

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

Tuesday November 7, 2023 @ 5:00 PM

Members: Sara Keehfuss, Chairperson Gwenn Snow, Vice-Chairperson
 Sara Sweeney, Secretary/Clerk Jamie Grimes, Treasurer
 Rebecca Lim, member

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

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

ITEM#/SUBJECT

1. Call meeting to order –
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. **Comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, willfully disruptive or deemed personal attacks will not be permitted.**
3. Approval of Agenda – For action
4. Reading, correction, and approval of minutes for October 3, 2023 - For action
5. REPORTS, INFORMATIONAL ITEMS
 - a. Administrative Reports-
 SVLD Statistic's, RMPL Children's report, correspondence:
 - b. SVLD Board Reports – Comments
6. OLD BUSINESS - For action
7. NEW BUSINESS – For action
 - a.
8. FINANCE – For action
 - a. Approve and sign expenditures dated for November 7, 2023
 - b. Cash flow
9. 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. **Comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, willfully disruptive or deemed personal attacks will not be permitted.**
10. SET DATE AND TIME FOR NEXT MEETING
11. ADJOURN

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 and on the Smoky Valley Library
District website www.svld.net

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
Manhattan Public Library
Manhattan, Nevada**

Tuesday October 3, 2023– 5:00 PM

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

Members absent: Jamie Grimes, Treasurer

Also present: Andrea Madziarek, Director, Smoky Valley Library District
Amy Madziarek, Children's Department Head, RMPL
Candida Silva, RMPL, Cataloger
Bob And Sharon Bottoms, Anthony Grimes and Phyllis Cook

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

ITEM#/SUBJECT

1. This meeting was called to order at 5:02 PM by Sara Keehfuss.

2. General Public Comment: Bob Bottoms wants to know the plans for the Manhattan Library. He was concerned about pipes freezing and the library never reopening if we close it. Andrea stated that she does not want to close the Manhattan library, but financially it is better for the district with the budget we have this year. She told the public that we are not able to make up for the money lost on heating. Andrea asked for suggestions on ways to still provide library services to the patrons in Manhattan, while the library is closed. Andrea asked if the Firehouse would be an option for drop off and picking up library materials. Bob said that everyone has access to the firehouse and is concerned that stuff might go missing. Bob asked about possibly just using the library building for shorter hours. Andrea again stated that the cost of heating is the problem. The building is very old, and the tin siding, drafts, and not efficient baseboard heaters are the problem with keeping it warm. Phyllis said the warmest room in the building is the conference room because of the sunlight that comes in. The library is very cold, and the museum is never heated. Bob asked if the librarian could just wear warmer clothes. Andrea and Sara K. mentioned that would be against suggested work standards and it's not in a job description for a librarian. Sara K mentioned this will again be discussed further down on the agenda. Bob and his wife excused themselves from meeting and said that they will talk to the person in charge of the Firehouse. Sara K. thanked them for coming.

3. Approval agenda –Sara S. made a motion to accept the agenda for October 3, 2023, with correction to the day. Becky seconded. All voted in favor. Motion passed.

4. Reading, correction, and approval of minutes. Sara S. made a motion to accept minutes for September 5, 2023. Becky. seconded. All voted in favor. Motion passed.

5.REPORTS, INFORMATIONAL ITEMS –

a. Administrative reports – SVLD Stats –

1. Board looked over the SVLD Report. – Board reviewed the report. Sara K. Mentioned the website visits are higher. Andrea said that Ebsco -Stacks upgraded the site, she feels that may be why. Andrea also reported that the yard sales that Amy organized did very well.

2. Children's Wing report –Board reviewed the report. Gwenn asked about the book fair and if we reached the goal we set. Amy said yes, we did very well, better than she expected. Sara K. asked about the Harvest Festival, Andrea explained the plans and that the Town mentioned that all the profits they raise

will come to the library. The mine purchased our pumpkins this year, so the money for our pumpkins sales will be all profit.

b. SVLD Board Reports – Andrea explained to the board about the letter from a collection company. We apparently had a 3-year contract with this company for offsite backup to our computers. This will have to be handled with the credit card. Andrea explained about the credit card through Chase and that the former director did try to switch things over to Andrea's name so she could have control over the account. This was not successful because the account information that was provided did not match their records. This account was opened before the former director was on staff, so we are not even sure what information they used. Andrea told the board that she is still working on this and that she is looking into other card services for the library. Becky suggested looking at the Nevada State Bank because we already have an established account there. Andrea also told the board that there is a charge on the former directors' credit card that she could not get a receipt for, Andrea contacted the county, and they sent a form to use as a receipt to get the credit card paid. The charge was from a Microsoft account, Andrea told the board that she has called several times to try to get into this account but has had no success. She told the board all she can do is keep trying to figure out the security info for this account. Andrea also told the board that she has tried contacting the former director to get info but has had no response. Andrea explained to the board that she is discovering things in our Sirsi program that was information that would have been beneficial to the library staff doing the cataloging. Andrea told the board that she gave full access to them so that they could now do their jobs effectively. The information that was withheld would have made the switch over from Destiny to Sirsi much easier for everyone. Candida gave the board examples of things that she discovered that will make the records much better for everyone.

6. OLD BUSINESS– For action

7. NEW BUSINESS– For action

a. Winter Closure for the Manhattan Library – Andrea explained the expense of keeping the Manhattan library open for the winter months. She suggested possibly closing it from November 1st to April 31st. she said that someone from the RMPL would go check the building periodically, deliver materials to Manhattan patrons if they request them. This will be in a designated area and on a as needed basis. Gwenn made a motion to close the Manhattan Library from November 1, 2023 – April 31, 2024, to reopen on May 1, 2024. During this time a person from RMPL will deliver library materials to Manhattan patrons if they are requested. Becky seconded. All voted in favor. Motion passed. The board suggested putting an ad in the Valley View announcing the closure.

8. FINANCE – For action

a. Expenditures - Becky made a motion to accept expenditure dated 10-3-2023 Sara S. seconded. All voted in favor. Motion passed.

b. Cash Flow – Board looked over the cash flow. Andrea told the board that she and Sara K are going to redo the cash flow, Gwenn was glad to hear this.

9. General Public Comment – (second) Gwenn mentioned that she is still willing to help with grants in anyway she can. Andrea told her that she would have our STEM teacher contact her.

10. Set date and time of next meeting – the next meeting was set for Tuesday November 7, 2023, Round Mountain, Nevada in the Round Mountain Public Library Conference Room at 5:00 PM.

11. ADJOURN – Sara S. made a motion to adjourn at 6:40 PM.

Date approved

Sara Sweeney - 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

SVLD MONTHLY REPORT FOR November 2023

Materials Added:

Category	RMPL	MPL	TOTAL	Total Materials	Circulations
Adults	17	2	19	12,596	
Kids	23		23	14,548	
Entertainment	15		15	18,500	
eBooks	0		0		
eAudio	0		0		
Databases	582		602		
Computer	106	3	109	218	
GRAND TOTAL	743	5	768	45,862	-

	RMPL	MPL	TOTAL
Visits	5,378	73	5,451
Wi-Fi	912	3	915
Meeting Room	21	-	21
Hours Open	230	95	325
Museum Visits	-	10	10
Patron Cards	1		1

Website Visits	2,069
Volunteer Hours	4
Notaries	47
Tutoring	7
Proctoring	2
ILL	-
AR Testing / STAR	302
Reference ?	25
Material Requests	20
Locker Usage	2

Revenues:	
Fax	\$ 52.00
Fines	\$ 187.95
Copies	\$ 223.75
Donations	\$ 4,733.85
Misc.	\$ 1,282.79
GRAND TOTAL:	\$ 6,480.34

Round Mountain Public Library

Children's Wing Report

October 2023

Age Group: (0-5)	Offered:	Attendance:
Classes –	6	55
STEM –	5	23
Storytime –	3	14
Pre-K 3yr old	12	82
Pre-K 4yr old	12	125
Age Group: (6-11)	Offered:	Attendance:
Classes –	19	353
STEM –	3	19
Spanish –	3	1

Harvest Festival: 1081

Haunted House: 142

Trunk or Treat: 330

AR tests: 301

STAR test: 1

Tutor: 7

Volunteer: 2 hours

Tabletop: 48

Prints – 86 Library:34 Personal:5 School:32 RMGC: 10 RMYA: 4 Town of RM: 1

We are planning the Christmas display, the Christmas Party and the NYE Party.

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
AMAZON CAPITAL SERVICES, INC.	10/3/2023	1MGK-TRMT-PNIT	\$117.90	Building Maint
AMAZON CAPITAL SERVICES, INC.	10/5/2023	1F43-YWW6-69K9	\$63.95	Building Maint
AMAZON CAPITAL SERVICES, INC.	10/4/2023	1MGK-TRMT-VC9H	\$26.95	Building Maint
AMAZON CAPITAL SERVICES, INC.	10/4/2023	1P6P-LT7R-VYXW	\$16.86	Office - Pre-K
AMAZON CAPITAL SERVICES, INC.	10/5/2023	1YHD-C1HQ-4NTJ	\$53.42	Movies
AMAZON CAPITAL SERVICES, INC.	10/11/2023	1M4N-VN3R-XCHK	\$279.30	Children's books
AMAZON CAPITAL SERVICES, INC.	10/11/2023	1MFW-CQ3M-P3D1	\$25.98	Children's books
AMAZON CAPITAL SERVICES, INC.	10/12/2023	1Y9V-13TC-GW9V	\$44.92	Movies
AMAZON CAPITAL SERVICES, INC.	10/16/2023	1T6D-1177-16J6	\$22.09	Building Maint
AMAZON CAPITAL SERVICES, INC.	10/17/2023	1LC4-RP1M-1RDR	\$52.95	Movies
AMAZON CAPITAL SERVICES, INC.	10/20/2023	1VL3-4T44-9XMC	\$23.90	Movies
AMAZON CAPITAL SERVICES, INC.	10/23/2023	1MWK-9G6N-3644	\$87.84	Movies
AMAZON CAPITAL SERVICES, INC.	10/30/2023	1MK7-Y9QW-11LM	\$807.42	Operating - Programs
AMAZON CAPITAL SERVICES, INC.	10/31/2023	1TYP-6DWD-7C49	\$343.26	Office Printing
AMAZON CAPITAL SERVICES, INC.	11/1/2023	1MGK-NJQ4-6K9Q	\$155.89	Building Maint
AT&T	9/28/2023	AT&T OCTOBER 2023	\$58.59	Phone, Fax RMPL
Chase Card Services	9/28/2023	CCC OCTOBER 2023	\$279.87	Office, Operating
NV Energy	10/14/2023	968193	\$412.32	Oper. - RMPL Power
NV Energy	10/20/2023	379561	\$59.11	Oper. - MPL Power

AMOUNT \$2,932.52

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
Baker & Taylor	9/26/2023	2037825311	\$64.32	Adult Books
Baker & Taylor	10/23/2023	2037889249	\$52.41	Adult Books
Baker & Taylor	10/23/2023	2037889250	\$10.64	Adult Books
Baker & Taylor	10/9/2023	2037860299	\$32.12	Adult Books
Desert Green Disposal	11/1/2023	6649	\$140.00	Building Maint.
The General Store	8/31/2023	1312136	\$5.79	Janitorial
The General Store	10/18/2023	01-1944473	\$106.08	Programs
The General Store	10/20/2023	02-1325795	\$174.35	Programs
The General Store	10/13/2023	01-1941823	\$9.98	Programs
The General Store	10/19/2023	289090	\$672.15	Office - Helium
The General Store	10/24/2023	35317098	\$152.97	Janitorial
JW Welding Supplies & Tools	10/31/2023	DA7065	\$19.80	Office
JW Welding Supplies & Tools	10/1/2023	966868	\$215.94	Office
Quill	10/1/2023	966869	\$198.90	Office
Round Mountain Utilities	11/16/2023	403	\$69.50	Building Maint.
Xerox	11/1/2023	20038331	\$143.79	Office - Printing
Xerox	11/1/2023	20038330	\$129.67	Office - Printing
Xerox	10/21/2023	19831494	\$215.94	Operating
Xerox	10/21/2023	19631495	\$198.90	Operating

NEW INVOICE TOTAL: \$2,613.25

**PRE-APPROVED
TOTAL: \$2,932.52**

GRAND TOTAL: \$5,545.77

Sara Keehfuss, Chairperson

Jamie Grimes, Treasurer

Gwenn Snow, Vice-Chairperson

Becky Lim, Member

Sara Sweeney, Secretary/Clerk