

**AGENDA  
SMOKY VALLEY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
Round Mountain Public Library  
Tuesday September 3, 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)

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**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 August 6, 2024 - 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. Discussion and possible decision concerning adding to Policy 2.0 Borrowing Privileges – Age Limits
8. FINANCE – For action
  - a. Approve and sign expenditures dated for September 3, 2024 for FY 2024-2025
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](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 and on the Smoky Valley Library District website [www.svld.net](http://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.

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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 August 6, 2024 – 5:00 PM**

Members present:	Sara Keehfuss, Chairperson	Sara Sweeney, Secretary/Clerk
	Jamie Grimes, Treasurer	Rebecca Lim, Member
Members absent:	Gwenn Snow, Vice-Chairperson	
Also present:	Andrea Madziarek, Director, Smoky Valley Library District	
	Amy Madziarek, Human Resources, Smoky Valley Library District	

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**ITEM#/SUBJECT**

1. This meeting was called to order at 5:03 PM by Sara K
2. General Public Comment: Andrea told the board that Preschool will start in the Library on September 10, 2024. The board together commented on how nice the foyer looks. Andrea and Amy talked about the projects we are finishing and how rearranging the library was a lot of work but beneficial to students and staff. Jamie mentioned asking the Jag class to volunteer when we have big projects to do, they need community service hours. Sara S mentioned also that the sport kids need the same, Kinross pays the academic excellence athletic program and the students that participate in sports must also do community service hours.
3. Approval agenda –Sara S. made a motion to accept the agenda for August 6, 2024. Jamie 2nd. All voted in favor. Motion passed.
4. Reading, correction, and approval of minutes. Sara S. made a motion to accept minutes for July 2, 2024, with corrections. #4 Becky made the motion. Jamie seconded the motion. All voted in favor. Motion passed.
5. REPORTS, INFORMATIONAL ITEMS –
  - a. Administrative reports – SVLD Stats –
    1. Board looked over the SVLD Report. – SVLD board looked over reports Andrea let the board know that the main AC Unit in the children's wing is out. We had a service man look at it from Eagle Heating and Air, he said that the compressor is burnt up, and the system will need flushed and serviced. He sent me options one. To just replace the compressor and service the unit, for 5250.00 Option 2. Is a completely new unit for 8500.00, he feels the better option is #2 because the unit we currently have is too small for what we are cooling, and it overworks. We will not be doing either option at this time. We will hold off to see how finances are in the spring.
    2. Children's Wing report – The Sensory room has been very well used. We have a time limit right now because of the usage. We do not limit anyone who really needs to stay longer. Sara S. thanked the library for the 4H tour, she reported the kids had an enjoyable time.
  - b. SVLD Board Reports –
6. OLD BUSINESS– For action
7. NEW BUSINESS– For action
  - a. Pre-authorization letter – the board agreed on the letter for the fiscal year 2024-2025. Sara S. made a motion to accept the pre-authorization to pay invoices that accrue interest or late charges for the FY 2024-2025. Jamie seconded the motion. All voted in favor. Motion passed.
  - b. Xerox Lease Agreement – Andrea explained to the board that our Xerox machines no longer have any kind of service or anywhere to buy supplies. We now have a representative out of Elko that has been staying connected with the District to insure we understand that services ended July 31, 2024. He sent a new agreement that is better than what we are currently paying, plus it covers all services and supplies, and our copy overage cost is cheaper. The board read the agreement. Becky made a motion to accept the new Xerox lease agreement. Sara S. seconded the motion. All voted in favor. Motion passed.

**8. FINANCE – For action**

a. Expenditures- Becky made a motion to accept expenditure dated August 6, 2024, for FY 2023-2024. Sara S. seconded the motion. All voted in favor. Motion passed.

Sara S. made a motion to accept expenditures dated August 6, 2024, for FY 2024-2025. Jamie seconded the motion. All voted in favor. Motion passed.

9. General Public Comment – (second) Sara K asked the board members if they were opposed to trying the meeting paperwork electronically again. Becky said she liked the paper and said Gwenn would also. Jamie and Sara S do not mind electronically. We will do both and see how it goes again.

10. Set date and time of next meeting – the next meeting was set for Tuesday September 3, 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 6:02 PM. All in favor.

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Date approved

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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

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

Materials Added:

Jul-24

Category	RMPL	MPL	TOTAL	Total Materials	Circulations
Adults	15	0	15	12,694	114
Kids	4	0	4	14,679	376
Entertainment	13	0	13	18,584	531
eBooks	0			2,772	59
eAudio	0			2,552	72
Databases				70	600
Computer				15	82
<b>GRAND TOTAL</b>	<b>32</b>	<b>0</b>		<b>51,366</b>	<b>1,834</b>

	RMPL	MPL	TOTAL	
Wi-Fi	701	37	738	
Meeting Room	18		18	
Hours Open	220	27	247	
Museum Visits		6	6	
Patron Cards	11	0	11	
Patron Visits	2246	6	2252	
Website Visits	598		598	Revenues:
Volunteer Hours	-	0		Fax \$ 60.00
Notaries	26			Fines \$ 111.00
Tutoring	-			Copies \$ 182.35
Proctoring	-			Donations \$ 1,032.65
ILL	-			Misc. \$ 1,929.40
AR Testing / STAR	-			<b>GRAND TOTAL: \$ 3,315.40</b>
Reference ?	2			
Material Requests	2			
 Records Edited	 629			

# Round Mountain Public Library

## Children's Wing Report

August 2024

Age Group: (0-5)	Offered:	Attendance:
Classes –	3	36
Storytime –	3	11
Pre-K 3yr old	0	0
Pre-K 4yr old	0	0
Age Group: (6-11)	Offered:	Attendance:
Classes –	18	251
STEM –	3	16
Age Group 12 & up:		
Classes -	7	101

AR tests: 50

STAR test: 58

Crafts: 12

Games: 9

Sensory Room Usage - 47

Tabletop: 99

Prints – 33 RMPL: 13 Personal: 13 RMHS: 3 Golf Course: 4

Scholastic books should be arriving soon for September's book fair.

Book fair will be held September 9<sup>th</sup> – 13<sup>th</sup>.

Pumpkins have been requested to be ordered for Harvest Festival.

Pergola is being assembled in grey park.

We have begun several book displays to entice patrons with "mystery" books.

## **SMOKY VALLEY LIBRARY DISTRICT**

### **2.0 Policy on Circulation of Materials and Equipment**

- SVLD circulates materials which have been designated for lending to registered borrowers and by keeping records on all items currently out on loan. In the lending process, a transaction takes place between SVLD and the borrower, whereby the item leaves the custody of the library. The borrower presents a library card, library number or name to a library staff person who will record the information necessary to complete the transaction.
- The library reserves the right to limit the number of any one type or item to a borrower. The library reserves the right to limit the borrowing of certain types of formats to a predetermined age.
- Library materials are loaned for a variety of time periods, depending on the item; they may be returned either to RMPL or MPL.
- Materials may be renewed as needed by phone or by bringing the item to the library.
- Depending on availability, library equipment may be lent out to adult patrons in the community.
- Payment for damaged or lost items will be charged at the publisher's or producer's list price, or if not listed, at the default price for similar items. Fines are charged per item per day, with maximum per item fine. Fines are charged for all days overdue; excluding days the library is closed.
- Table and chairs rentals. (see appendix)

#### **Borrowing privileges will be suspended for the following reasons:**

- Adult patrons owe fines over \$20.00; Child patron owes fines over \$2.00.
- Outstanding bill for replacement
- **Borrowing privileges will be restored when the problem is resolved.**
  
- Library materials that are not specifically designated for lending, such as reference materials, may be loaned under certain circumstances with permission of the library staff.
- Any claims of error can be handled by any staff member; any exceptions will be noted and corrections will be made as necessary.

- In case of an unresolved disagreement, the patron may be asked to present the problem to the Smoky Valley Library District Board of Trustees for a decision.
- The lending of library materials and equipment is further subject to such rules, regulations, and conditions as may be in effect from time to time. These rules include but are not limited to the applicable time periods for which library materials are loaned as are set forth in the following sections. The above policy and supplemental conditions referred to in this paragraph may be amended at any time with or without notice. The library reserves the right to *alter* the application of the above policy should extraordinary or emergency circumstances warrant. Changes that have been made will be posted.

#### **Loan periods:**

- Blu Ray/DVD/VHS 7 days
- Video Games 14 days
- Educational Blu Ray/DVD/VHS 1 month
- All other circulation materials 21 days
- Vacation loan 1 month (Senior Citizen and Out of Area patrons)
- Interlibrary loan 1 month
- Classroom collection (School staff only) 1 month, requests that will severely deplete the subject area, have to be approved by the Library Director.

#### **Age limits:**

- Blu Ray/DVD/VHS/CD's/Video Games: Ages 17 and above, unless a signed permission slip from the parents is on file.
- With signed permission slip on file children will only be able to check 4 items on parents account unless parent is present.



SMOKY VALLEY LIBRARY DISTRICT  
PO Box 1428  
Round Mountain, NV 89045  
Expenditures Listing  
8/28/2024

Vendor	Invoice Date	Invoice #	Total Amount	Description	Pre-approved
Amazon Capital Services	8/14/2024	193V-3XKM-IFIX	\$ 17.98	Building Maint	Yes
Amazon Capital Services	8/8/2024	1QC7-F4XQ-IPTI	\$ 84.78	Building Maint	Yes
Amazon Capital Services	8/9/2024	19W4-YXHR-9KHQ	\$ 82.14	Building Maint	Yes
Amazon Capital Services	8/8/2024	1RGV-WL6Q-IHH6	\$ 48.33	Office	Yes
Amazon Capital Services	8/7/2024	1JPK-VMJR-7X69	\$ 23.99	Building Maint	Yes
Amazon Capital Services	8/13/2024	133P-N36C-49J4	\$ 38.99	Office	Yes
Amazon Capital Services	8/12/2024	1GTK-9L6I-3WM6	\$ 39.46	Building Maint	Yes
Amazon Capital Services	8/12/2024	1NL3-RRNW-1ML3	\$ 628.45	Operating	Yes
Amazon Capital Services	8/14/2024	1QX7-D6Y9-CDC4	\$ 23.96	Offices	Yes
Amazon Capital Services	8/20/2024	1GKM-FKLP-6ILP	\$ 499.00	Operating	Yes
Amazon Capital Services	8/16/2024	1M7W-8476-DD49	\$ 277.33	Building Maint	Yes
Amazon Capital Services	8/26/2024	1LG9-QG7L-9VQ4	\$ 6.88	Building Maint	Yes
Amazon Capital Services	8/26/2024	16H1-4DQY-8Q13	\$ 51.82	Office	Yes
Amazon Capital Services	8/24/2024	1NQ3-7D9P-ARH6	\$ 40.95	Operating	Yes
Amazon Capital Services	8/24/2024	1RJC-HGM9-TLKC	\$ 29.99	Operating	Yes
Amazon Capital Services	8/28/2024	1JLH-6TRP-DCH4	\$ 97.96	Office	Yes
AT&T	7/28/2024	ATT July 2024	\$ 575.55	Communications	Yes
Baker & Taylor	7/29/2024	2038451899	\$ 35.74	Operating	No
Baker & Taylor	8/14/2024	2038486543	\$ 54.79	Operating	No
Blackburn Pest Control	7/24/2024	632145	\$ 33.00	Building Maint	Yes
Chase Credit Card	8/25/2024	4246315347789840	\$ 3,373.03	Building Maint	Yes
Demco	8/5/2024	7515480	\$ 22.44	Office	Yes
Desert Green Disposal and Industrial	8/1/2024	7823	\$ 140.00	Building Maint	Yes
East West Books	8/21/2024	ARU0365189	\$ 31.99	Operating	No
East West Books	8/21/2024	ARU0371174	\$ 168.93	Operating	No
HughesNet	8/10/2024	B1-423710347	\$ 193.67	Communications	Yes
NV Energy	8/3/2024	379561	\$ 311.04	Utilities	Yes
Nye County Public Works	8/1/2024	1166	\$ 55.00	Building Maint	Yes
OverDrive	8/1/2024	H-0106735	\$ 6,000.00	Operating	Yes
Quill	8/2/2024	39865790	\$ 155.92	Office	No
Quill	8/22/2024	40204381	\$ 238.93	Office	No
Quill	8/22/2024	40203366	\$ 66.99	Office	No
RMPU	8/8/2024	June & July 2024	\$ 663.50	Building Maint	Yes
Sirsi Dynix	8/9/2024	INV17457	\$ 12,962.06	Operating	Yes
Grand Total			\$ 27,074.59		

Sara Keehuss, Chairperson

Jamie Grimes, Treasurer

Gwenn Snow, Vice-Chairperson

Becky Lim, Member

Sara Sweeney, Secretary/Clerk