

**AGENDA**  
**SMOKY VALLEY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Round Mountain Public Library**  
**Round Mountain, Nevada**  
**Tuesday June 5, 2018– 5:00 PM**

Members: Tamara Jones, Chairperson  
Rebecca Lim, Secretary/Clerk Gwenn Snow, Member  
Mallory Barber, Member Sara Keehfuss, Member

**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 May 1 & 23, 2018 - For Possible Action
5. 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.)
6. LIBRARY REPORTS- For possible action
  - a. RMPL -
  - b. MPL -
7. OLD BUSINESS - For Possible Action
8. NEW BUSINESS – For Possible Action
  - a. Discussion and possible decision concerning Election of officers
  - b. Discussion and possible decision concerning approval of the 2018-2019 Library Closures
9. CORRESPONDENCE – For possible Action
  - a.
10. FINANCE – For possible Action
  - a. Approve and sign expenditures for June 5, 2018
  - b. Discussion and possible decision concerning the update to cash flow information
  - c. Discussion and possible decision concerning the bill pay pre-approval letter for 2018-2019

11. 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.

12. SET DATE AND TIME FOR NEXT MEETING

13. ADJOURN – For Possible Action

Supporting information for this agenda can be obtained from the SVLD website: [www.svld.net](http://www.svld.net) or contact Andrea Madziarek at the Round Mountain Public Library 775-377-2215.

**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.

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**MINUTES**  
**SMOKY VALLEY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Round Mountain Public Library**  
**Round Mountain, Nevada**  
**Tuesday May 1, 2018**

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

Members present: Tamara Jones- Chairperson Lisa Schwarz, Treasurer  
Gwenn Jones, Member

Members absent: Rebecca Lim, Secretary/Clerk

Also present: Jeanne Bleecker, Co-Director, Smoky Valley Library District  
Andrea Madziarek, Co-Director, Smoky Valley Library Distirct  
Mallory Barber, guest

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**ITEM#/SUBJECT**

1. This meeting was called at 5:00 PM by Tamara Jones.
2. General Public Comment - Andrea told the board that the 3 year old Moving up ceremony is scheduled for May 10th at 10:00 AM and the 4 year old Graduation ceremony is scheduled for 5:00 PM in the RMPL conference room.
3. Approval of Agenda - Lisa made a motion to accept the agenda for May 1, 2018. Gwenn seconded. All voted in favor. Motion passed.
4. Reading correction and approval of Minutes dated March 6, 2018 and April 3, 2018. March 6th, - Las Vegas. Gwenn made a motion to accept the minutes dated March 6, 2018 with correction and April 3, 2018 as written. Lisa seconded. All voted in favor. Motion passed.
5. OPEN DISCUSSION - Andrea told the board that the book fair was very successful. We brought in \$3919.40. We earned \$2550.40 to spend with scholastics. Our goal was \$3600.00.
6. LIBRARY REPORTS - For possible action
  - a. RMPL- Database usage is up. We are doing well overall
  - b. MPL- Tony spoke with Jeanne he will be spending some of his movie budget on books, there have not been any good movies to purchase and he has a few patrons that are requesting books.
7. OLD BUSINESS -For possible action -
  - a. Nothing at this time

**8. NEW BUSINESS - For possible action -**

- a. Nothing at this time

**9. CORRESPONDENCE -**

- a. Letter from Dan McArthur for the 2018 Audit
- b. Tentative budget approval letter from the Department of Taxation

**10. FINANCE -For possible action -**

- a. Approve and sign expenditures date May 1, 2018. Gwenn made a motion to accept the expenditures for May 1, 2018. Lisa seconded. All voted in favor. Motion passed.
- b. Cash Flow - Jeanne went over the cash flow report and told the board that we should be receiving numbers for Net Proceeds in the middle of this month.
- c. 3rd Quarterly report - Gwenn made a motion to accept the 3rd Quarterly report. Lisa seconded. All voted in favor. Motion passed.

**11. GENERAL PUBLIC COMMENT -** Jeanne told the board that we are purchasing a database for the staff to use call LibraryAware. It will help with advertising and marketing our library.

**12. Set date and time for the next meeting -** Tamara reminded the board that we have the Budget Hearing scheduled for May 23, 2018 at 2:00 PM. The next meeting was scheduled for June 5, 2018 at 5:00 PM.

**13. Adjourn -** Gwenn made a motion to adjourn the meeting at 5:35 PM.

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Date

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Rebecca Lim, Secretary/Clerk

**MINUTES**  
**SMOKY VALLEY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**BUDGET HEARING**  
**Round Mountain Public Library**  
**Round Mountain, Nevada**  
**Wednesday May 23, 2018**

Members present: Rebecca Lim, Secretary/Clerk Lisa Schwarz, Treasurer  
Gwenn Jones, Member

Members absent: Tamara Jones- Chairperson

Also present: Jeanne Bleecker, Co-Director, Smoky Valley Library District  
Sara Keefhuss, guest

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

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**ITEM#/SUBJECT**

1. This meeting was called at 5:00 PM by Becky Lim @ 2:01 PM.
2. General Public Comment - Nothing at this time.
3. Approval of Agenda - Gwenn made a motion to accept the agenda for May 23, 2018. Lisa seconded. All voted in favor. Motion passed.
4. Reading correction and approval of Minutes - Nothing at this time.
5. OPEN DISCUSSION - Jeanne reported that she had to replace the battery back-up on our server. Preschool graduation was well attended. Lisa said that this is her last meeting. Jeanne reported that the town filled the pot hole in our front driveway.
6. LIBRARY REPORTS - For possible action
  - a. RMPL- Nothing at this time.
  - b. MPL- Nothing at this time.
7. OLD BUSINESS -For possible action -
  - a. Nothing at this time
8. NEW BUSINESS - For possible action -
  - a. Nothing at this time
9. CORRESPONDENCE -
  - a. Nothing at this time.
10. FINANCE -For possible action -
  - a. Approve and sign budget for 2018-2019. Gwenn made a motion to approve the tentative budget as the Final Budget for Fiscal Year 2018-2019. Lisa seconded. All voted in favor. Motion passed.
11. GENERAL PUBLIC COMMENT - Lisa thanked everyone and said it was a pleasure to serve on the SVLD Library Board.

12. Set date and time for the next meeting - The next meeting was set for June 5, 2018 @ 5:00 PM in the Round Mountain Public Library Conference Room.

13. Adjourn - Lisa made a motion to adjourn the meeting at 2:25 PM.

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Date

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Rebecca Lim, 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  
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 Fax (775) 487-2326

## MONTHLY REPORT FOR April 2018

May 1, 2018

Materials	Added	Total	Circulation	Last Year
Adult Books	46	8,372	371	347
Audio Books	4	1,280	36	51
Easy	3	5,542	690	1084
Junior	4	5,385	290	732
Teen	5	2,831	109	228
Movies	97	12,514	1,559	2,364
Music	0	2,372	75	87
Computer	-	9	219	356
Wi-Fi Usage	-	-	530	251
Freegal Usage	-	-	481	141
Digital Material	24	1,338	27	1
<b>GRAND TOTAL</b>	<b>183</b>	<b>39,643</b>	<b>4,387</b>	<b>5,642</b>

Patron Visits **6,773** **3,595**

New Patrons: 1

Web Site Visits 1,059

**Services:**

Notaries 63

Meeting room 27

Proctoring/Tutoring 2/29

Volunteer Hours 4

ILL 1

Video Classes 0

**Revenues:**

Fax \$ 237.00

Fines \$ 132.90

Copies \$ 145.50

Donations \$ 1,005.80

Misc. \$ 60.68

**GRAND TOTAL \$ 1,581.88**

**Programs:**

Preschool - 4 yr old

Preschool - 3 yr old

Story Time

Make it & Take it

**Attendance:**

154

52

102

12

**Programs:**

Classes

Table Activities

Friday Fun

Spring Break

**Attendance:**

446

124

33

133

**Grand Total: 1056**

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## Manhattan Library Report for April, 2018

	2018	2017
Patron Visits	55	61
Check Outs	110	154
Computer Usage	31	21
Community Center	2	12
Museum Visitors	7	9
Inside WIFI	7	0
Collection count to date:	7,220	6,836
Materials added:		
Audios	0	0
Books	0	2
Movies	<u>24</u>	<u>25</u>
TOTAL	24	25



**CLOSURES**  
**ROUND MOUNTAIN PUBLIC LIBRARY 2018-2019**

<b>INDEPENDENCE DAY</b>	<b>WEDNESDAY JULY 4<sup>TH</sup></b>
<b>LABOR DAY</b>	<b>MONDAY SEPTEMBER 3<sup>RD</sup></b>
<b>NEVADA DAY</b>	<b>FRIDAY OCTOBER 26<sup>TH</sup></b>
<b>VETERAN'S DAY</b>	<b>MONDAY NOVEMBER 12<sup>TH</sup></b>
<b>THANKSGIVING HOLIDAY</b>	<b>THURSDAY &amp; FRIDAY NOVEMBER 22<sup>ND</sup>, 23<sup>RD</sup></b>
<b>CHRISTMAS HOLIDAY</b>	<b>MONDAY, TUESDAY, &amp; WEDNESDAY DECEMBER 24<sup>TH</sup>, 25<sup>TH</sup>, 26<sup>TH</sup></b>
<b>NEW YEAR'S DAY</b>	<b>TUESDAY, JANUARY 1<sup>ST</sup></b>
<b>MARTIN LUTHER KING DAY</b>	<b>MONDAY JANUARY 21<sup>ST</sup></b>
<b>PRESIDENT'S DAY</b>	<b>MONDAY FEBRUARY 18<sup>TH</sup></b>
<b>MEMORIAL DAY</b>	<b>MONDAY MAY 27<sup>TH</sup></b>

SMOKY VALLEY LIBRARY DISTRICT  
PO BOX 1428  
ROUND MOUNTAIN, NV 89045

**APPROVED USING PRE-APPROVAL LETTER:**

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AT&T	4/28/2018	AT&T May 2018	\$40.41	Phone & Fax RMPL
Bob Barber, Jr.	4/30/2018	L4-18	\$2,900.00	Janitorial
Chase	4/29/2018	Chase April 2018	\$3,511.07	Credit Card
Frontier	5/1/2018	Frontier May 2018	\$184.27	Phone, Fax, Int. MPL
JW Welding	5/5/2018	222875	\$155.14	Helium Tank
JW Welding	4/30/2018	DC78715	\$23.75	Tank Rental
NV Energy	5/3/2018	379561 April 2018	\$300.96	Power MPL
NV Energy	5/12/2018	378178 May 2018	\$249.10	Power RMPL
Nye County Public Works	5/1/2018	27-0005480	\$55.00	Water MPL
Round Mtn. Public Utilities	5/2/2018	403 April 2018	\$65.00	Water RMPL
Xerox	5/3/2018	93190442	\$547.86	Xerox lease
Xerox	5/3/2018	93190443	\$504.55	Xerox lease

**AMOUNT \$8,537.11**

**NEW INVOICES:**

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	4/7/2018	846347937953	\$22.46	Books RMPL
AMAZON	4/10/2018	459389334444	\$206.65	RMPL Movies
AMAZON	4/11/2018	433386673396	\$120.45	Programs SRP
AMAZON	4/11/2018	433465679947	\$12.36	Programs SRP
AMAZON	4/11/2018	454777657546	\$28.75	Operating Supplies
AMAZON	4/11/2018	454789975556	\$80.33	Books RMPL
AMAZON	4/11/2018	455678374868	\$17.68	Books RMPL
AMAZON	4/11/2018	455786543864	\$81.80	Operating Supplies
AMAZON	4/11/2018	46333879374	\$47.99	Programs SRP
AMAZON	4/11/2018	499498743933	\$39.99	Programs SRP
AMAZON	4/11/2018	683368898456	\$147.97	Programs SRP
AMAZON	4/12/2018	466575339638	\$28.75	Programs SRP
AMAZON	4/12/2018	985597933473	\$103.75	MPL Movies
AMAZON	4/13/2018	573384973985	\$28.75	Operating Supplies
AMAZON	4/13/2018	574853567748	\$19.96	Books RMPL
AMAZON	4/14/2018	453838479938	\$32.94	Books RMPL
AMAZON	4/16/2018	476336774447	\$10.49	Programs Preschool
AMAZON	4/16/2018	548767859945	\$37.80	Programs Preschool
AMAZON	4/18/2018	769656939948	\$153.01	RMPL Movies
AMAZON	4/18/2018	964479484599	\$197.62	Programs Preschool
AMAZON	4/19/2018	645935535796	(\$2.79)	Credit
AMAZON	4/19/2018	964939585433	\$46.95	Books RMPL
AMAZON	4/20/2018	467547654765	\$17.99	RMPL Movies
AMAZON	4/23/2018	453566465365	\$59.84	MPL Movies
AMAZON	4/23/2018	539595888644	\$179.22	Books RMPL
AMAZON	4/24/2018	459795335539	\$204.85	RMPL Movies
AMAZON	4/24/2018	579336475959	\$83.52	Operating Supplies

SVLD 6/5/2018  
FY 2017-2018

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	4/25/2018	447656794433	\$94.94	MPL Movies
AMAZON	4/25/2018	547465378649	\$135.96	Operating Supplies
AMAZON	4/25/2018	856497656944	\$28.75	Operating Supplies
AMAZON	4/26/2018	465874574954	\$126.94	Operating Supplies
AMAZON	4/26/2018	765994474685	\$159.76	Office Ink
AMAZON	4/28/2018	435447854377	\$13.87	Books MPL
AMAZON	4/28/2018	555555884886	\$73.93	Books MPL
AMAZON	4/29/2018	663365343976	\$37.63	RMPL Movies
AMAZON	4/29/2018	876956944494	\$20.13	RMPL Movies
AMAZON	5/1/2018	435869673539	\$14.99	RMPL Movies
AMAZON	5/1/2018	444379743584	\$19.96	RMPL Movies
AMAZON	5/1/2018	467633939567	\$78.99	Books RMPL
AMAZON	5/1/2018	468847954547	\$43.94	Books RMPL
AMAZON	5/1/2018	585767976438	(\$47.03)	Credit
AMAZON	5/1/2018	693733838383	\$222.78	RMPL Movies
AMAZON	5/2/2018	439986754645	\$69.29	Books RMPL
AMAZON	5/2/2018	448873863658	\$129.21	Books RMPL
AMAZON	5/2/2018	979966678945	\$77.73	Books RMPL
AMAZON	5/3/2018	439998883933	\$20.14	Operating Supplies
AMAZON	5/3/2018	447438435954	\$14.43	RMPL Movies
AMAZON	5/3/2018	473395784968	\$13.30	Operating Supplies
AMAZON	5/3/2018	754547646886	\$30.81	Books RMPL
AMAZON	5/3/2018	784953837339	\$10.42	MPL Movies
AMAZON	5/4/2018	437995879698	\$16.96	MPL Movies
AMAZON	5/4/2018	535938898348	\$13.95	Books RMPL
AMAZON	5/5/2018	434974844438	\$40.91	MPL Movies
AMAZON	5/5/2018	467759357479	(\$11.01)	Credit
AMAZON	5/5/2018	76559679466	\$7.99	Books RMPL
AMAZON	5/6/2018	875574557778	\$82.92	Operating Supplies
AMAZON	5/6/2018	883954477586	\$149.57	Operating Supplies
AMAZON	5/7/2018	468446395639	\$58.84	MPL Movies
AMAZON	5/7/2018	489874463947	\$11.65	Books RMPL
AMAZON	5/7/2018	957875758348	\$16.98	Books RMPL
AMAZON	5/8/2018	456559747568	\$32.83	Books RMPL
AMAZON	5/8/2018	484555989938	\$68.95	RMPL Movies
AMAZON	5/8/2018	675376838853	\$60.03	Books RMPL
AMAZON	5/8/2018	844473793848	\$49.88	RMPL Movies
BAKER & TAYLOR INC	5/1/2018	4012212500	\$92.90	Books RMPL
BAKER & TAYLOR INC	5/11/2018	4012223128	\$32.86	Books RMPL
C & K TRUE VALUE	5/15/2018	1805097958	\$7.59	Operating Supplies
DANIEL C MCARTHUR LTD	5/31/2018	23022	\$6,590.00	Annual Audit
DEMCO INC	5/21/2018	6382574	\$64.07	Operating Supplies
GENERAL STORE	5/1/2018	2-517286	\$15.87	Office Janitorial

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
J W WELDING SUPPLY	5/24/2018	223381	\$155.14	Helium Tank
LAS VEGAS REVIEW	5/10/2018	0000981984	\$25.00	Ads
MICROMARKETING LLC	4/30/2018	718077	\$84.76	Books RMPL
MICROMARKETING LLC	5/8/2018	719551	\$37.59	Books RMPL
PARACLETE PRESS INC	5/3/2018	361681	\$11.89	Books RMPL
QUILL	5/4/2018	6909517	\$150.77	Office Janitorial
QUILL	5/18/2018	7253217	\$56.77	Operating Supplies
RECORDED BOOKS LLC	5/4/2018	75784058	\$102.58	Books RMPL
RECORDED BOOKS LLC	5/10/2018	75786362	\$73.60	Books RMPL
RECORDED BOOKS LLC	5/16/2018	75789060	\$52.00	Books RMPL
RECORDED BOOKS LLC	5/21/2018	75791542	\$72.20	Books RMPL
SMOKY VALLEY LIBRARY-	5/25/2018	SVLD PC 5-25-18	\$1,050.76	Petty Cash

**NEW INVOICE TOTAL:** \$12,676.75  
**BLANKET INVOICE:** \$8,537.11  
**GRAND TOTAL:** \$21,213.86

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Tamara Jones, Member

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Rebecca Lim, Member

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Gwenn Snow, Member

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Sara Keehfuss, Member

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Mallory Barber, Member

SVLD 6/5/2018  
FY 2017-2018

**PROJECTED Cash Flow**  
2017-2018

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Beginning fund Balance	\$ 299,368	\$ 230,780	\$ 301,552	\$ 232,964	\$ 303,736	\$ 252,148	\$ 183,560	\$ 254,332	\$ 185,744	\$ 256,516	\$ 187,928	\$ 592,255
Revenues	\$ 3,100	\$ 142,460	\$ 3,100	\$ 142,460	\$ 20,100	\$ 3,100	\$ 142,460	\$ 3,100	\$ 142,460	\$ 3,100	\$ 476,015	\$ 3,100
Expenditures	\$ 71,688	\$ 71,688	\$ 71,688	\$ 71,688	\$ 71,688	\$ 71,688	\$ 71,688	\$ 71,688	\$ 71,688	\$ 71,688	\$ 71,688	\$ 71,688
	\$ 230,780	\$ 301,552	\$ 232,964	\$ 303,736	\$ 252,148	\$ 183,560	\$ 254,332	\$ 185,744	\$ 256,516	\$ 187,928	\$ 592,255	\$ 523,667

**ACTUAL CASH FLOW**  
2017-2018 as of 3-26-2018

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Beginning fund Balance	\$ 301,678	\$ 241,558	\$ 283,668	\$ 224,140	\$ 230,415	\$ 165,642	\$ 90,792	\$ 164,092	\$ 194,105	\$ 131,291	\$ 80,019	\$ 80,019
Revenues	\$ 1,563	\$ 106,848	\$ 17,897	\$ 103,147	\$ 10,981	\$ 20,833	\$ 148,763	\$ 102,208	\$ 5,497	\$ 10,670		
Expenditures	\$ 61,683	\$ 64,738	\$ 77,425	\$ 96,872	\$ 75,754	\$ 95,683	\$ 75,463	\$ 72,195	\$ 68,311	\$ 61,942		
	\$ 241,558	\$ 283,668	\$ 224,140	\$ 230,415	\$ 165,642	\$ 90,792	\$ 164,092	\$ 194,105	\$ 131,291	\$ 80,019	\$ 80,019	\$ 80,019

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Nye County Finance  
PO Box 3999  
Tonopah, NV 89049-3999

June 5, 2018

Re: Authorization to Pre-Pay SVLD District Bills under Specific Circumstances

To Whom It May Concern:

The Smoky Valley Library District Board of Trustees authorizes Nye County Finance to pay the Smoky Valley Library Districts bills under the following circumstances. These bills will then be formally approved during the next scheduled meeting of the Library Board.

- a. All utility bills, ongoing contracts, and bills that would incur a late fee if not paid before the next scheduled board meeting.
- b. All bills in the event that the Library Board is unable to conduct regular business due to a lack of quorum or other circumstances. A notice, explaining why there was no meeting, will be included with the bills for payment.

Respectfully,

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Tamara Jones, Member

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Gwenn Snow, Member

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Rebecca Lim, Member

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Mallory Barber, Member

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Sara Keehfuss, Member