

**AGENDA**  
**SMOKY VALLEY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Round Mountain Public Library**  
**Round Mountain, Nevada**  
**Tuesday July 2, 2019 – 5:00 PM**

Members:     Rebecca Lim, Chairperson                     Sara Keehfuss, Treasurer  
                  Gwenn Snow, Vice-Chairperson  
                  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)

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**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 June 4, 2019 - For Possible Action
5. INFORMATIONAL ITEMS
  - a.
  - b. HR update -
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 AR Reading for the Library
9. NEW BUSINESS – For Possible Action
  - a.
10. CORRESPONDENCE – For possible Action
  - a. Letter from the Department of Taxation – Final budget is in compliance for fiscal year 2019-2020
11. FINANCE – For possible Action
  - a. Approve and sign expenditures for July 2, 2019
  - b. Cash flow information

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](mailto:andream@svld.net)

**All agendas are posted at the following locations:**

Round Mountain Post Office	Round Mountain Public Library	Manhattan Public Library
83 Hadley Circle	73 Hadley Circle	7 Mineral Street
Round Mountain, NV 89045	Round Mountain, NV 89045	Manhattan, NV 89022

Also can be found on the Department of Administration website <https://notice.nv.gov>  
County – Nye County - Smoky Valley Library Board.

Any member of the public who is disabled and requires accommodations or assistance at this meeting is requested to notify the Round Mountain Public Library in writing or call (775) 377-2215.

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**MINUTES**  
**SMOKY VALLEY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Round Mountain Public Library**  
**Round Mountain Nevada**  
**Tuesday June 4, 2019– 5:00 PM**

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

Members absent:

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.

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**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. Gwenn seconded. All voted in favor. Motion passed.
4. Reading, correction and approval of minutes – Mallory made a motion to accept minutes with corrections – NO GPC, 8a. all the quotes. Sara seconded. All voted in favor. Motion passed.
5. INFORMATIONAL ITEMS –
  - a. Minimum staffing requirements - Jeanne explained to the board that we have experienced in the past several staff members being gone at the same for vacation. We have no policy stating that we can only have X number of people gone at once. Jeanne wanted input on what that number should be and if we need a policy stating this. The board agreed we need something stating the number allowed staff off at once for vacation. They gave examples in percentages like no more than 30 to 40 percent at once. They also suggested training for all staff to cover area's cover all area's in emergency situations. Jeanne said that we do have a training schedule in the works so that everyone can cover all areas in the library.
  - b. HR update – Andrea told the board that we had a representative come from Pool/Pact to discuss ways that they can help us keep up with HR related issues and to help use with policy changes, job descriptions and filing procedures. They also gave us information so that staff can have training for customer service in a public setting, Ethics, and many more. They will give use a login so that staff can take these training classes. We are setting up times for them during their work days to complete the 5 sessions.
6. OPEN DISCUSSION – Jeanne told the board she will be doing the Annual report now that she has received the net proceed number. We are going to have our Destiny program hosted @ Follett. We decided that because we do not have an official tech person and our server is getting old that it would be the best decision.
7. LIBRARY REPORTS– For possible action –
  - a. RMPL – All our numbers are improving. Amy gave a report on all programs for the summer. Story time, HOP, game day, and the summer reading program.
  - b. MPL – Manhattan has had no internet. Tony said that he thinks a lightning strike caused the routers to go out and that he is waiting on Frontier to come and replace them. Sara said that she has a router he can borrow until they come and fix it.
8. OLD BUSINESS– For Possible Action –

9. NEW BUSINESS– For possible action –

a. Election of new officers – Sara made a motion for Rebecca Lim to be the SVLD Board Chairperson – Becky Accepted. Mallory seconded. All voted in favor. Motion passed. Mallory made a motion for Gwenn Snow to be the SVLD Board Vice-Chairperson – Gwenn accepted. Sara seconded. All voted in favor. Motion passed. Becky made a motion for Mallory Barber be the SVLD Board Secretary/Clerk – Mallory accepted. Gwenn seconded. All voted in favor. Motion passed. Mallory made a motion for Sara Keehfuss to be the SVLD Board Treasurer – Sara accepted. Gwenn seconded. All voted in favor. Motion passed. (Rebecca Lim – Chairperson, Gwenn Snow – Vice Chairperson, Mallory Barber – Secretary/Clerk, Sara Keehfuss – Treasurer.)

b. Leave without pay policy – Jeanne explained to the board that we do not have a policy in place for this. This policy was taken from the Nye County Policy. Jeanne explained that this has become an issue and we need a policy to address the issue when it arises. The board read policy agreed we need to adopt it. Sara made a motion to accept the Leave without pay policy as written. Mallory seconded. All voted in favor. Motion passed.

c. Personal appearance policy - Jeanne told the board that we would like to make a few changes to this policy. We climb ladders, move furniture and our policy states we can wear sandals. We feel this is dangerous and have an accident because of wearing sandals in the past. Also there are a few changes to the clothing we would like changed. The board read through the policy and agreed. Mallory made a motion to accept the changes to the personal appearance policy. Sara seconded. All voted in favor. Motion passed.

d. Closures for 2019-2020 – Mallory made a motion to accept the closures for the year 2019-2020 fiscal year as written. Sara seconded. All voted in favor. Motion passed.

10. CORRESPONDENCE – nothing at this time.

11. FINANCE -

a. Finance – Sara made a motion to approve and sign vouchers for June 4, 2019. Mallory seconded. All voted in favor. Motion passed.

b. Cash flow – the board has updated information concerning cash flow.

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

13. Set date and time of next meeting. The next meeting was set for Tuesday, July 2, 2019 @ 5:00 PM in Round Mountain Public Library Conference Room, Round Mountain Nevada.

14. ADJOURN – Sara made a motion to adjourn the meeting @ 6:16 PM

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Date approved

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Mallory Barber, Secretary/Clerk

# Smoky Valley Library District

www.svid.net

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

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

## MONTHLY REPORT FOR MAY 2019

June 3, 2019

Materials	Added	Total	Circulation	Last Year
Adult Books	58	8,633	299	309
Audio Books	16	1,185	39	30
Easy	97	5,806	432	346
Junior	115	5,301	130	172
Teen	18	2,874	100	122
Movies	95	12,923	1,800	1,580
Music	0	2,388	25	51
Computer	-	10	178	272
Wi-Fi Usage	-	-	411	504
Freegal Usage	-	-	807	308
Database Useage	-	-	-	1723
Digital Material	298	4,706	73	24
<b>GRAND TOTAL</b>	<b>697</b>	<b>43,826</b>	<b>4,294</b>	<b>5,441</b>

**Patron Visits** **2,591**      **3,790**

**New Patrons:** 11

**Web Site Visits** 1070

**Services:**

Notaries 22

Meeting room 21

Proctoring/Tutoring 7/34

Volunteer Hours 15

**Revenues:**

Fax \$ 73.00

Fines \$ 68.70

Copies \$ 59.85

Donations \$ 10.50

Misc. \$ 311.48

**GRAND TOTAL \$ 523.53**

**Programs:**

Classes 334

Storytime 61

Table Activities 195

Preschool Graduation 62

**Programs:**

Preschool 3 yr old 25

Preschool Bridging Ceremony 30

STEM 38

Movie Night 2

**Grand Total: 747**

# Smoky Valley Library District

www.svld.net

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Fax (775)-377-2699

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P.O. Box 95  
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## Manhattan Library Report for May, 2019

	2019	2018
Patron Visits	91	50
Check Outs	146	111
Computer Usage	9	18
Community Center	0	0
Museum Visitors	24	21
Inside WIFI	3	3
Collection count to date:	5,743	7,242
Materials added:		
Equipment	0	
Audios	0	0
Books	23	11
Movies	<u>92</u>	<u>27</u>
TOTAL	115	38



STATE OF NEVADA  
DEPARTMENT OF TAXATION

Web Site: <http://tax.nv.gov>

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

RENO OFFICE  
4600 Kietzke Lane  
Building L, Suite 235  
Reno, Nevada 89502  
Phone: (775) 687-9999  
Fax: (775) 688-1303

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

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

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

June 7, 2019

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

Re: Final Budget – Fiscal Year 19/20

Dear Ms. Bleecker:

The Department of Taxation has examined your final budget in accordance with NRS 354.598. We find the budget to be in compliance with the law and appropriate regulations.

Please be advised the following tax rates will be presented to the Nevada Tax Commission on June 25, 2019 for certification:

Operating tax rate	\$ 0.2918
Voter approved rate	0.0000
Legislative override rate	0.0000
Debt service rate	<u>0.0000</u>
	\$ 0.2918

If you should have any questions, please do not hesitate to call me at (775) 684-2027. My e-mail address is [barragan@tax.state.nv.us](mailto: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	5/28/2019	AT&T June 2019	\$41.61	Phone & Fax RMPL
Bob Barber Jr	5/31/2019	J5-19	\$2,900.00	Janitorial
Chase	5/29/2019	Chase May 2019	\$1,003.55	Credit card
Daniel C. McArthur, Ltd	4/30/2019	23791	\$6,790.00	Annual Audit
Frontier	6/1/2019	Frontier June 2019	\$192.64	Phone, Fax, Int. MPL
JW Welding	6/7/2019	234485	\$256.88	Helium
NV Energy	6/5/2019	379561 May 2019	\$315.92	Power MPL
NV Energy	6/14/2019	378178 May 2019	\$270.64	Power RMPL
Nye County Public Works	6/1/2019	27-0006373	\$55.00	Water MPL
Round Mtn Public Utilities	6/3/2019	403 May 2019	\$156.50	Water RMPL
Valley Disposal	5/1/2019	11044	\$70.00	Building Maint
Valley Disposal	6/1/2019	11074	\$70.00	Building Maint
Xerox	6/1/2019	97110876	\$516.27	Xerox lease
Xerox	6/1/2019	97110877	\$565.99	Xerox lease
<b>AMOUNT</b>			<b>\$13,205.00</b>	

**NEW INVOICES:**

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
A-1 NATIONAL FIRE CO.	5/30/2019	26237	\$205.70	Building Maint
A-1 NATIONAL FIRE CO.	5/30/2019	26251	\$40.00	Building Maint
AMAZON	5/8/2019	646455783335	\$60.87	MPL Movies
AMAZON	5/9/2019	436979576839	\$2.99	MPL Movies
AMAZON	5/9/2019	458845598386	\$59.35	Kids Books RMPL
AMAZON	5/9/2019	465999943375	\$19.04	Kids Books RMPL
AMAZON	5/9/2019	594495643448	\$11.60	MPL Movies
AMAZON	5/9/2019	595495334569	\$67.26	Kids Books RMPL
AMAZON	5/9/2019	653335993477	\$77.78	Office Supplies
AMAZON	5/10/2019	433539994944	\$20.69	Books MPL
AMAZON	5/10/2019	434438738533	\$17.97	MPL Movies
AMAZON	5/10/2019	455837486885	\$64.92	Kids Books RMPL
AMAZON	5/10/2019	469744464897	\$20.80	Kids Books RMPL
AMAZON	5/10/2019	475994735659	\$17.97	RMPL Movies
AMAZON	5/10/2019	494664834737	\$61.80	Kids Books RMPL
AMAZON	5/10/2019	559697767494	\$30.46	Adult Books RMPL
AMAZON	5/10/2019	563664694457	\$11.60	MPL Movies
AMAZON	5/10/2019	567687384945	\$56.00	Adult Books RMPL
AMAZON	5/10/2019	593974645533	\$7.16	Adult Books RMPL
AMAZON	5/10/2019	749643335878	\$73.98	Operating Supplies
AMAZON	5/10/2019	773644338648	\$34.84	Kids Books RMPL
AMAZON	5/10/2019	895358698775	\$43.54	Kids Books RMPL
AMAZON	5/11/2019	466788657399	\$23.82	Adult Books RMPL
AMAZON	5/11/2019	973875964538	\$29.98	MPL Movies

SVLD 7/2/2019  
 FY 2018-2019



Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	5/12/2019	643658939344	\$8.99	Kids Books RMPL
AMAZON	5/12/2019	646899794739	\$11.55	Books MPL
AMAZON	5/13/2019	437769847877	\$18.30	Books MPL
AMAZON	5/13/2019	833564958957	\$19.49	Adult Books RMPL
AMAZON	5/14/2019	433555844543	\$55.72	RMPL Movies
AMAZON	5/14/2019	435795464438	\$102.85	MPL Movies
AMAZON	5/14/2019	458353458868	\$33.02	RMPL Movies
AMAZON	5/14/2019	465468368966	\$48.99	Programs AP
AMAZON	5/14/2019	475784464767	\$10.06	MPL Movies
AMAZON	5/14/2019	556334655873	\$22.49	RMPL Movies
AMAZON	5/14/2019	575498353674	\$27.13	RMPL Movies
AMAZON	5/14/2019	599753785478	\$11.99	RMPL Movies
AMAZON	5/14/2019	769556355386	\$137.48	RMPL Movies
AMAZON	5/14/2019	777988945844	\$9.96	MPL Movies
AMAZON	5/15/2019	443386456878	\$21.03	RMPL Movies
AMAZON	5/15/2019	446658666936	\$12.96	MPL Movies
AMAZON	5/15/2019	589556358454	\$25.92	RMPL Movies
AMAZON	5/15/2019	589799499579	\$12.96	MPL Movies
AMAZON	5/15/2019	775647474633	\$19.96	MPL Movies
AMAZON	5/15/2019	786867874758	\$9.92	MPL Movies
AMAZON	5/16/2019	468437796675	\$81.42	Adult Books RMPL
AMAZON	5/16/2019	468745798885	\$12.99	Adult Books RMPL
AMAZON	5/16/2019	563493346464	\$18.01	RMPL Movies
AMAZON	5/16/2019	575598686944	\$21.66	Adult Books RMPL
AMAZON	5/16/2019	596435889547	\$22.55	RMPL Movies
AMAZON	5/16/2019	668799349339	\$32.43	Adult Books RMPL
AMAZON	5/16/2019	689539847984	\$16.83	MPL Movies
AMAZON	5/16/2019	766743756697	\$19.39	Adult Books RMPL
AMAZON	5/16/2019	883853463435	\$12.49	Adult Books RMPL
AMAZON	5/17/2019	445874673366	\$25.65	Adult Books RMPL
AMAZON	5/17/2019	538878484756	(\$1.60)	Credit
AMAZON	5/17/2019	563994576956	\$16.00	Books MPL
AMAZON	5/18/2019	493534546999	\$4.99	RMPL Movies
AMAZON	5/18/2019	535393696679	\$21.68	RMPL Movies
AMAZON	5/19/2019	549463479765	\$17.72	Kids Books RMPL
AMAZON	5/19/2019	744838567868	\$6.69	RMPL Movies
AMAZON	5/20/2019	457558973968	\$13.72	RMPL Movies
AMAZON	5/20/2019	833754883469	\$155.99	RMPL Movies
AMAZON	5/20/2019	936747987399	\$101.37	MPL Movies
AMAZON	5/22/2019	459583779658	(\$0.86)	Credit
AMAZON	5/22/2019	588786474777	\$24.99	RMPL Movies
AMAZON	5/23/2019	478957694767	\$22.58	Equipment Maint
AMAZON	5/23/2019	888583876495	\$61.49	Operating Supplies
AMAZON	5/28/2019	466338943683	\$35.64	RMPL Movies
AMAZON	5/28/2019	738958463795	\$43.99	Office Supplies
AMAZON	5/28/2019	946948458965	\$13.69	RMPL Movies
AMAZON	5/28/2019	984763489439	\$94.29	RMPL Movies
AMAZON	5/29/2019	456836538383	\$53.98	Building Maint
AMAZON	5/29/2019	459765586987	\$63.72	Office Supplies

SVLD 7/2/2019  
FY 2018-2019

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	5/29/2019	489876348853	\$13.81	Building Maint
AMAZON	5/29/2019	674468787868	\$446.25	Equipment Maint
AMAZON	5/29/2019	683459889693	\$17.42	Office Supplies
AMAZON	5/30/2019	634484765953	\$209.97	Equipment Maint
AMAZON	5/30/2019	669888947486	\$11.84	Office Supplies
AMAZON	5/30/2019	673597489968	\$229.99	Equipment Maint
AMAZON	5/31/2019	443634445493	\$62.91	Operating Supplies
AMAZON	5/31/2019	939553345976	\$12.91	Adult Books RMPL
AMAZON	6/3/2019	438756336593	\$95.45	Office Supplies
AMAZON	6/3/2019	454793675433	\$17.10	Adult Books RMPL
AMAZON	6/3/2019	468949476686	\$11.99	Office Supplies
AMAZON	6/4/2019	537698346697	\$23.52	RMPL Movies
AMAZON	6/4/2019	769475838676	\$14.96	MPL Movies
AMAZON	6/5/2019	459883537486	\$5.00	RMPL Movies
AMAZON	6/5/2019	465357838856	\$25.92	MPL Movies
AMAZON	6/5/2019	467596469774	\$21.99	Equipment Maint
AMAZON	6/5/2019	468754497687	\$75.86	RMPL Movies
AMAZON	6/5/2019	473593838539	\$147.66	Equipment Maint
AMAZON	6/5/2019	585354766577	\$5.00	MPL Movies
AMAZON	6/5/2019	746387448745	(\$0.10)	Credit
AMAZON	6/5/2019	879539588688	\$13.99	MPL Movies
AMAZON	6/5/2019	954785454588	\$93.97	RMPL Movies
AMAZON	6/6/2019	475939939639	\$84.16	Equipment Maint
AMAZON	6/9/2019	448373637998	\$215.16	Equipment Maint
AMAZON	6/9/2019	699579794994	\$107.58	Equipment Maint
BAKER & TAYLOR INC	5/28/2019	4012563473	\$78.73	Adult Books RMPL
BAKER & TAYLOR INC	6/11/2019	4012574615	\$51.66	Adult Books RMPL
DEMCO INC	6/3/2019	6625630	\$106.85	Operating Supplies
DEMCO INC	6/7/2019	6629147	\$58.40	Operating Supplies
GENERAL STORE	6/11/2019	1-1068883	\$23.34	Programs SRP
GENERAL STORE	6/12/2019	1-1069627	\$16.56	Programs SRP
GENERAL STORE	6/17/2019	1-1072663	\$92.14	Programs SRP
LAS VEGAS REVIEW	6/20/2019	1054345	\$31.50	Ads
MICROMARKETING LLC	3/5/2019	760923	\$14.40	Kids Books RMPL
MICROMARKETING LLC	4/11/2019	765841	\$121.28	Adult Audio RMPL
MICROMARKETING LLC	5/16/2019	770908	\$403.56	Adult Audio RMPL
MICROMARKETING LLC	6/4/2019	772941	\$57.84	Adult Audio RMPL
MICROMARKETING LLC	6/11/2019	773576	\$54.59	Adult Audio RMPL
MICROMARKETING LLC	6/25/2019	775337	\$113.68	Adult Audio RMPL
MIDAMERICA BOOKS	5/2/2019	486306	\$405.95	Kids Books RMPL
NORTHERN NEVADA PEST	6/17/2019	64600	\$35.00	Building Maint
PARACLETE PRESS INC	6/3/2019	47087-3	\$11.89	Adult Books RMPL
QUILL	5/31/2019	7755964	\$89.99	Office Supplies
QUILL	5/31/2019	7756151	\$68.99	Office Supplies
QUILL	6/13/2019	8062083	\$67.15	Office Supplies
QUILL	6/14/2019	8089191	\$18.72	Office Supplies

SVLD 7/2/2019  
FY 2018-2019

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
RECORDED BOOKS LLC	6/3/2019	76236184	\$118.40	eAudio
RECORDED BOOKS LLC	6/4/2019	76236784	\$56.99	eAudio
RECORDED BOOKS LLC	6/5/2019	76237509	\$153.42	eAudio
RECORDED BOOKS LLC	6/6/2019	76238262	\$19.20	eAudio
SMOKY VALLEY	6/19/2019	1906-113533	\$12.18	Building Maint
SMOKY VALLEY LIBRARY-	6/21/2019	Petty Cash 6-21-2019	\$1,301.79	Petty Cash

**NEW INVOICE TOTAL:** \$8,242.89  
**PRE-APPROVED TOTAL:** \$13,205.00  
**GRAND TOTAL:** \$21,447.89

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Rebecca Lim, Chairperson

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Gwen Snow, Vice-Chairperson

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Mallory Barber, Secretary/Clerk

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Sara Keehfuss, Treasurer

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Open, Member

SMOKY VALLEY LIBRARY DISTRICT  
 PO BOX 1428  
 ROUND MOUNTAIN, NV 89045  
 EXPENDITURE LISTING

**APPROVED USING PRE-APPROVAL LETTER:**

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
Eason Insurance	5/16/2019	110001383	\$12,176.81	Property Insurance
<b>AMOUNT</b>			<b>\$12,176.81</b>	

**NEW INVOICES:**

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
EBSCO	7/1/2019	1000104083-1	\$7,500.00	Database
Junior Library Guild	7/2/2019	467446	\$1,115.00	Kids Books RMPL

<b>NEW INVOICE TOTAL:</b>	<b>\$8,615.00</b>
<b>PRE-APPROVED TOTAL:</b>	<b>\$12,176.81</b>
<b>GRAND TOTAL:</b>	<b>\$20,791.81</b>

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 Rebecca Lim, Chairperson

\_\_\_\_\_  
 Gwen Snow, Vice-Chairperson

\_\_\_\_\_  
 Mallory Barber, Secretary/Clerk

\_\_\_\_\_  
 Sara Keehfuss, Treasurer

\_\_\_\_\_  
 Open, Member

**PROJECTED Cash Flow (BUDGETED AMOUNTS)**  
2018-2019

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Beginning Balance	\$ 684,504	\$ 590,042	\$ 614,964	\$ 520,502	\$ 545,842	\$ 468,380	\$ 373,918	\$ 398,840	\$ 307,378	\$ 332,302	\$ 237,842	\$ 567,858	\$ 964,672
Revenues	\$ 3,522	\$ 122,906	\$ 3,522	\$ 123,324	\$ 20,522	\$ 3,522	\$ 122,906	\$ 6,522	\$ 122,906	\$ 3,522	\$ 427,998	\$ 3,500	\$ 519,996
Wages	\$ 43,333	\$ 43,333	\$ 43,333	\$ 43,333	\$ 43,333	\$ 43,333	\$ 43,333	\$ 43,333	\$ 43,333	\$ 43,333	\$ 43,333	\$ 43,333	\$ 519,996
Benefits	\$ 21,667	\$ 21,667	\$ 21,667	\$ 21,667	\$ 21,667	\$ 21,667	\$ 21,667	\$ 21,667	\$ 21,667	\$ 21,667	\$ 21,667	\$ 21,667	\$ 260,004
Materials	\$ 14,750	\$ 14,750	\$ 14,750	\$ 14,750	\$ 14,750	\$ 14,750	\$ 14,750	\$ 14,750	\$ 14,750	\$ 14,750	\$ 14,750	\$ 14,750	\$ 177,000
Office	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,666	\$ 1,666	\$ 1,666	\$ 1,666	\$ 20,000
Xerox Lease	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,166	\$ 1,166	\$ 1,166	\$ 1,166	\$ 14,000
Utilities	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 24,000
Building Maint.	\$ 8,608	\$ 8,608	\$ 8,608	\$ 8,608	\$ 8,608	\$ 8,608	\$ 8,608	\$ 8,608	\$ 8,609	\$ 8,609	\$ 8,609	\$ 8,609	\$ 103,300
Equipment Maint.	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,666	\$ 1,666	\$ 1,666	\$ 1,666	\$ 20,000
Other	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	\$ 37,500

**ACTUAL CASH FLOW**

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
Beginning Balance	\$ 652,919	\$ 545,550	\$ 465,415	\$ 486,557	\$ 492,887	\$ 433,368	\$ 369,710	\$ 296,047	\$ 462,291	\$ 411,878	\$ 87,673	\$ 823,316	\$ 1,149,620
Revenues	\$ 1,469	\$ 23,526	\$ 104,369	\$ 95,929	\$ 10,907	\$ 38,091	\$ 6,997	\$ 247,356	\$ 31,754	\$ 99,111	\$ 489,386	\$ 724	\$ 500,472
Wages	\$ 41,095	\$ 39,067	\$ 38,843	\$ 42,056	\$ 40,694	\$ 58,851	\$ 42,103	\$ 38,539	\$ 39,482	\$ 40,064	\$ 39,536	\$ 40,142	\$ 500,472
Benefits	\$ 21,188	\$ 19,770	\$ 19,533	\$ 20,537	\$ 20,329	\$ 25,814	\$ 21,328	\$ 20,323	\$ 20,226	\$ 20,246	\$ 19,457	\$ 19,664	\$ 248,413
Materials	\$ 30,366	\$ 37,061	\$ 12,931	\$ 11,507	\$ 4,889	\$ 6,490	\$ 8,311	\$ 12,599	\$ 10,770	\$ 18,165	\$ 14,690	\$ 9,688	\$ 177,465
Office	-	\$ 1,600	\$ 632	\$ 903	\$ 1,196	\$ 309	\$ 1,204	\$ 932	\$ 686	\$ 641	\$ 1,096	\$ 883	\$ 10,083
Ads	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage	-	\$ 66	\$ 21	\$ 95	-	\$ 32	\$ 96	\$ 16	\$ 16	\$ 16	\$ 111	\$ 18	\$ 487
Xerox Lease	\$ 833	\$ 939	\$ 1,307	\$ 1,005	-	\$ 2,068	\$ 988	\$ 931	\$ 1,044	\$ 994	\$ 1,335	\$ 1,082	\$ 12,527
Travel	-	-	-	-	-	-	\$ 75	-	-	-	-	-	\$ 169
Training	-	\$ 49	-	-	-	-	-	-	-	-	-	-	\$ 49
Communications	\$ 233	\$ 234	-	\$ 459	-	\$ 489	\$ 238	\$ 240	\$ 237	\$ 241	\$ 242	\$ 234	\$ 2,847
Utilities	\$ 418	\$ 889	\$ 773	\$ 448	\$ 474	\$ 3,683	\$ 2,299	\$ 1,344	\$ 2,744	\$ 1,243	\$ 679	\$ 798	\$ 15,791
Building Maint.	\$ 4,604	\$ 3,692	\$ 8,192	\$ 8,606	\$ 2,904	\$ 3,051	\$ 3,442	\$ 5,363	\$ 3,207	\$ 2,935	\$ 3,472	\$ 3,229	\$ 52,697
Equipment Maint.	-	\$ 294	\$ 996	\$ 3,796	-	\$ 221	\$ 525	\$ 161	\$ 933	\$ 1,138	\$ 1,903	\$ 661	\$ 10,627
Professional Services	-	-	-	-	-	-	-	-	-	-	-	\$ 6,790	\$ 6,790
Fees	-	-	-	\$ 187	-	\$ 213	\$ 51	\$ 6	-	\$ 133	\$ 45	-	\$ 635
Property Insurance	\$ 10,101	-	-	-	-	-	-	-	-	-	-	-	\$ 10,101
Unemployment Ins.	-	-	-	-	-	-	-	-	-	-	-	-	-
NV Grant	-	-	-	-	-	\$ 374	-	\$ 658	\$ 2,822	\$ 1,857	-	-	\$ 5,712
Subtotal:	\$ 108,838	\$ 103,662	\$ 83,228	\$ 89,598	\$ 70,486	\$ 101,689	\$ 80,660	\$ 81,111	\$ 82,168	\$ 87,673	\$ 82,564	\$ 83,189	\$ 1,054,865
	\$ 545,550	\$ 465,415	\$ 486,557	\$ 492,887	\$ 433,308	\$ 369,710	\$ 296,047	\$ 462,291	\$ 411,878	\$ 423,316	\$ 830,138	\$ 747,673	