

Pahrump Community Library
Minutes of the November 12, 2024 Meeting

1. Call to Order

Meeting called to order at 10:03 am.

2. Members Roll Call

In Attendance: Secretary Kelly Green, Trustee Matthew Morris, Trustee Dee Mounts, Vice Chair Runion, Chair Shewalter, Commissioner Frank Carbone, Barbara Ferido, Kim Thomas, Julie Butland, Acting Director Shanna Gibbons

Absent: Senior Deputy District Attorney Michelle Nelson

3. Pledge of Allegiance

Trustee Morris led the Pledge of Allegiance prior to the Call to Order.

4. GENERAL PUBLIC COMMENT: (*Action will NOT be taken on matters considered during this period until specifically included on an agenda as an action item.)

Helen Schneider talks about donating books and about Donald Trump.

Caroline Logue says the work here is appreciated. She would like to ask a question on the lack of action on hiring a new director.

5. Trustee/Director/Liaison Comments – This item is limited to announcements, brief discussions of public comments, correction of factual inaccuracies, direction to staff, or topics proposed for future board meetings. (Lengthy deliberation of topics not on the agenda is prohibited by the Nevada Open Meeting Law.)

Commissioner Carbone says he has lots of meetings in November and December and may not make it to the next meeting. He will not be here come January. He has to leave to go to another meeting at 10:30.

Acting Director Gibbons says the director position is advertised on Indeed and the ALA and various other places.

Secretary Green says welcome and thanks everyone for attending.

Trustee Mounts says the staff did a great job for Halloween.

Trustee Morris has no comment.

Item 8

Vice Chair Runion has no comment.

Chair Shewalter says he will reserve his comments for later.

With no further comment, item 5 is closed.

6. Approval of November 12, 2024 Agenda (Non-action item)

Item 7 is struck as there are no emergency items.

Without objection, the November 12, 2024 agenda is approved.

7. For Possible Action: Emergency Items

There are no emergency items.

8. For Possible Action: Discussion and deliberation to approve or amend and approve the meeting minutes for October 14, 2024.

Vice Chair Runion makes a motion to approve the meeting minutes for October 14, 2024. Secretary Green seconds the motion.

There is no public comment.

Chair Shewalter calls the question to approve the meeting minutes for October 14, 2024. The measure passes 5-0.

9. Presentation: Treasurer's Report by Shanna Gibbons for discussion of monthly expenditures and revenue for October 2024.

Acting Director Shanna Gibbons reads from her report beginning on page 12, item 9 of the backup.

10. For Possible Action: Discussion and deliberation to approve or amend and approve payment vouchers for October 2024 through November 2024.

Acting Director Gibbons reads from the backup on page 13 item 10.

Chair Shewalter asks about the \$7,012.00 charge from EBSCO. Acting Director Gibbons says it is for our website and is an annual fee. He verifies that the credit card bill gets paid after the board approves the voucher. He commends Gibbons for ensuring vendors get paid out of the general fund and not petty cash.

Vice Chair Runion makes a motion to approve the payment vouchers for October 2024 through November 2024.

Secretary Green seconds.

Chair Shewalter calls the question.

The measure passes 5-0.

11. Presentation: Librarian's Report by Shanna Gibbons for discussion on library activity for October 2024. Report activities include patron traffic, books checked

out, books returned, fees collected, online story time, STEAM, internet use, website usage and materials added.

Acting Director Gibbons reads from her report on page 16, item 11 in the backup.

Julie Butland reads the kids' department statistics.

12. For Possible Action: Discussion and deliberation to 1) continue Shanna Gibbons in the position of Interim Director, 2) set the date that the position of Interim Director shall expire, 3) determine the salary for the Interim Director and 4) determine if the salary for the Interim Director should have been paid since the Interim Director's initial appointment or set the date of the Interim Director's salary to begin no sooner than November 12, 2024.

Vice Chair Runion thanks Shanna Gibbons for her efforts and says she is awesome. Chair Shewalter says he concurs.

Public comment:

Ann Underdahl says Shanna's performance has been amazing and shares some research she has done on salaries.

Caroline Logue says she appreciates the staff and Shanna. She is concerned about the library not belonging to ALA. The library needs a permanent director.

Karen Waldman says she applauds the board taking steps to find the right person.

With no further comment, public comment is closed.

Chair Shewalter makes a motion 1) to continue Shanna Gibbons in the Interim Director position, 2) with an expiration date of May 1, 2025, 3) at a salary of \$76,000, 4) starting at the date of initial appointment. Trustee Morris seconds the motion.

Secretary Green says she agrees that Shanna needs a raise.

Trustee Mounts says the pay should be as of the date Shanna was made Interim Director. Acting Director Gibbons says that date was July 8, 2024. Chair Shewalter says it should be effective as of July 8, 2024.

Vice Chair Runion says he is a firm believer in paying people for their work and is pleased the motion includes the retroactive pay.

Acting Director Gibbons says she appreciates it.

Chair Shewalter calls the question.

The measure passes 5-0.

13. Trustee/Director/Liaison Comments: - This item is limited to announcements, brief discussions of public comments, correction of factual inaccuracies, direction to staff, or topics proposed for future board meetings. (Lengthy deliberation of topics not on the agenda is prohibited by the Nevada Open Meeting Law.)

Acting Director Gibbons thanks the board.

Secretary Green says there is a lot of misinformation about the ALA.

Trustee Mounts says public comments are mostly negative and unrelated to the library and staff.

Vice Chair Runion says he appreciates Ann Underdahl's salary research. He would like to see a cost-benefit analysis of ALA membership.

Chair Shewalter says the objection to ALA was to the ALA president using the library system as a platform to advance her agenda. As far as finding a director, we are actively working on that.

14. Adjournment

Meeting adjourned at 10:49 am.

Collections for Month of Nov 24

Day	Credit-Ref	Fax-Ref	Copies-Ref	Donations-Misc.	Notary	Donations Ci Fines-Circ	Misc.-Circ	Used Books	Book-tique Lost	Raffle	Copies-Circ	Credit-Circ	People	Swap
Fri	1 \$ 7.80	\$ 2.00	\$ 9.40	\$ 0.25	\$ -	\$ 2.00	\$ 6.75	\$ 50.00	\$ -	\$ 1.00	\$ 0.40	\$ -	174	0
Sat	2 \$ 8.60	\$ -	\$ 4.60	\$ -	\$ -	\$ 0.55	\$ 8.45	\$ 30.00	\$ -	\$ 1.00	\$ -	\$ 4.92	172	0
Sun	3													
Mon	4 \$ -	\$ 1.00	\$ 47.20	\$ 10.30	\$ 22.60	\$ 0.10	\$ 1.50	\$ 19.90	\$ -	\$ -	\$ -	\$ -	244	6
Tues	5 \$ 4.60	\$ -	\$ 56.50	\$ 1.85	\$ 0.85	\$ 2.00	\$ 2.00	\$ 30.50	\$ -	\$ -	\$ -	\$ 2.00	246	10
Wed	6 \$ 4.20	\$ -	\$ 20.00	\$ 22.00	\$ 10.00	\$ 1.00	\$ 2.70	\$ 21.00	\$ -	\$ 2.00	\$ -	\$ 9.85	207	1
Thur	7 \$ 18.20	\$ -	\$ 30.20	\$ 0.45	\$ 1.00	\$ 30.00	\$ 1.50	\$ 27.20	\$ 2.00	\$ 1.00	\$ 1.00	\$ 5.15	241	10
Fri	8 \$ 11.60	\$ 1.00	\$ 10.20	\$ 0.90	\$ 0.80	\$ 0.50	\$ -	\$ 37.00	\$ -	\$ -	\$ -	\$ -	180	3
Sat	9 \$ 4.80	\$ -	\$ 13.60	\$ 0.05	\$ -	\$ -	\$ 23.40	\$ 17.70	\$ 5.50	\$ 1.00	\$ 2.00	\$ -	146	2
Sun	10													
Mon	11													
Tues	12 \$ 0.20	\$ -	\$ 27.80	\$ 9.90	\$ 0.65	\$ -	\$ 25.60	\$ 52.00	\$ -	\$ -	\$ 1.00	\$ 14.50	263	18
Wed	13 \$ 13.80	\$ 5.00	\$ 24.40	\$ 0.15	\$ -	\$ -	\$ 11.90	\$ 10.50	\$ 1.00	\$ 1.00	\$ -	\$ 34.00	241	5
Thur	14 \$ 12.40	\$ 6.00	\$ 35.60	\$ 1.45	\$ -	\$ 6.00	\$ 21.00	\$ 28.00	\$ -	\$ 3.00	\$ 2.80	\$ 8.00	213	2
Fri	15 \$ 15.60	\$ -	\$ 32.00	\$ 0.55	\$ -	\$ 2.00	\$ -	\$ 17.00	\$ -	\$ 1.00	\$ -	\$ 17.70	165	25
Sat	16 \$ 13.60	\$ 2.00	\$ 12.80	\$ 0.70	\$ -	\$ -	\$ 2.10	\$ 50.20	\$ -	\$ 1.00	\$ -	\$ 13.00	144	1
Sun	17													
Mon	18 \$ 15.40	\$ 9.00	\$ 58.30	\$ 1.80	\$ 20.00	\$ 1.00	\$ 33.30	\$ 43.00	\$ 8.00	\$ -	\$ 5.00	\$ 28.00	206	7
Tues	19 \$ 12.20	\$ 5.00	\$ 16.20	\$ 0.90	\$ -	\$ 310.00	\$ 4.20	\$ 62.00	\$ 9.00	\$ -	\$ -	\$ -	218	0
Wed	20 \$ 5.80	\$ -	\$ 22.30	\$ 0.95	\$ -	\$ -	\$ 2.40	\$ 17.20	\$ 3.00	\$ -	\$ -	\$ 49.25	244	6
Thur	21 \$ 6.80	\$ -	\$ 14.20	\$ 0.95	\$ -	\$ 22.50	\$ 37.15	\$ 128.25	\$ 2.00	\$ 1.00	\$ -	\$ 5.50	294	1
Fri	22 \$ 2.00	\$ 3.00	\$ 23.60	\$ 0.10	\$ 0.20	\$ 13.80	\$ 3.75	\$ 97.00	\$ -	\$ -	\$ -	\$ 9.60	197	8
Sat	23 \$ 4.00	\$ 2.00	\$ 14.00	\$ -	\$ -	\$ 2.15	\$ 11.80	\$ 83.15	\$ -	\$ -	\$ 5.00	\$ 23.65	220	10
Sun	24													
Mon	25													
Tues	26 \$ 28.80	\$ 1.00	\$ 46.20	\$ 3.05	\$ -	\$ 0.50	\$ 1.50	\$ 93.85	\$ -	\$ 1.00	\$ -	\$ 57.00	281	21
Wed	27 \$ 5.00	\$ -	\$ 8.80	\$ 0.90	\$ -	\$ 2.00	\$ 11.60	\$ 72.50	\$ -	\$ -	\$ -	\$ 48.75	220	5
Thur	28													
Fri	29													
Sat	30 \$ -	\$ -	\$ 8.40	\$ 1.70	\$ -	\$ 1.50	\$ 1.90	\$ 80.00	\$ -	\$ 1.00	\$ -	\$ 21.00	177	4
Sun														
Credit-Ref \$ 37.00 \$ 536.30 \$ 58.90 \$ 26.10 \$ 50.00 \$ 405.60 \$ 238.50 \$ 5.00 \$ 1,067.95 \$ 30.50 \$ 15.00 \$ 18.00 \$ 4.20 Credit-Circ \$ 351.87														145

Cash Total

\$ 2,493.05

Credit Onl' Total

\$ 547.27

Grand Total \$ 3,040.32

Item 9

Credit Card Breakdown December 2024 Meeting

Name	Item	Date		Amount
ALA JobList	Job listing	11/2/2024	\$	291.60
Amazon Prime	Annual fee	11/6/2024	\$	139.00
Zoom	Services	11/7/2024	\$	15.99
USPS	ILL's/stamps	11/7/2024	\$	39.28
Costco	Holiday items	11/8/2024	\$	162.50
BreatheZ Self Storage	Storage units	11/18/2024	\$	260.00
Dollar Tree	Kids Holiday Party	11/18/2024	\$	96.55
Home Depot	Moving Boxes	11/19/2024	\$	114.75
C&S Waste Solutions	Conex Delivery	11/20/2024	\$	198.71
C&S Waste Solutions	Conex Delivery	11/21/2024	\$	198.71
Costco	Holiday items	11/23/2024	\$	47.97
Home Depot	Moving Boxes	11/25/2024	\$	435.43
USPS	ILL's	11/26/2024	\$	8.66
Mia Ava Pizza	Packing Party	11/26/2024	\$	120.45
Sam's Club	Kids Party	11/27/2024	\$	71.30
Dollar Tree	Kids Party	12/1/2024	\$	20.32
Indeed Jobs	Job listing	12/2/2024	\$	126.51
				2347.73

Amazon Refund	Changed prime	\$	-14.99
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total	2332.74
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Item 10

Petty Cash - December 2024 Meeting

Name	Item	Date	Amount	
NSB Petty Cash	Analysis Fee	11/21/2024	\$	9.63
NSB Collections	Analysis Fee	11/20/2024	\$	24.86
Rosemary Barraza (Sam's Club)	Cleaning Supplies	11/5/2024	\$	87.76
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

122.25

Kelly Green

John Shewalter

Dee Mounts

Matt Morris

Michael Runion

General Fund Payments

Dec-24

Vendor Name	Item	Recurrence	Amount
A & H Insurance	Insurance	Annual	\$
AT&T	Phone	Monthly/Annual	\$
Awards Plus	Supplies	As Needed	\$
Baker & Taylor	Books	Monthly	\$ 567.12
Blackstone Audio	Audio	Monthly	\$ 455.81
Book Page	Magazine	Yearly	\$
C&S Waste Solutions/Pahrump Valley Disposal	Trash	Monthly	\$ 311.57
Center Point Large Print	Books	Yearly / As needed	\$
Comtech Business System	Phone	As Needed	\$
Cutting Edge Lawn Care	Lawn	Monthly	\$ 505.00
Daniel C. McArthur	Accountant	As Needed	\$
Data2	Databases	As Needed	\$
Demco	Supplies	As Needed	\$ 660.59
EBSCO	Databases	As Needed	\$
Findaway	Audio	Monthly	\$ 342.89
Follet	ebooks	Annual	\$
Gale	Books	Monthly	\$ 496.91
Genuine Pest Control	Pest Control	Monthly	\$ 170.00
Great Basin Water	Water	Monthly	\$ 2338.83
Grey House Publishing	Books	As Needed	\$
Gunny's	HVAC	As Needed	\$
Industrial Light & Power	Lighting	As Needed	\$
Johnson Controls	Alarm	Annual	\$
Kully	Equipment	As Needed	\$
Las Vegas Review Journal	Ads	As Needed	\$ 207.00
Legislative Counsel Bureau	Books	As Needed	\$
Library Store	Supplies	As Needed	\$
Marks Service Center	Supplies	As Needed	\$
Mastercraft Electronics	Electronics	As Needed	\$
Nevada Library Cooperative	ebooks	As Needed	\$
Nevada Public Agency Insurance Pool	Insurance	Annual	\$
Nevada State Bank	Credit Card	Monthly	\$ 2332.74
Network Savants	IT	As Needed	\$ 544.50
Office1	Copies	Monthly	\$ 344.14
Overdrive/Kanopy	Digital/Streaming	Annual/Monthly	\$ 35.00
Pahrump Valley Glass	Windows	As Needed	\$
Peter's Carpet Cleaning	Carpet	As Needed	\$
Pitney Bowes	Supplies	As Needed	\$
Princh	Printing	Annual	\$
Public Agency Compensation Trust	Workers Comp	Quarterly	\$ 1117.50
Staples	Supplies	As Needed	\$ 1030.03
State of Nevada Legislative Counsel Bureau	Books	As Needed	\$
Statewide Fire Protection	Inspection	As Needed/Quarterly	\$
Summit	Fire Protection	As Needed	\$
T-Mobile	Hotspots	Monthly	\$
Uline	Supplies	As Needed	\$
USA Today	Newspaper	As Needed	\$
Userful	Computers	Annual	\$
Valley Electric	Power	Monthly	\$ 2216.18
Valley Electric	Internet	Monthly	\$
Vortex	Doors	As Needed	\$
World Book	Books	As Needed	\$

Total	\$ 13,675.81
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See Authorization to Pre-Pay Letter

Kelly Green

John Shewalter

Dee Mounts

Matt Morris

Michael Runion

January 1, 2025

Authorization to Pre-Pay Pahrump Community Library Bills Under Specific Circumstances

To Whom It May Concern:

The Pahrump Community Library Board of Trustees ("Library Board") authorizes Nye County Finance to pay Pahrump Community Library District bills under the following circumstances:

A. All utility bills, ongoing contracts, and any bills that would incur a late fee if not paid before the next scheduled Library 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 regular meeting of the Library Board, will be included with the bills submitted to Nye County Finance for payment.

Bills authorized for Pre-Pay will be formally approved during the next scheduled meeting of the Library Board.

Respectfully,

John Shewalter _____

Date _____

Michael Runion _____

Date _____

Kelly Green _____

Date _____

Mathew Morris _____

Date _____

Dee Mounts _____

Date _____

MATERIALS WITH USAGE July 1, 2024 - June 30, 2025

	July	Aug	Sept	Oct	Nov
TOTAL USAGE	6762	6691	6047	6333	5702
Childrens' (in-house)	2117	2040	1721	1977	1594
Adults' (in-house)	3247	3185	2922	3010	2828
TOTAL USAGE (in-house)	5364	5225	4643	4987	4422
OverDrive (digital media)	1398	1455	1390	1273	1261
Kanopy (digital streaming)	0	11	14	73	19
TOTAL USAGE (digital)	1398	1466	1404	1346	1280
% childrens' (in-house)	0.39	0.39	0.37	0.40	0.36
% adults' (in-house)	0.61	0.61	0.63	0.60	0.64
TOTAL MATERIALS ADDED	244	143	141	121	87
in-house materials added	230	129	126	106	73
eAudio titles added	3	2	5	2	4
eBook titles added	11	12	10	13	10
Patron Count	5906	5730	5217	5835	4693
Swaps	264	214	200	225	145
Website Users	838	995	697	813	789
Website Sessions	1442	1365	1261	1012	1009
Internet/computer usage	661	667	466	543	438
Wireless	1007	690	712	729	588
Ref Transactions	1264	1366	1020	1278	1135
Ref Questions/ILL's	61	62	50	51	54
Legal Kiosk	21	16	17	25	16
Curbside Pickups	81	55	74	62	74
Curbside Returns	68	49	77	63	63
Patrons	27	21	22	22	26
Ref/Audlt/Comp/FABC	24	17	21	23	21
Tales with Pebbles	0	0	3	8	8
Babytime	0	0	37	142	58
Story Time	0	0	29	159	64
Reading/Passive Programs	24	0	0	33	76
Youth Game Day	0	0	0	28	0
Holiday Parties	0	0	0	0	0
Teen Club/Teen Party	40	53	0	0	0

Item 11



Smooth Movers LLC

6671 Paula drive

Pahrump NV 89048

(702) 290-3723

Smoothmovers50@gmail.com

WORK ORDER REPORT



Customer #6169

Display name SM Library Library
Customer Type Residential
Custom Id 6169
Company name
Pricing Tier Tier 1
Description



Service : 701 East Street, Pahrump, Nevada 89048, US

Address Type Service
Street address 701 East Street
Apt/Suite
City, State ZIP Pahrump, Nevada 89048, US
Description
Contact
SM Library Library

Phone
(775) 111-1111

Type
Primary



Service Request #356

Summary
-Day1- Before moving furniture, mark, take pictures, and color code. Unmount Shelving units, free standing units and wall units -Day2- One half of ENTIRE Library moved to other half (wall shelves, free standing shelves, work stations, chairs, books, display cases, desks etc) -Day 3- (after new flooring installed) Return items to staging area on new floor. -Day4 - Remove other half of library to staging areas on new floor (wall shelves, free standing shelves, work stations, chairs, books, display cases, desks etc) -Day5 - After all flooring is complete place all Wall shelves, free standing shelves, work stations, chairs, books, display Cases, desks etc to their proper, final location. -Day 6 - Reassemble all shelves, Reinstall earthquake mounts. Any work necessary to complete the moving of items to allow carpet installation in the back rooms, and conference rooms are included in this price.
--Days may vary in length. all tools, wrap, dollies, man power etc.is included with price quote of \$9,779
Date Requested 09/19/2024
Description
Created 09/19/2024 02:36 PM
Customer SM Library Library



Service Request Notes

Date	User	Note
09/23/2024 01:48 PM	Amir Nehme	Work Order #356-1 was created with status Incomplete



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Rs Form
100001

Item 17

13



Work Order #356-1

Description

-Day1- Before moving furniture, mark, take pictures, and color code. Unmount Shelving units, free standing units and wall units -Day2- One half of ENTIRE Library moved to other half (wall shelves, free standing shelves, work stations, chairs, books, display cases, desks etc) -Day 3- (after new flooring installed) Return items to staging area on new floor. -Day4 - Remove other half of library to staging areas on new floor (wall shelves, free standing shelves, work stations, chairs, books, display cases, desks etc) -Day5 - After all flooring is complete place all Wall shelves, free standing shelves, work stations, chairs, books, display Cases, desks etc to their proper, final location. -Day 6 - Reassemble all shelves, Reinstall earthquake mounts. Any work necessary to complete the moving of items to allow carpet installation in the back rooms, and conference rooms are included in this price. --Days may vary in length. all tools, wrap, dollies, man power etc.is included with price quote of \$9,779

Field Worker

Amir Nehme

Status

Incomplete

Start

09/23/2024 02:00 PM

End

09/23/2024 03:00 PM

Invoicing Memo



Service Items

Name	Description	Tier 1 Price	Unit Type	QTY	Taxable
4Man		\$9,779.00	Hour	1	N
TOTAL*:		\$9,779.00			

* Not including taxes



Service Forms



Attachments



Gunnys Air Conditioning and Plumbing

3961 N Leslie St
Pahrump, NV 89060

ESTIMATE	#278287
ESTIMATE DATE	Nov 22, 2024
SERVICE DATE	Nov 20, 2024
EXPIRATION DATE	Dec 20, 2024
TOTAL	\$3,250.00

Pahrump Community Library
701 East St.
Pahrump, NV 89048

CONTACT US

(775) 727-6800
accounting@gunnysac.com

Service completed by: Bill Howard

(775) 727-5930
assistdir@pahrumplibrary.org

ESTIMATE

Services	qty	unit price	amount
Admin Codes - Estimate	1.0	\$3,250.00	\$3,250.00
Remove and replace eight (8) toilets			
Remove and replace one (1) urinal			
Remove and replace handicap rails			
Remove and replace five (5) wall mount hand sink			

Services subtotal: \$3,250.00

Total \$3,250.00

Please make checks payable to: Gunny's Air Conditioning and Plumbing

Thank you for your business. Please leave us a review! <https://g.page/r/CQAOI7mMkNfBEAl/review>

Finance your equipment here: <https://apply.optimusfinancing.com/EG-50761>

Pre-Lien Notice

Pre-Lien Notice: Notice of right to lien: To Service Address, and or owner, and or signer identified above; the "Company" Seker Consultants LLC a fully licensed Nevada contractor, notifies you they have supplied materials or equipment or performed work or services as listed above for improvement of property for property owner identified

above under contract with the Company.

Review Terms and Conditions:

-Pre Lien Notice

-Warranties and Commitments

-Bid Limits and Deposits