of unique patrons utilizing the network over a specific period (per day, week, or month).



Trend Summary

This report provides a month-over-month view of the public library KPI's to allow for a high-level overview of the locations' performance. This format allows the data to help tell compelling stories during board and stakeholder meetings.

© 2019 1030 LLC - WhoFi

WhoFi

WhoFi FAQ

HELPING PUBLIC LIBRARIES

Public libraries have always been in the business of providing information to their communities, but the ways patrons prefer to get that information have diversified greatly. The modern library is about far more than books. Libraries today are community hubs, distributing information through a variety of mediums. With this shift, it has become more difficult to understand and communicate the value that libraries provide. This is the problem we're here to fix.

OUR SOLUTION

WhoFi analyzes your patrons' use of your WiFi networks, and uses that information to provide easy-to-understand insights about how your library is being utilized – all while respecting your patrons' privacy. These insights are helping libraries across the country tell the story of their impact to the community. Directors are also using our reports to identify areas of opportunity, allowing them to easily make data-driven decisions that benefit employees, user experiences, organizations, and communities as a whole.

What type of insights can WhoFi provide?

Our service provides WiFi session count information to public libraries across the country to meet the requirement of the Public Library Survey. In addition, we are helping directors make data driven decisions by showing WiFi usage patterns of new vs. return visitation, visitation frequency, peak hours, WiFi usage duration, and more.

How is WhoFi different than other monitoring and analytics services?

WhoFi has been developed specifically to address the needs of public libraries. Our simple reporting is designed to give library directors the information they need to evaluate how the library and its programs are performing. While other services can provide hundreds of generic data points, we've identified the metrics that are most useful for making decisions about your library locations. Our reports deliver this information in a visual, easy-to-interpret manner. Furthermore, our solutions are easier to set up, without requiring you to replace existing access points on your network or run intrusive port scans or listeners.

Does WhoFi collect personal information from patrons?

Patron privacy is a significant concern, and we take it seriously. To protect patron privacy, our Library Edition anonymizes or removes any personally identifiable data at the agent level by default before this information ever goes to our cloud service. This process protects patron privacy, while still providing you with the information you need to tell the story of your library's value and aid in decision making.

What is your data storage policy?

We store collected data for three years. You will have access to all data from initial start date on a three-year rolling average.

Will this service cause any inconvenience to customers?

WiFi network users will not experience any interruptions or changes in their session. WhoFi runs seamlessly in the background, and does not interfere with any network equipment.

Does it count users in our parking lot?

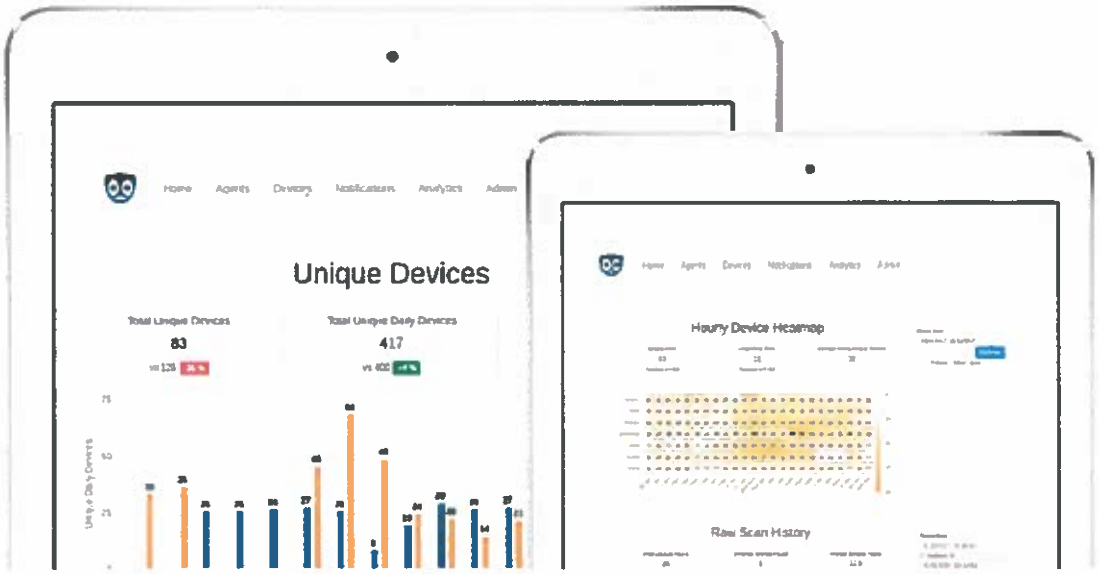
YES. WhoFi will count any users who are accessing your network through a local access point, even if they're connecting in the parking lot!

Can I see all of my locations' data in one place?

YES. Administrators can view reports for all of their locations within their cloud account. This allows them to seamlessly navigate between locations to make location-specific decisions.

Do I need to be tech savvy to install and run WhoFi?

For the majority of networks, you can install and run the service with a basic understanding of technology. We believe you'll find the user experience to be simple, clean, and intuitive.



What should the IT Department know for large library networks?

User Groups can be created to allow the Director and/or other members of your system to access information and reports without the concern or complication of having non-technical staff logging into the networking equipment. This frees up IT time spent gathering reports, and also empowers decision makers by giving them timely, direct access to the information they need.

When using WhoFi, there is no active listener on the network. By just using a simple ARP scan, DHCP query, SNMP query, or Enterprise router plugin to gather device inventory, there is no concern about general traffic listening, needing to configure a SPAN port, or only working on vendor-specific hardware.

It's easy for agents to connect to the online system because all traffic goes over outbound port 443, HTTPS, which is universally open on all firewalls. There is no inbound port requirement and it only takes about 500kb per day of Internet traffic per location, which is less than a single image per day.

WhoFi is the only library centric solution that will work on existing infrastructure. No need to replace your current routers or access points. The technology is not vendor specific.

Will WhoFi interfere with any of my other network equipment?

The agent runs passively in the background and does not perform any network functions aside from gathering WiFi usage data. The agent can be installed on a PC, Windows Server, or select Android Tablets and the operating device should be left on in order to gather usage information anytime your WiFi network is in use. WhoFi router plugins for enterprise solutions such as Meraki, Aerohive, and more also do not interfere with the operating functions of the networking equipment.

How does WhoFi handle multiple VLAN segments?

Often, when organizations have several VLANs, the VLANs are segmented between private networks utilized by personnel and a public VLAN utilized by visitors. The Windows and Android scanning agents are set to scan a single subnet or single VLAN by default. If you have multiple VLANs, but only 1 public VLAN, then a single scanning agent on the public VLAN is all that is required.

If you manage several public user VLANs, or multiple locations, you have the option of placing a single agent per VLAN, or you can use either our DHCP Server based detection, SNMP based detection, or router plugins to see results across all networks.

Contact Us

At WhoFi, our goal is to provide you with the best possible user experience. We are here to answer any questions you may have about our services, so feel free to reach out to us and we will be happy to assist you.

Technical Support

For questions about the product, or technical support, please visit the Support Knowledge Base at www.whofi.com/support, e-mail us at support@whofi.com, or call one of our support lines.

Phone Support

Toll Free: 1-800-378-5099
Direct Line: 1-405-415-0424

Hours of Operation

Our Regular Business Hours are Monday–Friday, 9am to 5pm CST.

Mailing Address

WhoFi
4005 NW Expressway, Suite 610
Oklahoma City, OK 73116, USA

Smoky Valley Library District

www.svld.net

Round Mountain Public Library
P.O. Box 1428
Round Mountain, Nevada, 89045
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Manhattan Public Library
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(775) 487-2623
Fax (775) 487-2326

Evelyn Barragan
Local Government Division
Department of Taxation
Capital Complex
Carson City NV 89713

Re: Audit of The Smoky Valley Library District

Dear Ms. Barragan:

Pursuant to NRS 354.624(1) the Smoky Valley Library District requests a second extension for the timely filing of the annual financial audit for the year ended June 30, 2019. The following information is provided as required by Nevada Administrative Code 354.735.

Name of Government:	Smoky Valley Library District
Name of Audit Firm:	DANIEL C. McARTHUR, LTD. Certified Public Accountant
Date report will be filed with the governing body by:	January 31, 2020
Date report will be filed with Department of Taxation by:	February 15, 2020

Reason application is being made for extension:

The District's accounting records are maintained by Nye County as required by statute. The District is unable to file its audit report because Nye County has not completed accounting for the year ending June 30, 2019. The County Treasurer Office experienced turnover of several key staff members in FY19. The Treasurer office performs several significant financial functions, including the Treasurers Report and Bank Reconciliation. The turnover of key staff in this department has caused a delay in the completion of the FY19 audit for Nye County and all entities who process their financials through the County's financial system.

Bank account reconciliations for the period of June 2019 are complete, though the audit of these records is still in process. Cash and investments are a material asset of the District. Until bank/investment reconciliations are finished, an accurate financial statement cannot be prepared.

Names of person making application:	Jeanne Bleecker
Date of Application:	December 30, 2019

Sincerely,
Jeanne Bleecker
Library Director

MERRY CHRISTMAS!!!

Dear Santa,

Thank you for visiting the Round Mountain Library! Please tell all your elves (ladies who work in the library) they are the kindest, best, most hard working creative group of people ever! I had a wonderful time today and wish each and everyone of you a blessed Christmas and healthy and happy New Year.

Love,

Kash

Smoky Valley Library District

www.svld.net

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Fax (775)-377-2699

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Fax (775) 487-2326

MONTHLY REPORT FOR NOVEMBER 2019

December 2, 2019

Materials	Added	Total	Circulation	Last Year
Adult Books	52	8,300	256	254
Audio Books	11	1,182	25	32
Easy	108	5,785	758	511
Junior	73	4,938	269	339
Teen	21	2,671	164	181
Movies	74	13,177	1,218	1,401
Music	16	2,175	59	31
Video Games	45	45	7	0
Digital Material	746	8,288	61	91
Computer	-	9	102	106
Wi-Fi Usage	-	-	344	343
Freegal Usage	-	-	463	447
Database Useage	-	-	-	-
GRAND TOTAL	1146	46,570	3,726	3,736
Patron Visits			**2,696**	**2,423**
New Patrons:	**8**			
Web Site Visits	**98**			

Services:		**Revenues:**	
Notaries	30	Fax	$ 113.00
Meeting room	21	Fines	$ 113.98
Proctoring/Tutoring	2/43	Copies	$ 47.80
Volunteer Hours	13	Donations	$ 1,000.50
ILL	0	Misc.	$ 108.75
AR Testing	301	**GRAND TOTAL**	**$ 1,384.03**

Programs:	Attendance:	**Programs:**	Attendance:
STEM	57	After Hour Kid Power	123
Friday Frenzy	17	Teen Night	0
Friday Movie	2	Trivia	84
Table Activities	78	Preschool Attendance	122
Storytime	21	Classes	326
		Grand Total:	**830**

Smoky Valley Library District

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Manhattan Library Report for November, 2019

	2019	2018
Patron Visits	110	64
Check Outs	202	127
Computer Usage	29	15
Community Center	0	0
Museum Visitors	10	0
WIFI Hot Spot	0	1

Collection count to date:	5,813	6,734
Materials added:		
Equipment	5	0
Audios	2	22
Books	18	161
Movies	18	24
TOTAL	43	207

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HughesNet Business Plans & Pricing

Business 35	Business 50	Business 75	Business 100
10GB Anytime Data + 25GB Daytime Data (8am-6pm)	25GB Anytime Data + 25GB Daytime Data (8am-6pm)	50GB Anytime Data + 25GB Daytime Data (8am-6pm)	75GB Anytime Data + 25GB Daytime Data (8am-6pm)
35 GB Total	50 GB Total	75 GB Total	100 GB Total
25 Mbps[1] Download Speeds	25 Mbps[1] Download Speeds	25 Mbps[1] Download Speeds	25 Mbps[1] Download Speeds
$69.99* PER MONTH	$99.99* PER MONTH	$149.99* PER MONTH	$199.99* PER MONTH
Built in Wi-Fi No hard data limits[2] 3 Mbps Upload Speed	Built in Wi-Fi No hard data limits[2] 3 Mbps Upload Speed	Built in Wi-Fi No hard data limits[2] 3 Mbps Upload Speed	Built in Wi-Fi No hard data limits[2] 3 Mbps Upload Speed

*Certain geographical areas are not eligible to receive offer. Offer ends 1/1/20. Restrictions may apply. Offer void where prohibited.

All Service Plans Include:

- Free Standard Installation.[4] (Limited Time Offer)
- Wi-Fi Modem – Connect your wireless devices at home
- Video Data Saver[3] – Watch more videos using less data
- 25 Mbps download speeds[1], 3Mbps upload speeds
- Bonus Zone Data – Get 50 GB/mo of add'l data (2am-8am)
- No Hard Data Limits[2]

HughesNet Gen5 For Business

With HughesNet® Gen5 for Business, the next generation of high-speed satellite Internet is here with new and improved service plans! They are fast, flexible and affordable for any business large or small. Choose from a range of service plans to suit your business needs and connect with plans at speeds of 25 Mbps![1] Equipment is business-grade and will be installed by experienced commercial technician.

Free Standard Installation[4] (limited-time offer)! Call Now 1-833-239-7460 (tel:18332397460)

Available Everywhere & Always On

High speed Internet is available where you do business, even where cable and DSL doesn't reach with HughesNet For Business! Gain instant access to high speed Internet with no [illegible] and required [illegible] to suit your business needs and keep your business online 24/7 with an always-on connection.

More Data With Built-In Wi-Fi

All HughesNet Gen5 plans now come with built-in Wi-Fi and more data available during standard business hours when you need it most. Plus, there's no hard data limits; even if you exceed your service plan data, we won't cut you off or charge you more. You'll stay connected at reduced speeds until your next billing cycle.

Enjoy More Of What You Love To Do Online!

1-833-239-7460 (tel:18332397460)

Get secure and reliable internet.

Secure & Reliable Internet Connection

HughesNet for Business is a secure and reliable Internet connection for your business. It has been used by Fortune 500 companies for years and more than 15 million credit card transactions travel over our network each day. Your information stays secure by military grade encryption keeping you and your customers safe.

Business As Usual With HughesNet Voice

Wherever you work, there's high speed Internet access and great phone service available too with HughesNet Voice! HughesNet Voice works over your satellite connection, but it doesn't slow down your Internet or use any of service plan data. You can keep your current phone number or choose a new one if you'd like. Plus, enjoy tons of premium features for free such as Call Waiting, Caller ID, Call Forwarding, Call Return, Enhanced Voicemail with email, Unlimited Calling in the domestic US and Canada, and more! You can also choose an add-on plan for International calling.

Satellite for Internet (https://satelliteforinternet.com/)
What Is HughesNet (https://satelliteforinternet.com/what-is-hughesnet-gen5/)
Sign up for HughesNet Voice.
Call Now for FREE Standard Installation - Limited-Time Offer! | Call and Save Today 7am-11pm EST
TV & Internet (https://satelliteforinternet.com/satellite-tv-and-internet-bundles/) 1-833-239-7460 (tel:18332397460)
HughesNet (https://satelliteforinternet.com///order-hughesnet/)

HughesNet Gen5 Customer Reviews:

Kellie C. - MI, United Sta...
August 23, 2016
We are up and running with HughesNet - just what we needed at the lake house ...

STEVEN A. - KS, United...
August 23, 2016
GOOD PROMOTION RUNNING IN OUR TOWN. SET UP FOR INTALL IN 2 DAYS ...

Charles D. - AZ, United S...
August 17, 2016
HUGHES brought out and installed the router so the whole family can use their devices. Happy with the service and install ...

Charles A. - WY, United...
August 17, 2016
Quick, painless, and got me a connection I was looking for. I would recommend hughesnet if you don't have options near your home ...

Robert R. - MD, United S...
August 2, 2016
They went where others wont. My installer also mentioned they are putting up a new satellite and speeds will get better over...

CLICK HERE FOR MORE REVIEWS | SHOPPER APPROVED (https://www.shopperapproved.com/reviews/satelliteforinternet.com/)

High-Speed Internet
Get the fastest satellite Internet service—25 Mbps[1]—available to anyone, anywhere. Surf the web faster; download files quicker, and access media like never before!

Learn More (https://satelliteforinternet.com/hughesnet-gen5-internet-plans/)

Get More Data
Videos, music, pictures—with HughesNet Gen5 you get a huge amount of data, so you're free to explore more of what the Internet has to offer. Plus, there are no hard data limits![2]

Learn More (https://satelliteforinternet.com/hughesnet-gen5-internet-plans/)

Affordable Plans
HughesNet offers a variety of affordable Internet plans that are built to suit any budget, and are available where you live today, even in areas with slow or no high-speed options!

Learn More (https://satelliteforinternet.com/hughesnet-gen5-internet-plans/)

No Phone Line Required
HughesNet uses satellite technology, freeing up the phone line for more important things, like making phone calls! Plus theirs no need to dial in – HughesNets always on.

Learn More (https://satelliteforinternet.com/hughesnet-gen5-internet-plans/)

Faster Speeds + More Data + Built-in Wi-Fi! Call Now 1-833-239-7460 (tel:18332397460)

Get Exclusive HughesNet Deals In Your Inbox Today! Email* SUBMIT

HughesNet

25 Mbps[1] for as little as $59.99/mo! (https://satelliteforinternet.com/hughesnet-gen5-internet-plans/)

ADDITIONAL PAGES
HughesNet Gen5 Plans (https://satelliteforinternet.com///hughesnet-gen5-internet-plans/)
Satellite TV and Internet Bundle (https://satelliteforinternet.com///satellite-tv-and-internet-bundles/)
HughesNet Deals & Promotions (https://satelliteforinternet.com///hughesnet-satellite-internet-deals/)

HUGHESNET RESOURCES
HughesNet Resources (https://satelliteforinternet.com///hughesnet-resources/)
HughesNet FAQ's (https://satelliteforinternet.com/hughesnet-faqs/)
HughesNet Speed (https://satelliteforinternet.com///hughesnet-speed/)

HUGHESNET REVIEWS
Max F. - MS, United States
07/25/2016
Install was very quick, and so far the service seems to be working. I wish the installer took a little more time to explain things but overall I was satisfied. Hopefully the service stays

CLICK HERE FOR MORE REVIEWS | SHOPPER APPROVED (https://www.shopperapproved.com/rev

Call Now for FREE Standard Installation - Limited Time Offer* | Call and Save Today 7am-11pm EST

TV & Internet (https://satelliteforinternet.com/satellite-bundles/) 1-833-239-7460 (tel:18332397460)

HughesNet (https://satelliteforinternet.com///order-hughesnet/)

HughesNet Gen5 vs. Viasat (https://satelliteforinternet.com/what-is-hughesnet-gen5/)

(https://satelliteforinternet.com/viasat-

(https://satelliteforinternet.com///what-is-hughesnet/)

HughesNet Home Voice (https://satelliteforinternet.com///hughesnet-voice/)

HughesNet Gen5 Wi-Fi Router (https://satelliteforinternet.com///hughesnet-gen5-router/)

Order HughesNet Today! (https://satelliteforinternet.com///order-hughesnet/)

HughesNet Business Plans (https://satelliteforinternet.com/hughesnet-business-plans/)

HughesNet Coverage Map (https://satelliteforinternet.com/hughesnet-coverage/)

(https://satelliteforinternet.com///hughesnet-tools/)

Maximizing Data Allowance (https://satelliteforinternet.com///maximize-your-satellite-internets-data-allowance/)

Gaming With HughesNet Gen5 (https://satelliteforinternet.com///gaming-with-hughesnet-gen5/)

Blog (https://satelliteforinternet.com///blog/)

Recommended Browsers (https://satelliteforinternet.com///recommended-browsers-to-use-with-hughesnet/)

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[1]Actual speeds may vary and are not guaranteed.

[2]If you exceed your monthly plan data, you will experience reduced data speeds, which are typically in the range of 1–3 Mbps, until the start of your next billing period.

[3]Streaming is optimized with video streams at DVD quality (up to 480p).

[4]Free standard installation applies to new Lease subscribers only. Not valid with Purchase option. Limited-time offer.

[5]$19.95 offer represents a $10 monthly savings for 24 months. After 24 months, the monthly fee reverts to $29.95. $75 savings on HughesNet Voice equipment. Offer requires a 24-month commitment. Offer ends 1/1/20. Restrictions may apply. Offer void where prohibited.

[6]$75 savings on HughesNet Voice equipment. 24-month commitment required. Restrictions may apply. Offer void where prohibited. Offer ends 1/1/20.

[7]Transfers of an existing telephone number are not always available.

[8]If you exceed your monthly plan data, you will experience speeds of 100 kbps, until the next billing cycle. Restore your service to full speed immediately with the purchase of Data Tokens.

[9]$60 instant savings applies to new subscribers. Offer ends 3/27/19. Restrictions may apply. Offer void where prohibited. Speeds and uninterrupted use are not guaranteed and may vary based on a variety of factors including: the configuration of your computer, the number of concurrent users, network or Internet congestion, the capabilities and content of the websites you are accessing, network management practices as deemed necessary, and other factors. When you connect to the HughesNet service using Wi-Fi, your experience will vary based on your proximity to the Wi-Fi source and the strength of the signal.

◆Additional equipment fee may apply

† Promo code ALT50 and Satellite50 is offered by Altitude Marketing for a $50 gift card for eligible customers. Call for full details, must mention promo code at time of sale.

‡ Per the "fifth, sixth, seventh and eighth FCC Measuring Broadband America reports. (https://www.fcc.gov/reports-research/reports/measuring-broadband-america/measuring-fixed-broadband-eighth-report)

(844) 383-1480 | (844) 383-1478

RECOMMENDATIONS:

POLICIES

The POOL/PACT HR Small Organization Sample Policies for Less than 15 Employees and POOL/PACT HR Large Organization Sample Policies are attached for references to specific policy language. Specific sections will be referenced throughout this section.

It is **recommended** that SVLD consider adoption of POOL/PACT HR Small Organization Sample Personnel Policy to have a current, thorough, legally compliant document. If SVLD prefers to maintain their current format, the suggestions below are recommended.

Fair Employment Practices (EEO section)

It is **recommended** that SVLD replace the existing language in Policy 1.0, "Non-Discrimination" with similar language to POOL/PACT HR Sample 2.1, "Fair Employment Practices" to ensure the policy is coherent and clearly states SVLD position regarding their practices in recruiting, hiring, training, and promoting employees.

Anti-Harassment

It is **recommended** that SVLD consider renaming the title of policy to "Anti-Harassment" instead of "Prevention of Illegal Harassment" (only a court can determine if a behavior is "illegal"). Change all references of "illegal harassment" to "prohibited conduct" or "prohibited behavior".
See (POOL/PACT HR Sample 2.2)

FMLA

Since SVLD has less than 50 employees, it is not required to offer FMLA benefits to its employees. If SVLD continues to offer FMLA to its employees, it is **recommended** that SVLD include language for Military Caregiver Leave as required per FMLA in the FMLA section. (see attached POOL/PACT HR **Large Organization** Sample Policy 6.4 "Family and Medical Leave"). Since SVLD employs less than 50 employees, they may consider not extending FMLA to their employees. If SVLD discontinues offering FMLA, it is **recommended** adopting similar language to POOL/PACT HR Small Organization Sample Policy 5.4., "Family and Medical Leave".

Military Leave

It is **recommended** that SVLD either adopt or revise current policy 20.0 "Military Leave" with similar language of POOL/PACT HR Small Organization Sample Policy 5.6, "Military Leave under Federal Law" and Sample Policy 5.7, "Military Leave under Nevada Statute".

Drug and Alcohol Use

It is **recommended** adopting a Drug and Alcohol-Free Workplace Policy (see POOL/PACT HR Small Organization Sample Policy 2.5, "Drug and Alcohol-Free Workplace"). SVLD's POOL/PACT HR Business Partner is available to work with SVLD to draft a policy to address SVLD specific needs.

Employment

It is **recommended** adopting an Employment section (see POOL/PACT HR Small Organization Sample Policy 3, "Employment"), to outline the steps for the recruitment and selection process to include job announcements and postings, application forms, background and reference checks, offers of employment, introductory periods, and volunteer programs.

Also **recommend** conducting a fingerprint check of employees and volunteers, especially those who interact with children.

Reasonable Accommodation for Victims of Domestic Violence

It is **recommended** adopting a Reasonable Accommodation for Victims of Domestic Violence policy. (see POOL/PACT HR Small Organization Sample Policy 2.4, "Reasonable Accommodation for Victim of Domestic Violence").

Workplace Violence

It is **recommended** adopting a Workplace Violence policy section (see POOL/PACT HR Small Organization Sample Policy 2.6, "Prohibition of Workplace Violence").

Anti-Bullying

It is **recommended** adopting an Anti-Bullying policy (see attached POOL/PACT HR **Large Organization** Sample Policy 2.6, "Employee Bullying").

Social Media

It is **recommended** adopting a Social Media policy (see attached POOL/PACT HR **Large Organization** Sample Policy 2.20, "Social Networking Policy").

Workplace Safety

It is **recommended** adopting a Workplace Safety policy (see POOL/PACT HR Small Organization Sample Policy 2.15, "Workplace Safety").

Use of Tobacco

It is **recommended** adopting an Use of Tobacco policy (see POOL/PACT HR Small Organization Sample Policy 2.12, "Use of Tobacco").

Employment of Relatives

It is **recommended** adopting an Employment of Relatives policy (see POOL/PACT HR Small Organization Sample Policy 2.6.6, "Employment of Relatives"). Suggest including a copy of the State of Nevada Ethics Commission Consanguinity/ Affinity Chart (attached) for employees to reference.

Code of Ethical Standards

It is **recommended** adopting a Code of Ethical Standards policy (see POOL/PACT HR Small Organization Sample Policy 2.7, "Code of Ethical Standards").

Leave for Nursing Mothers

It is **recommended** adopting a Leave for Nursing Mothers policy (see POOL/PACT HR Small Organization Sample Policy 5.9, "Leave for Nursing Mothers").

JOB DESCRIPTIONS

One of the most important documents an organization should have are up-to-date job descriptions.

Ensure all job descriptions contain the following:

- Date created/revised – this assists the organization in tracking when the description was created and last date it was reviewed/revised. This helps identify if the description should be reviewed/revised again as well as the duties of the position at a certain point in time, in the event of a legal challenge.
- FLSA status (exempt/non-exempt) – identifies whether the position is exempt from overtime provisions.
- Knowledge, Skills, Abilities – this section outlines the specific capabilities needed to perform the essential functions of the position.
- Mental/intellectual requirements: when clearly outlined, not only physical, but mental requirements assist health care providers in determining fitness for duty considerations, assessing duties for workers' compensation claims, and other medical requests.
- Working conditions: this section will list the typical conditions encountered during the workday by the employee. Considerations to add to this section include, weather factors, dust, noise, exposure to chemicals, confined spaces, and/or unusual hours or location of work.
- Signature line stating the employee has read the job description and has received a copy for their records. POOL/PACT HR sample language states:
    - *I acknowledge that I have read the above job description and have received a copy for my records.*

Once job descriptions are updated, suggest identifying and implementing a procedure to periodically review and update job descriptions. Once completed, give copies of job descriptions to employees to review and sign for inclusion in their master personnel file. An excellent time to do this is during performance evaluations.

In addition to the sample job descriptions provided for this assessment, over 200 sample job descriptions are available on POOL/PACT HR's website at www.poolpact.com.

RECRUITMENT AND SELECTION PROCESS

It is **recommended** that SVLD adopt a policy outlining the recruitment, selection, and background check process (see recommendation under Policies for "Employment").

It is **recommended** using an interview rating form (sample attached). This will assist SVLD in documenting that the selected applicant scored well in the interview. This documentation will help justify employment decisions by SVLD and can protect the organization against claims of unfair hiring practices.

As a reminder, as of December 2016, the retention period for recruitment files has increased from three to four years.

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	11/28/2019	AT&T Dec 2019	$49.35	Phone & Fax RMPL
CHASE	11/29/2019	Chase Nov 2019	$7,694.09	Credit Card
FRONTIER	12/1/2019	Frontier Dec 2019	$196.15	Phone, Fax & Int. MPL
GREAT WESTERN STATES	12/2/2019	6180	$522.50	Programs
NV ENERGY	12/4/2019	379561 Nov 2019	$427.64	Power MPL
NV ENERGY	12/19/2019	378178 Nov 2019	$136.02	Power RMPL
NYE COUNTY PUB WORKS	12/2/2019	27-0007122	$55.00	Water MPL
		AMOUNT	**$9,080.75**	

NEW INVOICES:

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	11/5/2019	645764979954	$21.95	Kids Books RMPL
AMAZON	11/6/2019	738786767385	$26.64	Adult Books RMPL
AMAZON	11/7/2019	473536954889	$43.90	Programs - Santa
AMAZON	11/7/2019	863359736377	$47.56	Kids Books RMPL
AMAZON	11/7/2019	884837758776	$177.22	Programs - Santa
AMAZON	11/8/2019	434949536653	$37.46	Equipment MPL
AMAZON	11/8/2019	467873949799	$191.04	Programs - Kids
AMAZON	11/10/2019	459877383879	$62.34	Office
AMAZON	11/10/2019	959874744456	$10.98	Kids Books RMPL
AMAZON	11/11/2019	438435553943	$13.55	Kids Books RMPL
AMAZON	11/11/2019	486484357569	$26.99	Adult Books RMPL
AMAZON	11/11/2019	996646843568	$32.27	Programs - Santa
AMAZON	11/12/2019	774969758647	$79.40	Oper Supp Movies
AMAZON	11/12/2019	979357339759	$140.85	RMPL Movies
AMAZON	11/13/2019	448594556356	$13.55	Kids Books RMPL
AMAZON	11/13/2019	456783465635	$47.06	Programs - Preschool
AMAZON	11/13/2019	465633785356	$24.95	Programs - Preschool
AMAZON	11/13/2019	839338875875	$19.99	RMPL Movies
AMAZON	11/13/2019	978574976466	$90.79	Programs - Santa
AMAZON	11/14/2019	438883865894	$568.16	Video Games RMPL
AMAZON	11/14/2019	447656974467	$19.99	Office
AMAZON	11/14/2019	468435997838	$120.39	Building Maint
AMAZON	11/14/2019	497555447895	$57.28	Building Maint
AMAZON	11/14/2019	559345847734	$416.93	Video Games RMPL
AMAZON	11/14/2019	665487754689	$15.00	Video Games RMPL
AMAZON	11/15/2019	498994648775	$19.96	RMPL Movies
AMAZON	11/16/2019	445976955773	$11.40	Equipment MPL
AMAZON	11/17/2019	456535875796	$13.99	RMPL Movies
AMAZON	11/18/2019	455733869379	$24.80	Kids Books RMPL
AMAZON	11/18/2019	459995976868	$26.07	Adult Books RMPL
AMAZON	11/18/2019	636939795799	$22.28	Adult Books RMPL

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	11/18/2019	643448973676	$103.28	Kids Books RMPL
AMAZON	11/18/2019	678659363754	$29.40	Kids Books RMPL
AMAZON	11/18/2019	786665653837	$40.01	Adult Books RMPL
AMAZON	11/18/2019	857558493835	$13.21	Kids Books RMPL
AMAZON	11/19/2019	434367775699	$48.41	Building Maint
AMAZON	11/19/2019	445773664866	$18.18	RMPL Movies
AMAZON	11/19/2019	459467985576	$19.96	RMPL Movies
AMAZON	11/19/2019	464444779685	$89.46	Kids Books RMPL
AMAZON	11/19/2019	485495867847	$539.94	Tablets MPL
AMAZON	11/19/2019	748778354885	$37.25	Kids Books RMPL
AMAZON	11/19/2019	933338569786	$53.20	Office
AMAZON	11/19/2019	984655445744	$126.76	Building Maint
AMAZON	11/20/2019	433639336657	$122.89	Building Maint
AMAZON	11/20/2019	443773646836	$19.95	Adult Books RMPL
AMAZON	11/20/2019	446397849838	$92.90	MPL Movies
AMAZON	11/20/2019	448785434639	$30.95	RMPL Movies
AMAZON	11/20/2019	456344479937	$16.67	Programs - Santa
AMAZON	11/20/2019	465978578564	$48.94	MPL Movies
AMAZON	11/20/2019	739549854775	$16.99	Oper Supp Books
AMAZON	11/20/2019	889348454857	$24.99	Adult Books RMPL
AMAZON	11/20/2019	974986454795	$119.37	RMPL Movies
AMAZON	11/21/2019	435954798737	$69.76	Kids Books RMPL
AMAZON	11/21/2019	436843575877	$103.22	Programs - Santa
AMAZON	11/21/2019	455393788548	$8.61	Kids Books RMPL
AMAZON	11/21/2019	465588744947	$220.81	Programs - Santa
AMAZON	11/21/2019	468959786586	$17.20	Programs - Santa
AMAZON	11/21/2019	559853376888	$39.82	Adult Books RMPL
AMAZON	11/21/2019	789797477934	($44.94)	Credit
AMAZON	11/21/2019	848765734846	$12.12	Kids Books RMPL
AMAZON	11/21/2019	863476599576	$6.97	Adult Books RMPL
AMAZON	11/21/2019	954895493946	$13.55	Kids Books RMPL
AMAZON	11/21/2019	958434934874	$157.79	Programs - Santa
AMAZON	11/22/2019	435748764445	($21.95)	Credit
AMAZON	11/22/2019	449389593736	$21.12	Kids Books RMPL
AMAZON	11/22/2019	973983795738	$15.05	Programs - Preschool
AMAZON	11/23/2019	444986368778	$19.57	Adult Books RMPL
AMAZON	11/23/2019	474785797347	$13.55	Kids Books RMPL
AMAZON	11/23/2019	957866664874	$126.00	Oper Supp Books
AMAZON	11/27/2019	459666537799	($24.80)	Credit
AMAZON	11/27/2019	935735565365	$40.88	Video Games RMPL
AMAZON	11/27/2019	979935538888	$75.33	RMPL Movies
AMAZON	11/28/2019	436754755479	$33.35	Oper Supp VG
AMAZON	11/28/2019	686987975793	$19.96	MPL Movies
AMAZON	11/30/2019	457557436445	($10.59)	Credit
AMAZON	12/2/2019	435768834389	$32.23	NV Grant
AMAZON	12/2/2019	437595653576	$30.07	NV Grant
AMAZON	12/2/2019	454869537665	$17.19	NV Grant
AMAZON	12/2/2019	458533793937	$23.59	Building Maint
AMAZON	12/2/2019	459378443987	$21.45	Adult Books RMPL
AMAZON	12/2/2019	486456983358	$13.98	Adult Books RMPL

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	12/2/2019	584537833363	$12.10	NV Grant
AMAZON	12/2/2019	763737883475	$12.91	NV Grant
AMAZON	12/2/2019	777595457769	$34.43	NV Grant
AMAZON	12/2/2019	866455393659	$45.70	Building Maint
AMAZON	12/2/2019	976669997875	$40.89	NV Grant
AMAZON	12/3/2019	443385874738	$155.49	NV Grant
AMAZON	12/3/2019	446467639436	$17.69	NV Grant
AMAZON	12/3/2019	458686946559	$98.83	NV Grant
AMAZON	12/3/2019	468397337839	$197.51	Adult Books RMPL
AMAZON	12/3/2019	483695987466	$66.00	Office
AMAZON	12/3/2019	578985665943	$89.97	Adult Books RMPL
AMAZON	12/3/2019	755884595555	$34.39	Building Maint
AMAZON	12/3/2019	858968874447	$11.99	NV Grant
AMAZON	12/3/2019	899938795646	$13.99	RMPL Movies
AMAZON	12/4/2019	474853889773	$79.86	RMPL Movies
AMAZON	12/4/2019	684454734679	$289.54	Programs - Santa
AMAZON	12/5/2019	467989634998	$29.99	RMPL Movies
AMAZON	12/5/2019	476838446985	$19.35	Building Maint
AMAZON	12/6/2019	584967335887	$26.89	Office
AMAZON	12/6/2019	695883998836	$31.50	Office
AMAZON	12/8/2019	433684979756	$84.44	Building Maint
AMAZON	12/8/2019	454343554449	$45.16	Programs - Santa
AMAZON	12/8/2019	947393669469	$36.85	Building Maint
AMAZON	12/9/2019	758474464396	$36.56	Kids Books RMPL
BARBER, JR, BOB	12/31/2019	J12-19	$2,900.00	Building Maint
CRIMSON MULTIMEDIA	12/6/2019	2880	$496.18	Video Games RMPL
DEMCO INC	12/2/2019	6731844	$436.74	Oper Supp Books
DEMCO INC	12/2/2019	6731845	$236.52	Oper Supp Books
DEMCO INC	12/2/2019	6731860	$50.61	Oper Supp Books
GENERAL STORE	12/4/2019	1-1178967	$47.17	Programs - Santa
GENERAL STORE	12/5/2019	1-1179653	$29.11	Programs - Santa
GENERAL STORE	12/5/2019	2-760636	$69.38	Programs - Santa
GENERAL STORE	12/9/2019	1-1182320	$81.42	Programs - Preschool
GENERAL STORE	12/10/2019	1-1182750	$169.24	Programs - Santa
GENERAL STORE	12/12/2019	3-602806	$3.49	Programs - Kids
GENERAL STORE	12/13/2019	1-1184497	$53.59	Programs - Santa
GENERAL STORE	12/13/2019	1-1184615	$81.28	Programs - Santa
GENERAL STORE	12/13/2019	2-764070	$27.14	Programs - Santa
GENERAL STORE	12/16/2019	1-1186534	$7.99	Equipment Maint
GENERAL STORE	12/18/2019	1-1187921	$35.27	Programs - Preschool
GENERAL STORE	12/19/2019	1-1188424	$85.35	Building Maint
GENERAL STORE	12/30/2019	1-1194948	$205.91	Programs - NYE
J W WELDING SUPPLY	12/24/2019	239947	$256.88	Equipment Maint

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
MICROMARKETING LLC	12/3/2019	795525	$28.78	Kids Books RMPL
MICROMARKETING LLC	12/3/2019	795526	$50.59	Adult Books RMPL
MICROMARKETING LLC	12/5/2019	795980	$27.18	Kids Books RMPL
MICROMARKETING LLC	12/10/2019	796395	$19.99	Kids Books RMPL
MICROMARKETING LLC	12/12/2019	796660	$24.00	Adult Books RMPL
MICROMARKETING LLC	12/12/2019	796764	$25.46	Adult Books RMPL
MICROMARKETING LLC	12/17/2019	797076	$13.59	Kids Books RMPL
MICROMARKETING LLC	12/17/2019	797077	$49.59	Adult Books RMPL
MICROMARKETING LLC	12/19/2019	797298	$13.59	Kids Books RMPL
MICROMARKETING LLC	12/24/2019	797948	$59.19	Adult Books RMPL
MICROMARKETING LLC	12/24/2019	797949	$50.17	Kids Books RMPL
NORTHERN NEVADA PEST	12/30/2019	70356	$35.00	Build Maint RMPL
PARACLETE PRESS INC	12/11/2019	704348	$152.20	Adult Books RMPL
PENWORTHY COMPANY	12/3/2019	558527-IN	$1,509.45	Kids Books RMPL
QUILL	11/25/2019	2925542	$48.34	Janitorial
QUILL	12/9/2019	3186657	$99.00	Office
QUILL	12/9/2019	3212844	$191.95	Janitorial
QUILL	12/10/2019	3254505	$36.85	Janitorial
RECORDED BOOKS LLC	11/26/2019	76581238	$213.75	eAudio
RECORDED BOOKS LLC	12/16/2019	76588368	$123.20	eAudio
SMOKY VALLEY	12/12/2019	1912-119302	$64.76	Build Maint RMPL
SUBURBAN PROPANE	12/12/2019	120305	$1,336.65	Utilities Propane

NEW INVOICE TOTAL: **$16,046.92**
PRE-APPROVED TOTAL: **$9,080.75**
GRAND TOTAL: **$25,127.67**

Rebecca Lim, Chairperson

Gwenn Snow, Vice-Chairperson

Mallory Barber, Secretary/Clerk

Sara Keehfuss, Treasurer

Frank Wagener, Member

SVLD 1/7/2020
FY 2019-2020