

AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain, Nevada

Tuesday October 1, 2019 – 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 September3, 2019 - For Possible Action
5. INFORMATIONAL ITEMS
 - a. POOL/PACT Update
 - b. Harvest Festival
 - c.
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.
10. CORRESPONDENCE – For possible Action
 - a.
11. FINANCE – For possible Action
 - a. Approve and sign expenditures for October 1, 2019
 - b. Cash Flow update

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.

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

**MINUTES
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain Nevada
Tuesday September 3, 2019– 5:00 PM**

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

Members absent: Sara Keehfuss, Treasurer

Also present Andrea Madziarek, Co-Director, Smoky Valley Library District
Amy Madziarek, Children's Dept. Head - RMPL

ITEM#/SUBJECT

1. This meeting was called to order at 5:04 pm by Becky Lim.
2. General Public Comment - Becky mentioned the Ransom Ware virus that the library was hit with. She got notification from AT&T and gave the information to Andrea. Andrea reported that yes we did get a Ransom Ware virus but after speaking with Sara at SVI we got everything fixed.
3. Approval agenda –Gwenn made a motion to accept agenda. Mallory seconded. All voted in favor. Motion passed.
4. Reading, correction and approval of minutes – Mallory made a motion to accept minutes with corrections 5a gave. 5b. to thank us. Gwenn seconded. All voted in favor. Motion passed.
5. INFORMATIONAL ITEMS –
 - a. Nothing at this time.
6. OPEN DISCUSSION – Andrea introduced Frank Wagener as the new board member to everyone. Also, Andrea told the board that we hired a new person to help with classes and after school program. Amy told the board that she is very knowledgeable with the STEM programs and has been implementing science and geography into the after school program. We have had very good attendance every day.
7. LIBRARY REPORTS– For possible action –
 - a. RMPL –
 - b. MPL –
 - c. Children's Wing report – Amy told the board about the new after school program that our children's staff has implemented and that it is educational based. It has been very well attended and is growing every day. Amy told the board that we purchased 4 interactive globes and 2 interactive maps to help supplement the lack of social studies in the school. She also reminded the board again about the book fair. September 9-13, 2019.
8. OLD BUSINESS– For Possible Action – Board of Trustee Training.
 - a. Trustee Training – Andrea told the Board that everyone should have received the information on the Trustee training and would like to know how they wanted to proceed with the training. Becky mentioned that we tried doing training during the meetings and she liked it but thought it might be better if they did the training on their own and then discussed the information at the meetings. Mallory asked how long we should take to complete this training and how many sections should we be discussing at each board meeting. After talking it over they decided to do the

training independently and to discuss 3 topics at a time if necessary at each meeting until all topics were discussed/completed.

9. NEW BUSINESS– For possible action –

a. Board meeting time – Becky asked the board if 5:00 o'clock was still a good time for the monthly board meetings. All agreed that 5:00 PM was still the best time for the monthly meeting.

10. CORRESPONDENCE – nothing at this time.

11. FINANCE -

a. Finance – Gwenn made a motion to approve and sign vouchers dated September 3, 2019. Mallory seconded. All voted in favor. Motion passed.

b. Pre-Authorization Letter – Andrea explained to Frank why we use the pre-authorization letter. The board read over the new letter. Mallory made a motion to accept the pre-authorization letter for the fiscal year 2019-2020. Gwenn seconded. All voted in favor. Motion passed.

12. General Public Comment – (second) – board asked about the new maintenance person. Andrea said that he is doing great and the library and grounds are getting much needed attention.

13. Set date and time of next meeting. The next meeting was set for Tuesday, October 1, 2019 @ 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

15TH ANNUAL HARVEST FESTIVAL

@ THE ROUND MOUNTAIN PUBLIC LIBRARY

SATURDAY OCTOBER 19TH



10:00AM – 2:00PM



Photo Contest: Photographers may enter up to 3 of their best photos. Photos must be submitted in digital form using a flash drive, or email to jeanneb@svid.net or andream@svid.net. Photos can be turned in starting Monday, September 30th – Thursday, October 17th by 6pm. Entries will be printed on 8x10 photo paper, matted, given an identifying number and displayed in the Library. Voting for People's Choice will take Place from 10am – 1pm the day of the Harvest Festival. Prizes will be given for People's Choice 1st & 2nd places. Winners will be announced at 1:45pm on Saturday, October 19th.

Pumpkin Dessert Contest: All contestants must sign up for the contest before the 19th of October. Each contestant can enter one dessert and pumpkin must be the main ingredient. Desserts must be brought in for judging no later than 10am on the day of the Harvest Festival. Sign up at the front circulation desk.

Scarecrow contest: All contestants must sign up for the contest no later than October 4th and must be finished by October 11th. Winner will be announced at 1:30pm on Saturday, October 19th.

Costume Parade: The Costume Parade sign-ups will begin at 11am, all ages are welcome. Everyone who participates will receive a goody bag and be eligible for the raffle. The drawing will take place right after the parade through the library. The raffle will be drawn in age groups: 0-3 year olds, 4-7 year olds, 8-11 year olds, and 12 & up. This is a fun event for everyone. This will NOT be a judged event!

**Local Vendors – Hourly Door Prizes – Contests – Cake Walk
Hot Chocolate – Flavored Coffee – Lots Of Family Fun!!**

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

MONTHLY REPORT FOR AUGUST 2019

August 31, 2019

| Materials | Added | Total | Circulation | Last Year |
|--------------------|-------------|---------------|--------------|--------------|
| Adult Books | 33 | 8,216 | 216 | 233 |
| Audio Books | 29 | 1,149 | 51 | 44 |
| Easy | 119 | 5,784 | 605 | 788 |
| Junior | 151 | 5,150 | 311 | 353 |
| Teen | 39 | 2,820 | 221 | 114 |
| Movies | 93 | 12,949 | 1,153 | 1,568 |
| Music | 13 | 2,126 | 27 | 23 |
| Computer | - | 10 | 260 | 274 |
| Wi-Fi Usage | - | - | 468 | 460 |
| Freegal Usage | - | - | 581 | 325 |
| Database Useage | - | - | - | 1291 |
| Digital Material | 810 | 6,080 | 127 | 74 |
| GRAND TOTAL | 1287 | 44,284 | 4,020 | 5,547 |

| | | | |
|------------------------|-------------|--------------|--------------|
| Patron Visits | | 2,440 | 3,289 |
| New Patrons: | 11 | | |
| Web Site Visits | 7634 | | |

| Services: | | Revenues: | |
|---------------------|-------|--------------------|------------------|
| Notaries | 35 | Fax | \$ 115.00 |
| Meeting room | 26 | Fines | \$ 22.75 |
| Proctoring/Tutoring | 0/33 | Copies | \$ 70.10 |
| Volunteer Hours | 19.75 | Donations | \$ 0.40 |
| | | Misc. | \$ 126.65 |
| | | GRAND TOTAL | \$ 334.90 |

| Programs: | Attendance: | Programs: | Attendance: |
|------------------|-------------|----------------------|-------------|
| Table Activities | 110 | After Hour Kid Power | 151 |
| STEM | 74 | Friday Frenzy | 25 |
| Friday Movie | 4 | | |
| Classes | 299 | Storytime | 62 |
| | | Grand Total: | 725 |

Smoky Valley Library District

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Manhattan Library Report for August, 2019

| | 2019 | 2018 |
|------------------|------|------|
| Patron Visits | 129 | 90 |
| Check Outs | 152 | 119 |
| Computer Usage | 21 | 22 |
| Community Center | 8 | 3 |
| Museum Visitors | 10 | 12 |
| WIFI Hot Spot | 24 | 16 |

Collection count to date: 5,977 7,332

Materials added:

| | | |
|-----------|------------|-----------|
| Equipment | 0 | |
| Audios | 0 | 0 |
| Books | 29 | 13 |
| Movies | <u>111</u> | <u>31</u> |
| TOTAL | 140 | 44 |

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 | 8/28/2019 | AT&T Sept 2019 | \$41.97 | Phone, Fax RMPL |
| BOB BARBER | 8/31/2019 | J8-19 | \$2,900.00 | Janitorial Aug |
| CHASE | 8/29/2019 | Chase Aug 2019 | \$13,120.75 | Credit Card |
| EBSCO | 6/3/2019 | 1000103260-1 | \$4,355.00 | Databases |
| FRONTIER | 9/1/2019 | Frontier Sept 2019 | \$196.15 | Phone, Fax , Int. MPL |
| HELMING | 9/17/2019 | 2759 | \$1,309.00 | Capital Outlay (Shed) |
| JW WELDING | 8/31/2019 | D85284 | \$23.75 | Equipment Maint |
| NORTHERN NV PEST | 8/19/2019 | 66444 | \$23.00 | Pest Control MPL |
| NORTHERN NV PEST | 9/13/2019 | 67364 | \$23.00 | Pest Control MPL |
| NV ENERGY | 9/4/2019 | 379561 Aug 2019 | \$66.64 | Power MPL |
| NV ENERGY | 9/14/2019 | 378178 Aug 2019 | \$421.27 | Power RMPL |
| NYE COUNTY PUB WORKS | 9/3/2019 | 27-0006812 | \$55.00 | Water MPL |
| ROUND MTN PUBLIC UTIL | 9/3/2019 | 403 Aug 2019 | \$219.50 | Water RMPL |
| VALLEY DISPOSAL | 9/1/2019 | 11322 | \$70.00 | Trash RMPL |
| XEROX CORP | 9/1/2019 | 97994626 | \$780.35 | Xerox Lease |
| XEROX CORP | 9/1/2019 | 97994627 | \$587.16 | Xerox Lease |
| AMOUNT | | | \$24,192.54 | |

NEW INVOICES:

| Vendor Full Name | Invoice Date | Invoice # | Total Amount | Description |
|------------------|--------------|--------------|--------------|----------------------|
| AMAZON | 8/9/2019 | 549485564596 | \$3.43 | Programs - Preschool |
| AMAZON | 8/9/2019 | 799774849679 | \$12.93 | Kids Books RMPL |
| AMAZON | 8/10/2019 | 764346845675 | \$5.99 | Programs - Preschool |
| AMAZON | 8/11/2019 | 443968589867 | \$43.93 | Programs - Preschool |
| AMAZON | 8/11/2019 | 744755587846 | \$320.59 | Programs - Preschool |
| AMAZON | 8/12/2019 | 454698766499 | \$33.99 | Adult Books RMPL |
| AMAZON | 8/12/2019 | 496884935968 | \$14.99 | Kids Books RMPL |
| AMAZON | 8/12/2019 | 653896567966 | \$45.00 | Programs - Preschool |
| AMAZON | 8/12/2019 | 939668537453 | \$25.97 | Programs - Preschool |
| AMAZON | 8/13/2019 | 448988336439 | \$31.27 | MPL Movies |
| AMAZON | 8/13/2019 | 464854967499 | \$31.26 | RMPL Movies |
| AMAZON | 8/13/2019 | 467346384463 | \$218.77 | Office |
| AMAZON | 8/13/2019 | 545337845858 | \$273.72 | Books MPL Adult |
| AMAZON | 8/13/2019 | 798649748699 | \$39.50 | MPL Movies |
| AMAZON | 8/13/2019 | 896586374763 | \$20.84 | Books MPL Adult |
| AMAZON | 8/14/2019 | 463355868864 | \$37.95 | MPL Movies |
| AMAZON | 8/15/2019 | 443363836564 | \$9.97 | Programs - Preschool |
| AMAZON | 8/15/2019 | 583536554848 | \$34.16 | Programs - Preschool |
| AMAZON | 8/15/2019 | 784638875777 | \$372.18 | Kids Books RMPL |
| AMAZON | 8/15/2019 | 836666363468 | \$127.63 | RMPL Movies |
| AMAZON | 8/16/2019 | 686995683949 | \$14.96 | RMPL Movies |

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| Vendor Full Name | Invoice Date | Invoice # | Total Amount | Description |
|-----------------------|--------------|--------------|--------------|----------------------|
| AMAZON | 8/17/2019 | 457343647893 | \$12.96 | RMPL Movies |
| AMAZON | 8/17/2019 | 468798697347 | \$12.96 | MPL Movies |
| AMAZON | 8/18/2019 | 475483545779 | \$325.11 | Office - Ink |
| AMAZON | 8/19/2019 | 779847358465 | \$25.86 | Programs - Preschool |
| AMAZON | 8/19/2019 | 994378983594 | \$144.75 | Supplies - Books |
| AMAZON | 8/20/2019 | 463683539937 | \$16.99 | Equipment Maint |
| AMAZON | 8/20/2019 | 857639946644 | \$14.98 | Programs - Preschool |
| AMAZON | 8/20/2019 | 953498364663 | \$99.95 | Equipment Maint |
| AMAZON | 8/21/2019 | 453685748748 | \$160.26 | Building Maint |
| AMAZON | 8/21/2019 | 453885939894 | \$32.81 | Adult Books RMPL |
| AMAZON | 8/21/2019 | 837594589767 | \$53.36 | Building Maint |
| AMAZON | 8/21/2019 | 865384387585 | \$10.49 | Equipment Maint |
| AMAZON | 8/21/2019 | 979968775559 | \$35.31 | RMPL Movies |
| AMAZON | 8/22/2019 | 684559566883 | \$94.01 | Building Maint |
| AMAZON | 8/22/2019 | 776748469684 | \$329.45 | RMPL Movies |
| AMAZON | 8/23/2019 | 438487698447 | \$189.95 | Supplies - Movies |
| AMAZON | 8/23/2019 | 674744447663 | \$16.78 | RMPL Movies |
| AMAZON | 8/26/2019 | 447796846638 | \$7.71 | Building Maint |
| AMAZON | 8/26/2019 | 448569643885 | \$61.88 | MPL Movies |
| AMAZON | 8/26/2019 | 453753746356 | \$14.45 | Building Maint |
| AMAZON | 8/26/2019 | 454988364798 | \$54.00 | Adult Books RMPL |
| AMAZON | 8/26/2019 | 773854479464 | \$10.47 | Building Maint |
| AMAZON | 8/26/2019 | 786749753643 | \$7.55 | Building Maint |
| AMAZON | 8/26/2019 | 939399596673 | \$5.68 | Building Maint |
| AMAZON | 8/26/2019 | 963665967485 | \$72.92 | Programs - Preschool |
| AMAZON | 8/27/2019 | 484933669679 | \$14.75 | Kids Books RMPL |
| AMAZON | 8/27/2019 | 749733349643 | \$119.89 | RMPL Movies |
| AMAZON | 8/27/2019 | 843354645354 | \$45.43 | Building Maint |
| AMAZON | 8/27/2019 | 975887347874 | \$46.78 | RMPL Movies |
| AMAZON | 8/28/2019 | 485859965988 | \$100.50 | Building Maint |
| AMAZON | 8/28/2019 | 486789637534 | \$94.75 | Building Maint |
| AMAZON | 8/29/2019 | 436573746589 | \$73.17 | Programs - Kids |
| AMAZON | 8/29/2019 | 448548338639 | \$6.75 | Building Maint |
| AMAZON | 8/29/2019 | 774598879977 | \$29.96 | RMPL Movies |
| AMAZON | 8/29/2019 | 855478787447 | \$219.98 | Building Maint |
| AMAZON | 8/29/2019 | 859457386958 | \$7.89 | Building Maint |
| AMAZON | 9/4/2019 | 468887897767 | \$185.49 | RMPL Movies |
| AMAZON | 9/4/2019 | 473738595687 | \$83.56 | Equipment Maint |
| AMAZON | 9/4/2019 | 654355353639 | \$42.92 | MPL Movies |
| AMAZON | 9/5/2019 | 467558583988 | \$14.96 | MPL Movies |
| AMAZON | 9/5/2019 | 467743567557 | \$63.98 | RMPL Movies |
| AMAZON | 9/5/2019 | 469839943875 | \$39.98 | Building Maint |
| AMAZON | 9/7/2019 | 473554865789 | \$9.96 | MPL Movies |
| AMAZON | 9/7/2019 | 848365787594 | \$121.82 | RMPL Movies |
| AMAZON | 9/8/2019 | 958494598468 | \$14.96 | MPL Movies |
| BAKER & TAYLOR INC | 8/27/2019 | 4012602665 | \$79.23 | Adult Books RMPL |
| BAKER & TAYLOR INC | 9/4/2019 | 4012603677 | \$79.22 | Adult Books RMPL |
| CARSON INDUSTRIES INC | 8/26/2019 | 32641 | \$179.95 | Office - Janitorial |
| CENTER POINT | 9/4/2019 | 1725191 | \$510.48 | Adult Books RMPL |

SVLD 9/3/2019
FY 2019-2020

| Vendor Full Name | Invoice Date | Invoice # | Total Amount | Description |
|-----------------------|--------------|-----------|--------------|---------------------|
| DEMCO INC | 8/30/2019 | 6672935 | \$1,241.52 | Supplies - Books |
| FOLLETT SOFTWARE CO | 9/12/2019 | 1374527 | \$2,887.66 | Database |
| GENERAL STORE | 8/30/2019 | 1-1119465 | \$7.98 | Programs - Kids |
| GENERAL STORE | 9/13/2019 | 1-1128283 | \$59.98 | RMPL Movies |
| GENERAL STORE | 9/24/2019 | 2-730396 | \$33.73 | Programs - Kids |
| GREY HOUSE PUBLISHING | 7/19/2019 | 955638 | \$420.75 | Adult Books RMPL |
| J W WELDING SUPPLY | 9/16/2019 | 237206 | \$256.88 | Helium |
| MICROMARKETING LLC | 8/6/2019 | 780730 | \$31.85 | Audio Books |
| MICROMARKETING LLC | 8/29/2019 | 784049 | \$36.39 | Audio Books |
| MICROMARKETING LLC | 9/3/2019 | 784238 | \$31.85 | Audio Books |
| MICROMARKETING LLC | 9/3/2019 | 784336 | \$466.79 | Audio Books |
| MICROMARKETING LLC | 9/5/2019 | 784810 | \$77.34 | Audio Books |
| MICROMARKETING LLC | 9/5/2019 | 784811 | \$72.78 | Audio Books |
| MICROMARKETING LLC | 9/10/2019 | 785293 | \$79.37 | Audio Books |
| MICROMARKETING LLC | 9/12/2019 | 785813 | \$45.49 | Audio Books |
| MICROMARKETING LLC | 9/12/2019 | 785897 | \$267.23 | Audio Books |
| MICROMARKETING LLC | 9/17/2019 | 786465 | \$36.39 | Audio Books |
| MICROMARKETING LLC | 9/17/2019 | 786515 | \$36.39 | Audio Books |
| MICROMARKETING LLC | 9/19/2019 | 786824 | \$95.53 | Audio Books |
| NORTHERN NV PEST | 9/25/2019 | 67302 | \$35.00 | Pest Control RMPL |
| PENWORTHY COMPANY | 9/10/2019 | 555499-IN | \$4,372.61 | Kids Books RMPL |
| QUILL | 8/26/2019 | 9721236 | \$618.84 | Capital Outlay |
| QUILL | 9/13/2019 | 1197172 | \$244.65 | Office - Janitorial |
| QUILL | 9/17/2019 | 1264993 | \$219.87 | Office - Janitorial |
| QUILL | 9/17/2019 | 1265138 | \$50.93 | Office - Janitorial |
| RECORDED BOOKS LLC | 8/28/2019 | 76509120 | \$56.00 | eAudio |
| RECORDED BOOKS LLC | 9/12/2019 | 76514936 | \$246.99 | eAudio |
| RECORDED BOOKS LLC | 9/17/2019 | 76517300 | \$137.60 | eAudio |

SVLD 9/3/2019
FY 2019-2020

| Vendor Full Name | Invoice Date | Invoice # | Total Amount | Description |
|------------------|--------------|-------------|--------------|----------------|
| SMOKY VALLEY | 9/3/2019 | 1909-116191 | \$19.99 | Building Maint |
| SMOKY VALLEY | 9/9/2019 | 1909-116396 | \$52.80 | Building Maint |
| SMOKY VALLEY | 9/25/2019 | 1909-116969 | \$37.94 | Building Maint |

NEW INVOICE TOTAL: \$17,995.15
PRE-APPROVED TOTAL: \$24,192.54
GRAND TOTAL: \$42,187.69

Rebecca Lim, Chairperson

Gwenn Snow, Vice-Chairperson

Mallory Barber, Secretary/Clerk

Sara Keehfuss, Treasurer

Frank Wagener, 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 | \$ 237,842 | \$ 567,858 | \$ 473,376 | \$ 1,149,620 |
| Revenues | \$ 3,522 | \$ 122,906 | \$ 3,522 | \$ 123,324 | \$ 20,522 | \$ 38,091 | \$ 6,997 | \$ 247,356 | \$ 31,754 | \$ 99,111 | \$ 489,386 | \$ 724 | \$ 500,472 |
| 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 | \$ 492,887 | \$ 433,308 | \$ 369,710 | \$ 296,047 | \$ 81,111 | \$ 82,168 | \$ 87,673 | \$ 82,564 | \$ 83,189 | \$ 1,054,865 |
| 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 | \$ 519,996 |
| 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 | \$ 17,599 | \$ 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 |
| Postage | - | \$ 66 | \$ 21 | \$ 95 | \$ - | \$ 32 | \$ - | \$ 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 | - | - | - | - | - | \$ 94 | \$ 75 | - | - | - | - | - | \$ 169 |
| Training | - | \$ 49 | - | - | - | - | - | - | - | - | - | - | \$ 49 |
| Communications | \$ 233 | \$ 234 | \$ 773 | \$ 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 | \$ 1,679 | \$ 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 | - | - | - | \$ 187 | - | - | \$ 51 | - | - | - | \$ 45 | - | \$ 6,790 |
| Fees | - | - | - | - | - | \$ 213 | - | \$ 6 | - | - | - | - | \$ 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 | |

BUDGET

| | | |
|--------------|------------|-----------|
| \$ 520,000 | \$ 19,528 | remaining |
| \$ 260,000 | \$ 11,587 | |
| \$ 177,000 | \$ (465) | |
| \$ 20,000 | \$ 9,918 | |
| \$ 500 | \$ 500 | |
| \$ 1,200 | \$ 713.5 | |
| \$ 14,000 | \$ 1,473 | |
| \$ 500 | \$ 331 | |
| \$ 2,500 | \$ 2,451 | |
| \$ 4,000 | \$ 1,153 | |
| \$ 24,000 | \$ 8,209 | |
| \$ 103,300 | \$ 50,603 | |
| \$ 20,000 | \$ 9,373 | |
| \$ 7,500 | \$ 710 | |
| \$ 500 | \$ (135) | |
| \$ 12,000 | \$ 1,899 | |
| \$ 8,000 | \$ 8,000 | |
| \$ 5,710 | \$ (2) | |
| \$ 1,180,710 | \$ 125,845 | |