

AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Tuesday December 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)

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 November 5, 2024 - For action
5. REPORTS, INFORMATIONAL ITEMS
 - a. Administrative Reports-
 SVLD Statistic's, RMPL Children's report, correspondence: State Collection Development Application
 - b. SVLD Board Reports – Comments:
6. OLD BUSINESS - For action
7. NEW BUSINESS – For action
 - a. Discussion and possible decision concerning the approval of the Nye County School contract for fiscal year 2024/2025
 - b. Discussion and possible decision concerning the approval of the Minimum Public Library Standards of Nevada and the Nevada Minimum Public Library Standards Request Waiver
 - c. Discussion and possible decision to accept the Nevada State Library, Archive & Public Records InterLibrary Loan Policy Agreement

8. FINANCE – For action

- a. Approve and sign expenditures dated November 5, 2024

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 November 5, 2024 – 5:00 PM

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

Members absent:

Also present: Andrea Madziarek, Director, Smoky Valley Library District
Amy Madziarek, Human Resources, Smoky Valley Library District
Candida Silva, Librarian, Adult Services, Cataloger Smoky Valley Library District
Joni Wiedmer, 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 5:03 PM by Sara K
2. General Public Comment: Andrea said that the Trunk or Treat was a success, there was some confusion with the public that the bounce house was the libraries responsibility. Jamie asked that next year we could not have strobe lights.
3. Approval agenda –Sara S. made a motion to accept the agenda for November 5, 2024. Correction to 7a. should read from 8 am to 6pm change to 8am to 5 pm. Gwenn 2nd. All voted in favor. Motion passed.
4. Reading, correction, and approval of minutes. Becky made a motion to accept minutes for September 3, 2024. 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. – Board read over the library report. The patron counts are higher due we feel because we have more classes coming, High School and Jr. High come very regularly now, as well as all the elementary.

2. Children's Wing report – Reports look good, counts are improving. We will have NO programs over the Thanksgiving break.

b. SVLD Board Reports – Maintenance went to Manhattan Library to winterize and discovered that the door was damaged by someone trying to break in. Maintenance ordered a metal plate that will help prevent this problem from happening again hopefully. We do have an old set of cameras that we will be putting up and signs in windows stating that we have surveillance.

6. OLD BUSINESS– For action

7. NEW BUSINESS– For action

a. Changing the Library Hours – Andrea explained to the board that because we have limited staff and the hours split the team, it gets difficult to cover when any part of the split team is out sick, vacation etc. Andrea said that she feels we are not doing any favors to our patrons when we are not on 100%. Having the staff have all the same hours will help tremendously when we are short-handed. Becky asked if we could possibly just do this for the winter hours? Andrea said yes, but it won't change our staff being able to cover efficiently unless we are able to hire at least one more person. Andrea said that we can revisit hours in the Spring if necessary. Becky made a motion to change the library hours for winter to 8 am to 5 pm and possibly having summer hours of 9 am to 6 pm. Gwenn seconded. All voted in favor. Motion passed.

b. Dan McArthur – Andrea presented the letter that Dan McArthur sent concerning the audit for the following year and the services he will or can provide. Andrea said that the board needs to vote to accept the contract for his services. Gwenn made a motion to accept Dan McArthur as our auditor 2023-2024 audit. Jamie seconded. All voted in favor. Motion passed.

8. FINANCE – For action

a. Expenditures Sara S made a motion to accept expenditure dated November 5, 2024, 2024. Becky seconded the motion. All voted in favor. Motion passed.

b. 1st Quarter economic survey – Becky made a motion to accept the 1st quarter economic survey. Gwenn seconded. All voted in favor. Motion passed.

9. General Public Comment – (second) NA

10. Set date and time of next meeting – the next meeting was set for Tuesday December 3, 2024. 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 6:04 PM. All in favor.

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

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

Materials Added:				Sep-24	
Category	RMPL	MPL	TOTAL	Total Materials	Circulations
Adults	10	0	10	13,002	104
Kids	14	0	14	14,707	1,230
Entertainment	19	0	19	1,803	338
eBooks				2,774	16
eAudio				2,549	84
Databases				70	1,109
Computer	0	0	0	15	76
GRAND TOTAL				34,920	2,957

	RMPL	MPL	TOTAL
Wi-Fi	586	65	651
Meeting Room	11	4	15
Hours Open	190	21	211
Museum Visits		2	2
Patron Cards	13		9
Patron Visits	3091	8	3099
Website Visits	943		
Volunteer Hours	24		
Notaries	27		
Tutoring	-		
Proctoring	-		
ILL	-		
Reference ?	2		
Material Requests	3		
Records Edited	491		

Revenues:

Fax	\$	71.00
Fines	\$	60.95
Copies	\$	1,068.00
Donations	\$	246.70
Misc.	\$	380.25
GRAND TOTAL:	\$	1,826.90

Round Mountain Public Library

Children's Wing Report

November 2024

Age Group: (0-5)	Offered:	Attendance:
Classes –	5	58
Storytime –	3	4
Pre-K	6	64

Age Group: (6-11)	Offered:	Attendance:
Classes –	16	165
STEM –	3	38

Age Group 12 & up:

Classes -	8	111
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Volunteer – 6 hours

Trivia: 3

Easy/Junior Book Pick a Letter display: 15

AR tests: 30

STAR tests: 3

Crafts: 22

Games: 12x 84 kids

Sensory Room Usage - 25

Tabletop: 93

Movie: 19

Prints – 45 RMPL: 39 Personal: 5 RMHS: 1

Staff Christmas party is scheduled for December 13th at 5:00pm.

Childrens Christmas Party is scheduled for December 20th from 11:00-1:00. Followed by a movie matinee from 1:00-3:00pm.

Library will be closed December 24th-26th for the holidays.

SMOKY VALLEY LIBRARY SERVICES CONTRACT 2024-2025

This agreement is made and entered into effective this 12th day of November, 2024, by and between the Nye County School District (hereinafter "NCSD") and the Smoky Valley Library District.

WHEREAS, the parties to this contract have determined that public library service is in the public interest and have found that this service can be provided most economically and effectively through contract with an established library facility, and by cooperative action under the contract by local educational and governmental entities,

WHEREAS, the Smoky Valley Library District recognizes that a public library can under contract provide library services to the schools, to the extent of the contract, to meet the curricular objectives of the school board,

NOW, THEREFORE, it is mutually agreed as follows:

1. This contract shall commence on July 1, 2024, and shall terminate on June 30, 2025. This contract may be amended at any time by written consent of the parties.
2. It is agreed that NCSD may recommend the appointment of one person to the library board.
3. The Smoky Valley Library District agrees to assume the costs and responsibility for all insurance on the Round Mountain facility and its contents and further shall maintain in force personal liability insurance for the library facility.
4. It is expressly agreed by the parties of this contract that under the principles of equal access, all library patrons shall have equal access to the materials housed in the Round Mountain Library, regardless of the source of the funds used to purchase such materials.
5. The Smoky Valley Library District agrees that any portion of funds used solely for the purchase of curriculum support materials or any curriculum materials supplied directly by NCSD shall become, remain, and be marked "Property of Nye County School District". Upon termination of this agreement, this property shall be allocated to the parties in proportion to their expenditures, which result in the acquisition of such property.
6. NCSD herewith agrees to pay the Smoky Valley Library District a mutually agreed sum of \$67 per student based on the Average Daily Enrollment (ADE) on October 1st of each school year, to be used by the Round Mountain Community Library in defraying the costs of materials, personnel, and services hereinafter described to be rendered to the students of the Round Mountain schools.

Should any party hereto breach the terms of the agreement, the exclusive right of the other party shall be the right of cancellation of this contract, effective six months after written notice to the other party, with payment of funds to be made prorata to termination date.

IN WITNESS THEREOF, the parties hereto have hereunto set their hands and seals the day and year first written above.

SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES

BOARD OF TRUSTEES
NYE COUNTY SCHOOL DISTRICT

By: _____
Trustee

By:  _____
President

Date: _____

Date: November 12, 2024

As of October 1, 2024 Enrollment: $246 \times \$67 = \$16,482.00$

Nevada State Library, Archives & Public Records
Public Library Standards
Calendar Year 2025

Library name: Smoky Valley Library District

If you meet the criteria, check the box to the left and select option if required. If you do not meet the criteria, leave blank.

MINIMUM PUBLIC LIBRARY STANDARDS FOR NEVADA	
<input checked="" type="checkbox"/>	1. The library must be legally established and operated in compliance with NRS 379 , NAC 379 , NRS 380.153 and NAC 380.010 including having written by-laws and policies for the management of the library board of trustees and the library.
<input checked="" type="checkbox"/>	2. The library board of trustees shall have a written master plan designed to extend five years into the future and which must be made current at least every two years. The plan and its updates are filed with the Nevada State Library, Archives & Public Records by January 31 of the year following their adoption by the library board (NRS 379.003).
<input checked="" type="checkbox"/>	3. The library collects, provides, and coordinates access to library materials that are organized according to a nationally accepted classification system; the library ensures access to legal materials (NRS 380.153, NAC 380.010) through collections, online resources, or collaborative agreements with other agencies.
<input checked="" type="checkbox"/>	4. The library must have a completed annual statistical report for the preceding fiscal year accepted by, and on file with, the Nevada State Library, Archives & Public Records by December 31 to be made available in a timely manner for national reporting.
<input checked="" type="checkbox"/>	5. The library has regular and published hours of operation with a "system" wide average of twenty hours per identified branch/outlet per week including some night and/or weekend hours.
<input checked="" type="checkbox"/>	6. The library consists of a specific space designated for providing library services with the facilities, equipment, and staff necessary to enable public access to information.
<input checked="" type="checkbox"/> Option: <input type="text" value="c"/>	7. The Library Board of Trustees shall select from one of three options as a means by which to validate and document the library's efforts to maintain a collection appropriate to community needs. Local funding must meet or exceed: a. 90% - Local collection expenditures (PLS 11.23) divided by an average of the past five years' local collection expenditures. b. 30% - Current local collection expenditures (PLS 11.23) divided by total other operating expenditures (PLS 12.21). c. 10% - Local collection expenditures (PLS 11.23) divided by total operating expenditures (PLS 13.1)
<input checked="" type="checkbox"/> Option: <input type="text" value="a"/>	8. Library Certification for Staff a. <i>Population (legal service area) of 1,000 – 14,999.</i> Public library jurisdictions shall have a library director who holds the credential of certified librarian from the State of Nevada (NAC 379.010). b. <i>Population (legal service area) of 15,000 – 49,999.</i> Public library jurisdictions shall have a library director who holds the credential of certified librarian from the State of Nevada (NAC 379.010). Any additional staff holding a full-time library position performing the duties of reference and/or children's services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010). c. <i>Population (legal service area) of 50,000 or more.</i> Public library jurisdictions shall have a library director who holds a master's degree in library or information science from a college or university accredited by the American Library Association. A consolidated library district that serves a population of more than 1,000,000 may establish the educational qualifications of the executive director, which may include, without limitations, holding a master's degree in library and information science. Any additional staff in the position of librarian or other full-time professional library position performing the duties of reference and/or children's services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010). d. Any public Library Board of Trustees that has declined to adopt NAC 379.010, Section 1 and whose librarians are not exempted under NAC 379.010, Section 2 may bring their library into compliance with this standard by adopting a good faith effort to meet the standards for public library employees delineated in NAC 379.020.
<input checked="" type="checkbox"/>	9. Public libraries shall agree to lend circulating materials in accordance with the state-wide interlibrary loan program Information Nevada. Postage charges for interlibrary loans are assumed by the library, not the user.
<input checked="" type="checkbox"/>	10. Public libraries shall extend to Nevada library card holders the same lending privileges received by their card holders. Nevada card holders will not be charged a non-resident fee when borrowing from any Nevada public library.
<input checked="" type="checkbox"/>	11. Public libraries not meeting one or more of the above standards shall submit a "Request for Waiver of Minimum Standards" form to NSLAPR which includes the reason for the waiver, the action taken to comply with the standard, and the projected date for compliance with the standard.

(Amended 11/15/2024)

Certification: I certify to the best of my knowledge and belief that the information above is correct.

Signature of Authorized Official

Date Submitted

Print Name

Title

**Nevada Minimum Public Library Standards
Request for Waiver**

Please fill out and submit a form for *each* standard to be waived. Note: Handwriting will not be accepted.

Library:	Smoky Valley Library District			Date:	12/3/2024
City:	Round Mountain Nevada			Zip:	89045
Contact:	Andrea Madziarek - SVLD Director				
Daytime phone:	775-377-2215	Email:	andream@svld.net		
We hereby request a waiver of the following standard: #7 C.					
Reason: (Please attach any additional supporting documentation) The district has seen a drastic decrease in revenue from taxes. We may not now or in the future be able to meet the 10% of expenditures to be spent on our collection. We strive to meet the 10% by cutting costs in other areas where we can, but this may not be achievable.					
Action which will be taken to comply with this standard: We will be cutting cost where we can, decreasing programs and using those funds to add to our collection.					
Projected date for compliance with this standard: Our goal is by September 2025 to have a budget that can support the needed funds for our collection.					

Signature of Director:

Signature of Chair/Board of Trustees:

Date Submitted:

12/03/2024

Email Waiver Form, in PDF format, to:
Library Planning and Development
Nevada State Library, Archives & Public Records
nsla-lpd@admin.nv.gov

- State Library Use Only -

The following section is for office use only. It will be completed by the Administrator of the Nevada State Library, Archives & Public Records or designee, and a copy will be returned to the library/combined libraries for your records.

Waiver granted until (date): _____

Waiver not granted (date): _____

Explanation:

Signature: _____ Date: _____
Administrator, Nevada State Library, Archives & Public Records



Nevada State Library, Archives & Public Records
Information Nevada



Interlibrary Loan Policy Agreement

Information Nevada is a statewide agreement among Nevada libraries and related institutions to provide access to their resources for all Nevadans. Nevada residents request such access to meet their informational needs through their local public libraries.

By signing this agreement the named institution agrees:

1. To answer all formal interlibrary loan requests and/or requests sent via an automated library network.
2. To loan basic materials such as books, and to provide photocopies of articles free or at cost. To loan other materials and/or provide information requested that does not conflict with the institutions own stated policies.
3. To loan materials purchased through LSTA funding.

This policy agreement may be reviewed at any time by the named institution. A copy of the agreement will be filed with the Office of the State Librarian, Nevada State Library, Archives & Public Records.

Library/Institution: **Smoky Valley Library District**

Date Approved: **December 3, 2024**

Approved By: **Smoky Valley Board of Trustees**

Authorized Signature:

Send completed form electronically, in PDF format, to:

Library Planning and Development

nsla-lpd@admin.nv.gov

SMOKY VALLEY LIBRARY DISTRICT
PO Box 1428
Round Mountain, NV 89045
Expenditures Listing
11/22/2024

AMAZON	11/11/2024	I6M6-WDYD-DNJ4	\$	139.99	BUILDING MAINT	YES
AMAZON	11/12/2024	IKC6-NRWT-IWLC	\$	118.41	BUILDING MAINT	YES
AMAZON	11/12/2024	I7IN-JFGY-4P3F	\$	38.99	BUILDING MAINT	YES
AMAZON	11/12/2024	I4KL-D9XH-3HYT	\$	211.20	OFFICE	YES
AMAZON	11/12/2024	IMHD-XR9V-IMKT	\$	518.74	OFFICE	YES
AMAZON	11/13/2024	IQXK-YFLI-3HQL	\$	40.95	OPERATING	YES
AMAZON	11/14/2024	IL6C-X67F-3N6F	\$	13.78	BUILDING MAINT	YES
AMAZON	11/15/2024	IFJQ-MRVO-9QRI	\$	109.60	BUILDING MAINT	YES
AMAZON	11/15/2024	ILN7-M117-94DL	\$	23.98	BUILDING MAINT	YES
AMAZON	11/18/2024	IDYW-V9LV-LPWH	\$	65.97	OPERATING	YES
AMAZON	11/18/2024	IR73-HM4R-M4L6	\$	162.45	OPERATING	YES
AMAZON	11/17/2024	I9MF-FDXT-CKGW	\$	73.13	BUILDING MAINT	YES
AMAZON	11/16/2024	IKJM-CK76-MNQC	\$	9.99	OPERATING	YES
AMAZON	11/17/2024	ICGN-3G9T-X7MJ	\$	159.57	OPERATING	YES
AMAZON	11/18/2024	IWRQ-NCQX-37PF	\$	43.93	OPERATING	YES
AMAZON	11/21/2024	I9RM-MICI-GYJF	\$	68.99	OFFICE	YES
AMAZON	11/18/2024	ICFQ-4YPG-64JC	\$	111.98	OPERATING	YES
AMAZON	11/18/2024	IXHI-WY9T-4NFV	\$	47.97	OPERATING	YES
AMAZON	11/18/2024	IDDV-YJLI-36C3	\$	54.98	OFFICE	YES
AMAZON	11/19/2024	IIPY-TYGR-6D13	\$	121.07	OFFICE	YES
AMAZON	11/19/2024	IH39-Q9QX-3GD9	\$	60.80	BUILDING MAINT	YES
AMAZON	11/19/2024	ILHP-FTVH-7Y3I	\$	58.79	OFFICE	YES
AMAZON	11/19/2024	IIRM-QQGF-IVV4	\$	239.10	OFFICE	YES
BAKER & TAYLOR	10/29/2024	2038665563	\$	17.27	OPERATING	NO
BAKER & TAYLOR	10/29/2024	2038665564	\$	17.88	OPERATING	NO
BAKER & TAYLOR	11/11/2024	2038692949	\$	59.73	OPERATING	NO
CHASE CREDIT CARD	10/25/2024	424631534778	\$	425.45	BUILDING MAINT	YES
GENERAL STORE	10/31/2024	214105	\$	70.68	OPERATING	NO
GENERAL STORE	11/20/2024	02-193639	\$	23.98	OPERATING	NO
HUGHESNET	11/10/2024	BI-426504242	\$	261.15	COMMUNICATIONS	YES
JW WELDING	11/14/2024	302633	\$	637.91	OFFICE	NO
NV ENERGY RMPL	11/13/2024	378178	\$	292.47	UTILITIES	YES
NV ENERGY MPL	10/29/2024	379561	\$	105.51	UTILITIES	YES
QUILL	11/20/2024	41649693	\$	325.99	OFFICE	NO
RMPU	11/19/2024	403	\$	340.00	UTILITIES	YES
XEROX	11/1/2024	22395553	\$	121.29	OFFICE	NO
XEROX	11/1/2024	22395554	\$	141.27	OFFICE	NO
Grand Total			\$	5,334.94		

Sara Keehfuss, Chairperson

Jamie Grimes, Treasurer

Gwenn Snow, Vice-Chairperson

Becky Lim, Member

Sara Sweeney, Secretary/Clerk