

AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Tuesday February 6, 2024 @ 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 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 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 January 2, 2024 - For action

5. REPORTS, INFORMATIONAL ITEMS

 a. Administrative Reports-

 SVLD Statistic's, RMPL Children's report, correspondence: 3rd audit extension

 b. SVLD Board Reports – Comments

6. OLD BUSINESS - For action

 a. Discussion and possible decision concerning the evaluation for Andrea Madziarek, Library Director

7. NEW BUSINESS – For action

 a. Discussion and possible decision concerning adopting 18.0 Emergency Evacuation Policy into Library Policy and Emergency Evacuation Procedures into our Safety Policy Manual

 b. Discussion and possible decision concerning adding to policy 22.0 of the employee policy Dismissals/Resignations

8. FINANCE – For action

- a. Approve and sign expenditures dated for February 6, 2024
- 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
Round Mountain Public Library
Round Mountain, Nevada**

Tuesday January 2, 2024 – 12:00 PM

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

Members absent:

Also present: Andrea Madziarek, Director, Smoky Valley Library District
Candida Silva, Library Assistant, SVLD

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 12:11 PM by Sara Keehfuss.
2. General Public Comment: The News Years Eve party was a success. The board also mentioned that the Christmas Decorations outside is very nice this year.
3. Approval agenda –Sara S. made a motion to accept the agenda for January 2, 2024. Becky seconded. All voted in favor. Motion passed.
4. Reading, correction, and approval of minutes. Jamie made a motion to accept minutes for December 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. – The board looked over the library reports, Gwenn asked that the date be put on the report.
 2. Children's Wing report – Candida told the board about the Summer reading program. The Adventure Begins @ Your Library! The display will be the 7 wonders of the world.
 - b. SVLD Board Reports – Andrea received the second letter for audit extension letter from Dan McArthur's office.
6. OLD BUSINESS– For action
7. NEW BUSINESS– For action
 - a. Andrea Madziarek's evaluation – Sara K. told the board that she has a form that the board used for other evaluations for the directors. She said that she will send them out and asked that everyone fill theirs out and send them to Sara S. Sara S. will compile all the evaluations into one and the board will give the official evaluation at the next board meeting. Sara K asked that all forms be sent to Sara S. by January 26, 2024.
8. FINANCE – For action
 - a. Expenditures – Becky made a motion to accept expenditure dated 1-2-2024. Jamie seconded the motion. All voted in favor. Motion passed.
 - b. Cash Flow – Board looked over cash flow.
9. General Public Comment – (second) Candida talked to the board about our Sirsi system. She told them she figured out how to get everyone their own personal login's. Currently everyone logs in with the same credentials.

She also told them that we figured out how to remove employees after they leave employment. Andrea told the board about some problems with the credit card. Becky suggested finding a new company. Andrea thanked all the board members for the lunch they provided the library staff.

10. Set date and time of next meeting – the next meeting was set for Tuesday February 6, 2024, Round Mountain, Nevada in the Round Mountain Public Library Conference Room at 5:00 PM.

11. ADJOURN - Jamie made a motion to adjourn at 1:11 PM.

Date approved

Sara Sweeney - Secretary/Clerk

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

Materials Added:

Dec-23

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

Category	RMPL	MPL	TOTAL	Total Materials	Circulations
Adults	16	0	16	12,612	151
Kids	28	0	28	14,576	1,347
Entertainment	30	0	30	18,530	361
eBooks	15	0	0	6,670	42
eAudio	35	0	0	2,936	100
Databases	0	0	70	70	14,001
Computer	0	0	15	15	91
GRAND TOTAL	124	0	159	55,409	16,093

	RMPL	MPL	TOTAL
Visits	2,307	0	
Wi-Fi	573	0	
Meeting Room	37	-	
Hours Open	180	0	
Museum Visits		0	-
Patron Cards	5	0	

Website Visits	485
Volunteer Hours	14
Notaries	24
Tutoring	2
Proctoring	3
ILL	-
AR Testing / STAR	287
Reference ?	25
Material Requests	18
Locker Usage	-

Revenues:		
Fax	\$	16.00
Fines	\$	82.99
Copies	\$	174.70
Donations	\$	941.10
Misc.	\$	235.65
GRAND TOTA	\$	1,450.44

Round Mountain Public Library

Children's Wing Report

January 2024

Age Group: (0-5)	Offered:	Attendance:
Classes –	10	89
Storytime –	3	13
Pre-K 3yr old	10	40
Pre-K 4yr old	10	83
Age Group: (6-11)	Offered:	Attendance:
Classes –	15	291
STEM –	4	29

AR tests: 311

STAR test: 3

Tutor: 5

Volunteer: 15 hrs. Mackenzi

Trivia: 4

Tabletop: 77

Prints – 19 Personal: 1 RMGC: 15 RM Vol. Fire Dept: 3

Our next display will be “Optical Illusions”

Spring Break 4/1-4/5 activities being planned

SRP 6/4,6/5,6/6 & 6/11,6/12,6/13 “Adventure begins at your library”

Scholastic book fair 9/9 – 9/13

Smoky Valley Library District

www.svld.net

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P.O. Box 1428
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(775) 377-2215
Fax (775)-377-2699

Manhattan Public Library
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(775) 487-2623

Evelyn Barragan
Local Government Division
Department of Taxation
3850 Arrowhead Drive, 2nd Floor.
Carson City, NV 89706

Re: Audit of Smoky Valley Library District
Third Request

Dear Ms. Barragan:

Pursuant to NRS 354.624(1), Smoky Valley Library District requests an extension for the timely filing of the annual financial audit for the year ended June 30, 2023. 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:	February 29, 2024
Date report will be filed with Department of Taxation by:	March 15, 2024

Reasons application is being made for an extension:

The accounting and general ledger of the Library District are maintained by Nye County, Nevada. During the year ending June 30, 2023, the Nye County Comptroller, who had been in the position since 2016, resigned effective March 2023. The Interim/Acting Comptroller, who had worked in the finance department for 10 years, resigned at the end of August 2023. The new Comptroller was hired in August 2023. The remaining financial department staff have two years or less experience with the County.

These significant changes in the finance department have impacted the County's ability to complete year-end closing procedures. The Other Post-Employment Benefits report is in the preparation stage by the actuarial consulting firm. Additional time is required for the County Finance Department to complete the necessary procedures to close the year and complete the audit of the financial statements.

Name of person making application:	Andrea Madziarek Library Director
Date of Application:	January 31, 2024

Sincerely,



Andrea Madziarek
Library Director

Smoky Valley Library District

18.0 Emergency Evacuation Policy

It is the policy of the Smoky Valley Library District to help facilitate safe evacuations in case of workplace emergencies. The purpose of an emergency evacuation plan is to ensure the safety of the employees and the patrons during an emergency. Since the emergency cannot be known beforehand, employers have the responsibility to ensure the safety of the employees and the patrons. This entails preparing for different scenarios where the employees could be exposed to life-threatening danger.

Special consideration must be given to the evacuation of children since children cannot be responsible for their own personal safety.

We have established the following steps:

1. Evaluate the emergency
2. Call 911
3. Identify where the children/patrons are and what other areas they have access to.
4. Determine exit routes
5. Identify and designate safe areas with the safe areas' addresses and the contact information for parents/guardians of children in preschool.
6. Develop evacuation procedures
7. Assign responsibilities to employees
8. Conduct training exercises
9. Review and update the plan as needed.

For more in-depth details please see the Emergency Evacuation Procedures in the Smoky Valley Library Safety Manual.

Emergency Evacuation

Procedure:

Step 1: Evaluate the emergency

Determine if an evacuation or a shelter-in-place is more suitable for the type of emergency you are faced with. Knowing why the evacuation has been called can help you modify your plan if necessary.

Fire:

- In the event of a fire, no matter how small sound the alarm to alert building occupants.
- Call 911 be clear, precise and specific

Step 2: Identify where the children/patrons are and what other areas do they have access to

It is very important to always know where all the children are.

Step 3: Exit routes

Determine where the danger is so you know the safest route to take, proceed quickly to your nearest exit. Try to avoid panicking, as panic can quickly disorganize a group, slow down the process, and put more people in danger.

- Route (1) front foyer doors, adult wing
- Route (2) conference room door, adult wing
- Route (3) back foyer doors, children's wing
- Route (4) employee's side door, children's wing
- Route (5) employee's back door, adult wing

Stay low if you encounter smoke.

Do not worry about gathering personal belongings. Take only what is already on your person or already packed and within arm's reach.

There will be fire/water proof bags by each of the exit routes with the emergency contact numbers for staff and the classes. Make sure you grab that bag as you are exiting the building.

Proceed directly to the designated safe area outlined in the evacuation plan.

Determine if anyone is missing and/or potentially injured. Notify emergency services if this is the case.

Step 4: Identify safe areas

- Route (1) & Route (2)
Ingvar Christensen Swimming Pool
65 Hadley Circle
Round Mountain, Nevada 89045

- Route (3)
Simpson Center parking lot
6650 Civic Drive
Round Mountain, Nevada 89045

- Route (4) & (5)
The General Store
1 Electrum Drive
Round Mountain, Nevada 89045

Once everyone is safely in the designated safe area wait for clearance from emergency responders then you can start calling the emergency contacts for the children.

Emergency Evacuation

Procedure:

Step 1: Evaluate the emergency

Determine if an evacuation or a shelter-in-place is more suitable for the type of emergency you are faced with. Knowing why the evacuation has been called can help you modify your plan if necessary.

Earthquake:

- Call 911 be clear, precise and specific

Step 2: Identify where the children/patrons are and what other areas do they have access to

It is very important to always know where all the children are.

- DROP, COVER AND HOLD ON. If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- Avoid windows, hanging objects, mirrors, tall furniture and cabinets filled with heavy objects.
- Do not run out of the building during strong shaking.
- Move to a clear area if you can safely walk.
- Once the shaking has stopped check the people around you for injuries. Do not move seriously injured people.
- Check for dangerous conditions, such as fires or structure damage.

Step 3: Exit routes

Determine where the danger is so you know the safest route to take, proceed quickly to your nearest exit. Try to avoid panicking, as panic can quickly disorganize a group, slow down the process, and put more people in danger.

- Route (1) front foyer doors, adult wing
- Route (2) conference room door, adult wing
- Route (3) back foyer doors, children's wing
- Route (4) employee's side door, children's wing
- Route (5) employee's back door, adult wing

Do not worry about gathering personal belongings. Take only what is already on your person or already packed and within arm's reach.

There will be fire/water proof bags by each of the exit routes with the emergency contact numbers for staff and the classes. Make sure you grab that bag as you are exiting the building.

Proceed directly to the designated safe area outlined in the evacuation plan.

Determine if anyone is missing and/or potentially injured. Notify emergency services immediately if this is the case.

Step 4: Identify safe areas

- Route (1) & Route (2)
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The General Store
1 Electrum Drive
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Once everyone is safely in the designated safe area wait for clearance from emergency responders then you can start calling the emergency contacts for the children.

Emergency Evacuation

Procedure:

Step 1: Evaluate the emergency

Determine if an evacuation or a shelter-in-place is more suitable for the type of emergency you are faced with. Knowing why the evacuation has been called can help you modify your plan if necessary.

Active shooter:

- Call 911 be clear, precise and specific:
 - Location of the active shooter
 - Number of shooters if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by shooter/s
 - Number of potential victims at the location
- If you cannot speak, leave the line open and allow the dispatcher to listen
- Be prepared to lock and barricade doors

Step 2: Identify where the children/patrons are and what other areas do they have access to

It is very important to always know where all the children are.

Step 3: Exit routes

Determine where the danger is so you know the safest route to take, proceed quickly to your nearest exit. Try to avoid panicking, as panic can quickly disorganize a group, slow down the process, and put more people in danger.

If there is an accessible escape path, attempt to evacuate the premises.

- Help others escape if possible
- Prevent individuals from entering an area where the active shooter may be
- Follow the instructions of any police officers

- Route (1) front foyer doors, adult wing
- Route (2) conference room door, adult wing
- Route (3) back foyer doors, children's wing

- Route (4) employee's side door, children's wing
- Route (5) employee's back door, adult wing

Do not worry about gathering personal belongings.

There will be fire/water proof bags by each of the exit routes with the emergency contact numbers for staff and the classes. Make sure you grab that bag as you are exiting the building.

Proceed directly to the designated safe area outlined in the evacuation plan.

Step 4: Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the shooters view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trapped or restrict your options for movement
- Silence your phone
- Blockade the door with heavy furniture
- Silence any source of noise
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

Step 5: Take action against the active shooter

As a last a last resort, and only your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting aggressively against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Step 6: How to react when law enforcement arrives:

- Remain calm, and follow the officers' instructions
- Put down any items in your hands
- Immediately raise hands and spread your fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Step 7: Managing the consequences of an active shooter situation

After the active shooter has been incapacitated and is no longer a threat and you have clearance from the emergency responders there should be a post-event assessment including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone is missing and/or potentially injured
- Notifying emergency services immediately of any missing/injured person/s.

Step 8: Identify safe areas

- Route (1) & Route (2)
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65 Hadley Circle
Round Mountain, Nevada 89045

- Route (3)
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6650 Civic Drive
Round Mountain, Nevada 89045

- Route (4) & (5)
The General Store
1 Electrum Drive
Round Mountain, Nevada 89045

Once everyone is safely in the designated safe area, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

22.0 Dismissals/Resignation

No employee who successfully has completed the employee's probationary period (3 months) will be dismissed from District employment without cause, except in the case of a reduction in force (See 25. Layoffs) and accordance with 23, Progressive Discipline.

Although it is not possible to provide an exhaustive list of impermissible conduct and performance, the following are some examples:

Incompetence or inefficiency in performance of duties.

Such physical or mental incompetence, which would preclude or interfere with the proper performance of the duties of employment.

Any use of intoxicating beverages or controlled substances, without a medical prescription, while on duty or such excessive use while off duty as to impair safety and/or performance of duties when on duty.

Conviction of a felony, or a gross misdemeanor, or a crime involving moral turpitude.

Willful misconduct or insubordination.

Carelessness and negligence in the handling or control of district property or the appropriation of District property for the employee's own use.

Discourteous, insulting, abusive or inflammatory conduct towards the public or fellow employee (s).

Excessive unexcused absences.

Dishonesty in performance of duties.

Willful falsification of records to include, but not limited to, employment application information and time sheets.

Sexual harassment of, or unlawful harassment of, another employee.

When being terminated or resigning, an employee must return all employer property including clothing, keys, credit cards, employee ID, tools, equipment, and any other items of value prior to the last day of employment.

**SMOKY VALLEY LIBRARY DISTRICT
PO BOX 1428
ROUND MOUNTAIN, NV 89045
EXPENDITURE LISTING
2/6/2024**

APPROVED USING PRE-APPROVAL LETTER:

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON CAPITAL SERVICES,	12/28/2023	17GW-6YYG-DCH1	\$51.58	Building Maint
AMAZON CAPITAL SERVICES,	1/3/2024	1WT9-TTM1-3FCR	\$22.31	Vehicle Maint
AMAZON CAPITAL SERVICES,	1/7/2024	1RLH-7N4Q-LLWH	\$397.32	Operating - Programs
AMAZON CAPITAL SERVICES,	1/8/2024	1FKX-Y4DM-17QW	\$85.98	Building Maint
AMAZON CAPITAL SERVICES,	1/9/2024	1Q3W-YKHY-7F1H	\$47.52	Building Maint
AMAZON CAPITAL SERVICES,	1/9/2024	1FY1-1K6X-63F4	\$81.63	Operating - Movies
AMAZON CAPITAL SERVICES,	1/9/2024	11DN-DKL3-4YHM	\$97.94	Office - Ink
AMAZON CAPITAL SERVICES,	1/10/2024	1G6R-3L3V-K4Y1	\$69.45	Office
AMAZON CAPITAL SERVICES,	1/10/2024	1G6R-3L3V-K4VC	\$132.80	Office
AMAZON CAPITAL SERVICES,	1/10/2024	17XN-9HR1-GVYH	\$26.00	Operating
AMAZON CAPITAL SERVICES,	1/13/2024	1JYH-JWYG-YVTN	\$145.89	Operating - Programs
AMAZON CAPITAL SERVICES,	1/14/2024	17WM-M441-6DLF	\$16.96	Operating - Programs
AMAZON CAPITAL SERVICES,	1/16/2024	17WM-M441-LLL9	\$50.91	Operating - Movies
AMAZON CAPITAL SERVICES,	1/16/2024	1X4H-FTP9-MG7L	\$35.46	Operating - Movies
AMAZON CAPITAL SERVICES,	1/17/2024	1WYD-TQ3R-QDVC	\$175.37	Operating - Movies
AMAZON CAPITAL SERVICES,	1/18/2024	16MP-KPGF-YRJM	\$226.90	Office - Ink
AMAZON CAPITAL SERVICES,	1/18/2024	16W1-4F4G-WW9Y	\$2,454.99	Building Maint
AMAZON CAPITAL SERVICES,	1/21/2024	1LDH-TWF4-LNXM	\$13.57	Building Maint
AMAZON CAPITAL SERVICES,	1/21/2024	1PVR-KNYK-KMWF	\$43.58	Office
AMAZON CAPITAL SERVICES,	1/22/2024	1YQ6-WR7X-1WNK	\$17.27	Building Maint
AMAZON CAPITAL SERVICES,	1/22/2024	1RKJ-MRMR-1HLD	\$19.96	Operating - Movies
AMAZON CAPITAL SERVICES,	1/23/2024	1YYK-3NPR-3KDM	\$19.39	Building Maint
AMAZON CAPITAL SERVICES,	1/23/2024	1RC9-4C6J-1VWV	\$35.34	Office
AMAZON CAPITAL SERVICES,	1/24/2024	1XGP-1QX1-9WCD	\$14.96	Operating - Movies
AMAZON CAPITAL SERVICES,	1/28/2024	14N4-NXF4-CDG3	\$10.99	Building Maint
AMAZON CAPITAL SERVICES,	1/28/2024	14N4-NXF4-CDNK	\$11.93	Building Maint
AT&T	12/28/2023	Dec-23	\$65.76	Communication
Chase	1/25/2024	4.24632E+15	\$1,131.30	Operating/Communication
NV Energy	1/17/2024	378178	\$644.47	Utilities - RMPL
NV Energy	1/6/2024	379561	\$43.58	Utilities - MPL
Nye County Public Work	1/1/2024	1166	\$55.00	Building Maint
Suburban Propane	1/19/2024	127027	\$1,345.76	Utilities

SVLD 02/06/2024

Page 1 of 2

AMOUNT

\$7,591.87

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
Baker & Taylor	1/2/2024	2038022806	\$17.88	Adult Books
Baker & Taylor	1/16/2024	2038044540	\$33.97	Adult Books
Coast to Coast Computer	1/9/2024	A2624528	\$299.94	Office
Creative Product Source	12/1/2024	CPS23310012	\$605.04	Office - Programs
Demco	1/9/2024	7419946	\$134.27	Office
Desert green disposal	2/1/2024	7032	\$140.00	Building Maint
The General Store	12/30/2023	02-1352679	\$358.32	Operating-Programs
The General Store	1/24/2024	02-1362281	\$19.99	Office
The General Store	12/15/2023	01-1973659	\$47.70	Operating-Programs
The General Store	1/26/2024	03-1124816	\$14.98	Operating-Programs
JW Welding	12/31/2023	DA7965	\$19.80	Operating
Mid America	1/3/2024	23888	\$131.70	Operating
Penworthy	1/3/2024	0595592-IN	\$682.79	Operating
Quill	1/19/2024	36777644	\$49.99	Office
Quill	1/3/2024	36512968	\$27.18	Office
Quill	1/9/2024	36546220	\$69.99	Office
Quill	1/3/2024	36468489	\$7.89	Office
Quill	1/3/2024	36481425	\$513.95	Office
Quill	1/19/2024	36802909	\$197.53	Office
Xerox	1/21/2024	20444643	\$951.41	Operating
Xerox	1/21/2024	20444642	\$5.82	Operating

NEW INVOICE TOTAL: \$4,330.14
PRE-APPROVED TOTAL: \$7,591.87
GRAND TOTAL: \$11,922.01

Sara Keehfuss, Chairperson

Jamie Grimes, Treasurer

Gwenn Snow, Vice-Chairperson

Becky Lim, Member

Sara Sweeney, Secretary/Clerk

SMOKY VALLEY LIBRARY DISTRICT
PO Box 1428
Round Mountain, NV 89045
Expenditures Listing
1/30/2024

*New
for next?*

Vendor	Invoice Date	Invoice #	Total Amount	Description	Pre-approved
AMAZON CAPITAL SERVICES, INC.	1/28/2023	17GW-6YYG-DCHI	\$ 51.58	Building Maint	Yes
AMAZON CAPITAL SERVICES, INC.	1/3/2024	1WT9-TTMI-3FCR	\$ 22.31	Vehicle Maint	Yes
AMAZON CAPITAL SERVICES, INC.	1/7/2024	1RLH-7N4Q-LLWH	\$ 397.32	Operating - Programs	Yes
AMAZON CAPITAL SERVICES, INC.	1/8/2024	1FKX-Y4DM-17QW	\$ 85.98	Building Maint	Yes
AMAZON CAPITAL SERVICES, INC.	1/9/2024	1Q3W-YKHY-7FIH	\$ 47.52	Building Maint	Yes
AMAZON CAPITAL SERVICES, INC.	1/9/2024	1FY1-1K6X-63F4	\$ 81.63	Operating - Movies	Yes
AMAZON CAPITAL SERVICES, INC.	1/9/2024	1IDN-DKL3-4YHM	\$ 97.94	Office - Ink	Yes
AMAZON CAPITAL SERVICES, INC.	1/10/2024	1G6R-3L3V-K4YI	\$ 69.45	Office	Yes
AMAZON CAPITAL SERVICES, INC.	1/10/2024	1G6R-3L3V-K4VC	\$ 132.80	Office	Yes
AMAZON CAPITAL SERVICES, INC.	1/10/2024	17XN-9HR1-GVYH	\$ 26.00	Operating	Yes
AMAZON CAPITAL SERVICES, INC.	1/13/2024	1JYH-JWYG-VVTN	\$ 145.89	Operating - Programs	Yes
AMAZON CAPITAL SERVICES, INC.	1/14/2024	17WM-M441-6DLF	\$ 16.96	Operating - Programs	Yes
AMAZON CAPITAL SERVICES, INC.	1/16/2024	17WM-M441-LLI9	\$ 50.91	Operating - Movies	Yes
AMAZON CAPITAL SERVICES, INC.	1/16/2024	1X4H-FTP9-MG7L	\$ 35.46	Operating - Movies	Yes
AMAZON CAPITAL SERVICES, INC.	1/17/2024	1WYD-TQ3R-QDVC	\$ 175.37	Operating - Movies	Yes
AMAZON CAPITAL SERVICES, INC.	1/18/2024	16MP-KPGF-YRJM	\$ 226.90	Office - Ink	Yes
AMAZON CAPITAL SERVICES, INC.	1/18/2024	16W1-4F4G-VW9Y	\$ 2,454.99	Building Maint	Yes
AMAZON CAPITAL SERVICES, INC.	1/21/2024	1LDH-TWFF-LNXM	\$ 13.57	Building Maint	Yes
AMAZON CAPITAL SERVICES, INC.	1/21/2024	1PVR-KNYK-KMWF	\$ 43.58	Office	Yes
AMAZON CAPITAL SERVICES, INC.	1/22/2024	1YQ6-WR7X-1WVK	\$ 17.27	Building Maint	Yes
AMAZON CAPITAL SERVICES, INC.	1/22/2024	1RKJ-MRMR-1HLD	\$ 19.96	Operating - Movies	Yes
AMAZON CAPITAL SERVICES, INC.	1/23/2024	1YYK-3NPR-3KDM	\$ 19.39	Building Maint	Yes
AMAZON CAPITAL SERVICES, INC.	1/23/2024	1RC9-4C6J-1VVV	\$ 35.34	Office	Yes
AMAZON CAPITAL SERVICES, INC.	1/24/2024	1XGP-1QX1-9WCD	\$ 14.96	Operating - Movies	Yes
AMAZON CAPITAL SERVICES, INC.	1/28/2024	14N4-NXFF-CDG3	\$ 10.99	Building Maint	Yes
AMAZON CAPITAL SERVICES, INC.	1/28/2024	14N4-NXFF-CDNK	\$ 11.93	Building Maint	Yes
AT&T	1/28/2023	45261	\$ 65.76	Communication	Yes
Chase	1/25/2024	4246315347789840	\$ 1,131.30	Operating/Communication	Yes
NV Energy	1/17/2024	378178	\$ 644.47	Utilities - RMPL	Yes
NV Energy	1/6/2024	379561	\$ 43.58	Utilities - MPL	Yes
Nye County Public Work	1/1/2024	1166	\$ 55.00	Building Maint	Yes

SMOKY VALLEY LIBRARY DISTRICT
PO Box 1428
Round Mountain, NV 89045
Expenditures Listing

Vendor	Invoice Date	Invoice #	Total Amount	Description	Pre-approved
Suburban Propane	1/19/2024	127027	\$ 1,345.76	Utilities	Yes
Baker & Taylor	1/27/2024	2038022806	\$ 17.88	Adult Books	No
Baker & Taylor	1/16/2024	2038044540	\$ 33.97	Adult Books	No
Coast to Coast Computer Product	1/9/2024	A2624528	\$ 299.94	Office	No
Creative Product Source	12/1/2024	CPS23310012	\$ 605.04	Office - Programs	No
Demco	1/9/2024	7419946	\$ 134.27	Office	No
The General Store	12/30/2023	02-1352679	\$ 358.32	Operating-Programs	No
The General Store	1/24/2024	02-1362281	\$ 19.99	Office	No
The General Store	12/15/2023	01-1973659	\$ 47.70	Operating-Programs	No
The General Store	1/26/2024	03-1124816	\$ 14.98	Operating-Programs	No
JW Welding	12/31/2023	DA7965	\$ 19.80	Operating	No
Mid America	1/3/2024	23888	\$ 131.70	Operating	No
Penworthy	1/3/2024	0595592-IN	\$ 682.79	Operating	No
Quill	1/19/2024	36777644	\$ 49.99	Office	No
Quill	1/3/2024	36512968	\$ 27.18	Office	No
Quill	1/9/2024	36546220	\$ 69.99	Office	No
Quill	1/3/2024	36468489	\$ 7.89	Office	No
Quill	1/3/2024	36481425	\$ 513.95	Office	No
Quill	1/19/2024	36802909	\$ 197.53	Office	No
Xerox	1/21/2024	20444643	\$ 951.41	Operating	No
Xerox	1/21/2024	20444642	\$ 5.82	Operating	No
Grand Total			\$ 11,782.01		

Pre-Approved Invoices
New Invoices

Sara Keehfuss, Chairperson

Jamie Grimes, Treasurer

Gwenn Snow, Vice-Chairperson

Becky Lim, Member

Sara Sweeney, Secretary/Clerk

PROJECTED Cash Flow 2023:2024

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Beginning Balance	\$ 330,000	\$ 261,897	\$ 339,089	\$ 275,183	\$ 357,080	\$ 310,747	\$ 248,914	\$ 330,394	\$ 265,911	\$ 347,391	\$ 283,060	\$ 225,156	
Revenues	\$ -	\$ 345,813	\$ 387,500	\$ 387,500	\$ 22,695	\$ 7,195	\$ 150,508	\$ 4,695	\$ 150,508	\$ 4,695	\$ 19,707	\$ 11,555	\$ 673,082
Wages	\$ 38,750	\$ 38,750	\$ 38,750	\$ 38,750	\$ 38,750	\$ 38,750	\$ 38,750	\$ 38,750	\$ 38,750	\$ 38,750	\$ 38,750	\$ 38,750	\$ 465,000
Benefits	\$ 19,167	\$ 19,167	\$ 19,167	\$ 19,167	\$ 19,167	\$ 19,167	\$ 19,167	\$ 19,167	\$ 19,167	\$ 19,167	\$ 19,167	\$ 19,163	\$ 230,000
Operating	\$ 5,049	\$ 5,049	\$ 5,049	\$ 5,049	\$ 5,049	\$ 5,049	\$ 5,049	\$ 5,049	\$ 5,049	\$ 5,049	\$ 5,049	\$ 5,046	\$ 60,585
Office	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,087	\$ 13,000
Fuel	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 163	\$ 2,000
Ads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ 100	\$ 250
Postage	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 38	\$ 500
Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Communications	\$ 458	\$ 458	\$ 458	\$ 458	\$ 458	\$ 458	\$ 458	\$ 458	\$ 458	\$ 458	\$ 458	\$ 462	\$ 5,500
Utilities	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,087	\$ 25,000
Building Maint.	\$ 1,187	\$ 1,187	\$ 1,187	\$ 1,187	\$ 1,187	\$ 1,187	\$ 1,187	\$ 1,187	\$ 1,187	\$ 1,187	\$ 1,187	\$ 1,190	\$ 14,287
Vehicle Maint	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 87	\$ 1,000
Equipment Maint.	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 9,000
Dues	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 38	\$ 500
Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000
Unemployment	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 413	\$ 5,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 415	\$ -	\$ -	\$ 2,500
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MONTHLY EXPENDITURE	\$ 68,778	\$ 68,778	\$ 68,778	\$ 68,778	\$ 69,195	\$ 69,195	\$ 69,195	\$ 69,345	\$ 69,195	\$ 69,193	\$ 77,778	\$ 84,874	\$ 853,082
MONTHLY EXPENDITURE	\$ 261,897	\$ 339,089	\$ 275,183	\$ 357,080	\$ 310,747	\$ 248,914	\$ 330,394	\$ 265,911	\$ 347,391	\$ 283,060	\$ 225,156	\$ 152,000	\$ 853,082

ACTUAL CASH FLOW

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	BUDGET	Remaining
Beginning Balance	\$ 330,000	\$ 269,039	\$ 279,699	\$ 232,785	\$ 256,087	\$ 206,545	\$ 148,826	\$ 79,353	\$ 79,353	\$ 79,353	\$ 79,353	\$ 79,353	\$ 264,486	\$ 1,003,082	\$ 738,596
Revenues	\$ 5,747	\$ 113,349	\$ 15,772	\$ 109,057	\$ 15,031	\$ 5,529	\$ 37,942						\$ 299,664	\$ 465,000	\$ 165,336
Wages	\$ 35,860	\$ 55,042	\$ 37,942	\$ 56,912	\$ 38,065	\$ 37,901	\$ 37,901						\$ 154,129	\$ 230,000	\$ 75,871
Benefits	\$ 19,820	\$ 24,121	\$ 20,825	\$ 23,920	\$ 20,315	\$ 20,300	\$ 24,828						\$ 39,243	\$ 60,585	\$ 21,342
Operating	\$ 10,065	\$ 20,756	\$ 1,133	\$ 2,076	\$ 3,596	\$ 692	\$ 974						\$ 7,539	\$ 13,000	\$ 5,461
Office	\$ 731	\$ 651	\$ 1,499	\$ 825	\$ 1,908	\$ 1,227	\$ 647						\$ 159	\$ 2,000	\$ 1,841
Fuel													\$ 250	\$ 500	\$ 250
Ads			76												
Postage													74		426
Travel		74													
Training			20												
Communications			320	\$ 320	\$ 263	\$ 138							\$ 20	\$ 5,500	\$ 4,067
Utilities	\$ 3	\$ 321	\$ 320	\$ 947	\$ 298	\$ 2,476	\$ 69						\$ 1,433	\$ 25,000	\$ 17,598
Building Maint.	\$ 112	\$ 1,019	\$ 566	\$ 755	\$ 128	\$ 564	\$ 2,957						\$ 7,402	\$ 14,247	\$ 8,900
Vehicle Maint	\$ 117	\$ 501	\$ 325	\$ 755	\$ 128	\$ 564	\$ 2,957						\$ 5,347	\$ 10,000	\$ 978
Equipment Maint.													\$ 22	\$ 3,000	\$ 978
Professional Services														\$ 9,000	\$ 9,000
Dues														\$ 3,000	\$ 3,000
Property Insurance		100											\$ 100	\$ 500	\$ 400
Unemployment														\$ 16,000	\$ 16,000
Grant														\$ 5,000	\$ 5,000
Capital Outlay														\$ 2,500	\$ 2,500
MONTHLY EXPENDITURE	\$ 66,708	\$ 107,668	\$ 62,686	\$ 85,755	\$ 64,573	\$ 63,249	\$ 69,473	\$ 79,353	\$ 79,353	\$ 79,353	\$ 79,353	\$ 79,353	\$ 515,132	\$ 853,082	\$ 337,950