

Pahrump Community Library
Minutes of the May 12, 2025 Meeting

1. Call to Order

Meeting called to order at 10:06 am.

2. Members Roll Call

In Attendance: Secretary Kelly Green, Trustee Matthew Morris, Trustee Dee Mounts (arrived late), Vice-Chair Michael Runion, Chair John Shewalter, Michelle Nelson, Director Kim Thomas, Julie Butland, Barbara Ferido, Assistant Director Shanna Gibbons.

3. Pledge of Allegiance

Audience member Aaron Koehler 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.)

Dave Ochenreider – He compliments the board and staff on the wise spending of the money. He also states that he would like to have back-up along with the agenda.

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.)

Director Thomas – She states that she is sorry she was not at the last meeting and she is happy to be here today.

Trustee Green – She is happy to see everyone and glad the library is getting back to normal.

Trustee Morris – No Comment.

Vice Chair Runion – He states staff is doing an excellent job with the renovations.

Chair John Shewalter – He states that he has been asked why the library has been closed down so long. He states that it is a very big job and it needed to close down prior to bids

so the work could start right away. He is looking forward to the library being open again. He states he doesn't know the exact day, but it will be as quickly as possible.

Michelle Nelson – For clarification to Dave Ochenreider's comment, she states that per NRS 241, one copy of the back-up is acceptable. She also states that getting on the email list for the agenda, there would also be a copy of that back-up sent out to all who request it.

6. Approval of May 12, 2025 Agenda (Non-action item)

Item 7 is struck as there are no emergency items.

Without objection, the May 12, 2025 agenda is approved.

Trustee Mounts is now in attendance.

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 March 10 2025.

Vice Chair Runion makes a motion to approve the meeting minutes for March 10, 2025. Trustee Mounts seconds the motion.

There is no public comment.

Chair Shewalter calls the question to approve the meeting minutes for March 10, 2025.

The measure passes 5-0.

9. Presentation: Treasurer's Report by Kim Thomas for discussion of monthly expenditures and revenue for February 2025 through May 2025.

Director Thomas went over the monthly expenditures for February 2025, as well as the additional backup for the credit card breakdown. She has also included the April 2025 voucher amounts, even though the emergency bill pay letter was used due to no April 2025 meeting being held.

Trustee Green - No comment

Trustee Mounts – She asked why there were two Zoom amounts on April's voucher.

Director Thomas – She stated that we have two Zoom accounts and that one gets paid monthly and the other is billed annually.

Trustee Morris – No comment

Vice Chair Runion – No comment

Chair Shewalter – He made a comment about Statewide Fire Protection billing quarterly for checking fire extinguishers.

10. Discussion and deliberation to approve or amend and approve payment vouchers for February 2025 through May 2025.

Director Thomas went over the payment vouchers for February 2025 through May 2025.

The item opens for public comment. There were no comments from the public.

Vice Chair Runion makes a motion to approve the payment vouchers for February 2025 through May 2025.

Trustee Green seconds.

Chair Shewalter calls the question.

The measure passes 5-0.

11. Presentation: Librarian's Report by Kim Thomas for discussion on library activity for February 2025 through May 2025. Report activities include patron traffic, books checked out, books returned, fees collected, online story time, STEAM, internet use, website usage and materials added.

Director Thomas presented the Librarian's Report Statistics through April 2025.

Director Thomas states although the library has been closed to the public during renovations, the director and staff have remained consistently active and productive. This period has been used to advance staff development, plan future services, prepare the physical space for reopening, and work toward foundational improvements in infrastructure, technology, and strategic planning. The following report summarizes key activities and accomplishments during this period. She also states that all library staff completed training in HR compliance and cybersecurity, which supports our internal operations, strengthens data protection, and ensures we meet expectations for employee awareness and safety, as well as Idaho's Alternative Basic Library Education (ABLE) courses, covering essential library functions.

Director Thomas also states that one staff member has pursued independent training in book repair, and that she has also helped her find other resources to help further in the book repair process. This same employee was also taught how to process new materials along side the current employee that does the processing to ensure that the new materials are ready to circulate upon opening.

Director Thomas has also taken professional development courses to better serve the library and the community over the past several months. Those courses include an ALA course on Budget and Finance, ALA course on Building Planning and Management, ALA course on Politics and Partnerships, and Infopeople course on Conflict in the Workplace.

She also states that there has been internal cross-training and knowledge sharing and that the Reference Department has been working on a manual for the tasks performed at the Reference Desk. While the contractors carried out the renovations, staff has been moving materials and furniture, rearranged storage areas, assembled new furniture, painted the display cases, and prepared for the upcoming 2025 Summer Reading Program.

Technology and systems will also be updated. We are replacing our previous Linux-based Useful public computers with new Windows based machines which will be more user friendly for the patrons, will allow for better instruction in the computer class, and will simplify maintenance. There is also a proposal for the website to be updated and modernized as well as the current ILS (Follett Destiny) system.

Trustee Green – Thank you for the updates.

Trustee Mounts – No comment.

Trustee Morris – The staff always stays busy.

Vice Chair Runion – He asks if the classes required ALA membership?

Director Thomas – She states that the ALA gives a discount for classes.

Chair Shewalter – He asks if the Librarians report can be in the back-up from now on. He thinks that the book repair service to the public would be a good idea and is that something we currently do for the patrons.

Assistant Director Gibbons – She states we have not repaired for the public previously, only our own books due to liability reasons.

There were no comments from the board.

Item 12 is skipped and addressed after Item 14.

12. Discussion and deliberation regarding the Library Director's spending authority.

Chair Shewalter – He states as it stands now the limit is set to \$5000.00, but there is unclarity about the frequency and confirms with Director Thomas that this is the question.

Director Thomas - Yes.

Chair Shewalter – He states that there was a \$4,200.00 repair needed on one of the A/C units and that the \$5000.00 limit should stay in place with no frequency limit and no restrictions that amount. He says he trusts Director Thomas.

Vice-Chair Runion – He agrees that it should be left in place with verification.

Chair Shewalter – He states it will be no restrictions on frequency and not on responsibility. All purchases will be reported on.

Trustee Mounts – She agrees.

Trustee Morris – He agrees.

Trustee Green – She agrees.

Michelle Nelson - \$5,000.00 per month or \$5,000.00 per item?

Chair Shewalter - \$5,000.00 per item, no restrictions on frequency.

Chair Shewalter opens public comment.

Ann Underdahl – She agrees \$5,000.00 should be sufficient.

Dave Ochenreider – He states this is normal or emergency expense? What you have will work also.

Michelle Nelson – She clarifies that emergency items are already in place.

There are no additional comments from the board.

Chair Shewalter made a motion to allow \$5,000.00 limit to stay intact with no frequency perimeters.

Michael Runion seconded the motion.

Chair Shewalter calls the question.

The measure passes 5-0.

13. Discussion and deliberation to review the tentative budget for fiscal year 2025-2026 for the Pahrump Community Library District.

Dan McArthur stated that the final budget must be approved by May 31, 2025. He states that we have a very financially solid library district. He reads from pages 8 & 9 and mentions that there may be some changes on the copies and book sale amounts due to the library being closed.

He also states that the Nye County Treasurers Office has done well with investments and suggests that \$80,000-\$120,000 should be added to the investment income.

Bookmobile has \$527,333.00 and that to close that fund depending on the vote today on the agenda item and move it back to the General Fund and increase Capital Outlay line item. He states that the Capital Fund could have some left or more could be spent.

Dan McArthur suggests to spend the Friends of the Library money and that any changes need to be made before the meeting next week on May 19, 2025. The final budget needs to be filed by May 31, 2025.

Chair Shewalter called for questions from the board.

Trustee Green – No comment.

Trustee Mounts – No comment.

Trustee Morris – No comment.

Vice-Chair Runion – No comment.

Chair Shewalter – He asks Dan McArthur if this applies to July 1, 2025 to June 30, 2026 and the library will be open by July 1, 2025.

Dan McArthur – He states yes and that he would remove the \$10,000 from the budget under copies in column 2 for the carry over budget for 2026. He also states as suggested earlier that around \$100,000.00 should be added to the investment income on column 2 & 4.

Michelle Nelson – No motion needs to be made since this will come back on May 19, 2025. She suggests if Dan McArthur if he has a few minutes that he could stay to hear the next agenda item regarding the bookmobile resolution and he would have his answer on what to do with that item.

Chair Shewalter – He asks Michelle Nelson how proceed with this item.

Michelle Nelson – She states that no action needs to be taken on this item because it is coming back on May 19, 2025, but there still needs to be public comment.

Chair Shewalter opens public comment.

Public Comment – None.

Chair Shewalter – He states that without a motion the item will die. There was no motion and the item died.

14. Discussion and deliberation to adopt, amend and adopt, or reject Resolution No. 2025-01: A Resolution to Close the Bookmobile Operating Special Revenue Fund.

Chair Shewalter makes a motion to adopt Resolution No. 2025-01: A Resolution to Close the Bookmobile Operating Special Revenue Fund.

Trustee Mounts seconds the motion.

Chair Shewalter open public comment.

There are no public comments.

Chair Shewalter – The resolution closes the Bookmobile Fund and \$527,332.76 goes back to the General Fund. Responses from the survey were very small, low activity, and low response. Requirement for insurance, operation, staff, and interest fell away after looking into it.

Vice-Chair Runion – He states that he looked at it. The cost-benefit analysis does not pan out. They are shutting bookmobiles he has found with his research because of costs.

Trustee Morris – He agrees that the funds should go back to the General Fund.

Trustee Mounts – She agrees.

Trustee Green – She agrees.

Director Thomas – The Amargosa library has an outreach vehicle which might be better suited for the seniors and homebound patrons in the area.

Chair Shewalter calls the question.

The measure passes 5-0.

15. Discussion and deliberation to 1) approve, amend and approve or reject thirty-five thousand dollars (\$35,000.00) for library furniture for the youth department and 2) funding to be determined by the Pahrump Community Library Board of Trustees.

Chair Shewalter made a motion to approve thirty-five thousand dollars (\$35,000.00) for library furniture for the youth department and 2) to pay those funds from the Capital Improvements Fund.

Trustee Green seconds.

Chair Shewalter opens public comment.

There were no public comments.

Chair Shewalter – He states that is necessary for the resignation for areas in the library. The request is reasonable and consistent with has already been done.

Vice-Chair Runion – The money is available and absolutely for the youth and parents of the community.

Trustee Morris – Yes, and he thinks a good idea.

Trustee Mounts – She agrees.

Trustee Green – She agrees.

Chair Shewalter – Director Thomas is having a new designated area for the teens and she needs to outfit it. He commends the director on a vision for the future of the library.

Director Thomas – It will improve the kid's area and hopefully bring in more teens and they deserve their own area in the library.

Chair Shewalter calls the question.

The measure passes 5-0.

BREAK FROM 11:34 A.M. AND REOPEN AT 11:50 A.M.

16. Discussion and deliberation whether to replace the existing Information Library System ("ILS") system at a cost not to exceed twenty-seven thousand dollars (\$27,000.00) and 2) funding to be determined by the Pahrump Community Library Board of Trustees.

Director Thomas – The existing ILS we have is Follett Destiny, not meant for public libraries. It is for K-12 school libraries. It is not integrated with our website, no support for authority control, easier to search catalog and we have outgrown it.

Chair Shewalter calls for public comment.

There were no comments.

Chair Shewalter – He thinks it's a great idea for moving forward. He asks is there is training and how it's provided.

Director Thomas – The vendor usually provides training online.

Chair Shewalter – How many has she checked into and does the \$27,000 cover everything?

Director Thomas – She states she has checked with three and that it includes everything.

Vice-Chair – He agrees.

Trustee Morris – He agrees.

Trustee Mounts – She agrees.

Trustee Green – She agrees and says that Destiny is a pain and we need something better.

Chair Shewalter makes a motion to replace the existing Information Library System at cost not to exceed twenty-seven thousand dollars (\$27,000.00) and fund the purchase from the General Fund.

Vice-Chair Runion seconds.

The motion passes 5-0.

17. Discussion and deliberation to approve, amend and approve or reject implementing the Clover Information Security Policy for the new Clover Point Of Sale system.

Director Thomas – Last Fall the board approved a new point of sale system. Clover requires a security policy in case anything was to happen with cardholder information and that we do everything that we could to protect that information.

Chair Shewalter opens for public comment.

There were no public comments.

Chair Shewalter – He states that he understands that it is necessary and needs to be implemented. He asks Director Thomas when it will be effective.

Director Thomas – She responds that currently they are set up under Shanna Gibbons name and they will need to be changed over to her information. She states she has reached out to the Clover and hopefully can get them switched over so that we can use the when we reopen.

Chair Shewalter – He confirms with Director Thomas that they will be up and going by the time the library opens.

Director Thomas – Yes.

Vice-Chair Runion – He states he uses Clover and it's great.

Trustee Morris – Any cost?

Director Thomas – No.

Trustee Mounts – No comment.

Trustee Green – No comment.

Chair Shewalter calls the question.

The measure passes 5-0.

18. Discussion and deliberation approve, amend and approve or reject the employee background check policy.

Chair Shewalter makes a motion to approve the employee background check policy as presented.

Trustee Green seconds.

Director Thomas – She states that she was surprised that there was no background check policy in place. She states that it is important when working with and around children.

Chair Shewalter open public comment.

There were no public comments.

Chair Shewalter – He states that it is confusing that it wasn't a policy to begin with. He asks who pays for the background check? He also mentions that a field trip got canceled because lack of background checks.

Director Thomas – She states that the applicant pays for it or the library pays and it would be around \$20.00 if the library pays for it.

Chair Shewalter withdraws his motion.

Trustee Green withdraws her second.

Chair Shewalter amends the motion to read “amend and approve the background check policy and the applicant will pay the background check fees, not the library.”

Vice-Chair Runion seconds.

Director Thomas – She explains that it would ideally be for the finalist for the position.

There was some discussion whether it would be the applicant that needs to pay or the library should pay for the background checks. There was also a discussion if the fees can be waived or if some offenses can be set aside with explanation.

Trustee Mounts – She confirms with Director Thomas that her understanding is that the interview will be first and then the background check comes after.

Director Thomas – She says that how it's usually been done when she has been interviewed. She also states that it costs the applicant more then the library will have to pay.

Trustee Green – She refers to page 31 in the backup, Number 5. Child Abuse and Neglect and Registry Check. She states that maybe some volunteers or parents might not have the money to pay.

Chair Shewalter amends his motion to “that background checks will be provided pre-employment with their application information and that the fee would be waived or paid by the library.”

Trustee Runion seconds the amendment.

Chair Shewalter opens public comment.

Dave Ochenreider – If someone has to pay and someone doesn't, that opens up for a lawsuit. He states that he thinks that the library can afford \$20 bucks.

Ann Underdahl – Agrees with Dave Ochenreider. It is difficult to find employment in Nevada and she's paid for background checks for herself and it could deter someone from applying and that Dan McArthur said the library is in good standing and that it would not hurt the library to pay the \$20.00 fee. She asks if the trustees have to go through background checks because of the big decisions being made.

Helen Schneider – She states that she believes that we should let people apply and then narrow it down to a few and then the library should pay.

Deann Franke – She asks if they will be doing everyone prior or just here on out?

Public comment closes.

There was more discussion about interviewing first and then background checks. The fee was taken into consideration.

Michelle Nelson - She clarifies the comment made by Dave Ochenreider regarding waiving fee for some and not others, that it needs to be consistent. There needs to be accountability and reasoning and process behind that waiver or the fee. It needs to be applied consistently.

Trustee Mounts – She asks if it is acceptable to waive the volunteers and charge the applicants, would that fall under consistency?

Michelle Nelson – She states, yes.

Trustee Green – She states that there are three groups here. Employees, volunteers, and contractors and we need a policy on each of them.

Michelle Nelson – She states that the item needs to be revisited.

Director Thomas – She agrees with Michelle Nelson.

Chair Shewalter withdraws his motion.

Vice-Chair Runion withdraws his second.

There is no final motion and the item dies.

19. Discussion and deliberation whether to create an in-house security guard position or hire an outside third-party security company.

Director Thomas – She states that we have no current security guard and there was no job description created with our previous security guard position. She states that it is important to have along with the cameras due to prior problems and safety.

Chair Shewalter – He asks Director Thomas if she has a preference if the position is in house or through a company.

Director Thomas – She states that she does not has a preference and that both have advantages and disadvantages either way. We were paying the previous person around \$17.00 an hour and it would be around \$30.00 and hour with the company after speaking to one of the security companies.

Michelle Nelson - She states that the Item 19 on the agenda is only for the board to create job description and not to set the salary. Item 20 is to discuss the job description and that both agenda items could be opened at the same time so that there may be a wider discussion.

Chair Shewalter opens item 19 and 20 simultaneously.

20. Discussion and deliberation to approve, amend and approve or reject job description for the in-house security guard position.

Chair Shewalter makes a motion to create an in-house security guard position and to amend the provided job description to provide other duties as necessary assigned by the library director and that post-selection the candidate will participate in training for a Guard Card and that the training will be paid for by the library.

Trustee Green seconds.

Director Thomas – She states that a few things have been overlooked and that the security dress code will need to be addressed in the future as well as defining “moderate lifting” in the job description.

Chair Shewalter – He asks Director Thomas if 50lbs would cover her needs.

Director Thomas – Yes.

Chair Shewalter - States that when the personnel policy is updated that she can address the dress code policy accordingly.

Chair Shewalter withdraws his motion.

Trustee Green withdraws her second.

John Shewalter makes a motion to create an in-house security guard position and to amend the provided job description to provide other duties as necessary assigned by the library director and to remove the personal requirement to conform to the security dress code, under essential skill to change “moderate lifting” to 50lbs, and that post-selection the candidate will participate in training for a Guard Card and that the training will be paid at the library’s expense and that the candidate will have 30 days to complete the training.

Trustee Green seconds.

Chair Shewalter opens public comment.

Ann Underdahl – She asks if there is only going to be one person to cover the open hours of the library and if they are going to help with the chairs in the meeting room like in the past?

Dave Ochenreider – He is not for the in-house security where the library would have to provide uniforms, legal mistakes, healthcare, benefits. He is for hiring out due to those things.

Aaron Koehler – He believes that an outside vendor is better and they take care of all of the risks, uniforms, injuries, and that a flat fee would take care of all of it.

Chair Shewalter closes public comment for items 19 and 20.

Chair Shewalter – He states that his main focus is to get someone in here that will provide security. He asks Director Thomas if she has a preference of an outside company or in-house person.

Director Thomas states that she may prefer an outside company due to liability.

Trustee Morris – He thinks the outside company is the way to go. If they are sick they can send a replacement, cover uniforms and the sheriff’s office isn’t always available.

Vice-Chair Runion – He reads some requirements from the Nevada Security Academy regarding armed and unarmed guard. He is in favor of an outside source.

Chair Shewalter withdraws his motion.

Trustee Green withdraws her second.

Vice-Chair Runion makes a motion to hire an outside 3rd party security company to fill the requirement.

Chair Shewalter seconds.

Chair Shewalter opens public comment.

The is no public comment.

There is no additional comment s from the board.

Chair Shewalter calls the question.

The measure passes 5-0.

21. Discussion and deliberation regarding designating the person responsible for responding to media requests.

Chair Shewalter – He states that the media does come knocking at our door and we should designate someone to deal with the media.

Vice-Chair Runion – Someone or the director should give the answers. A public information officer has been used in his background.

Trustee Morris – No comment.

Trustee Mounts – She states her background is in marketing and advertising and it is what to say and what not to say. She asks Director Thomas if she would be interested in doing the media or if she has someone in mind to do the media and also asks how the last Pahrump Life Magazine was done.

Director Thomas – She responds that she would like the request either to go through the board or herself. She states that Pahrump Life had reached out to Shanna and there were two articles. The first one Shanna spoke to them and the second she sat in the interview with her.

Trustee Green – She thinks that Director Thomas should be the person going forward and could handle the job.

Chair Shewalter – He asks if this is something that she would want to hire for?

Director Thomas – No.

Chair Shewalter – He states he is inclined to agree with Trustee Green and that Director Thomas is the best person to deal with the media.

Vice-Chair Runion – He agrees that Director Thomas is a great person to deal with the media and asks about training.

John Shewalter – He asks if there is training.

Director Thomas – She states that there is training and she has looked into it.

Vice-Chair Runion makes a motion to designate the library Director as the person responsible for responding to media requests.

Trustee Morris seconds.

Chair Shewalter opens public comment.

Dave Ochenreider – He states that the motion is on the right path.

Chair Shewalter closes public comment.

Chair Shewalter calls the question.

The measure passes 5-0.

ITEM 17 IS REOPENED FOR CLARIFICATION ON THE MOTION AND THE SECOND

Chair Shewalter reopens Item 17.

Chair Shewalter makes a motion to approve implementing the Clover Information Security Policy for the new Clover Point Of Sale system.

Trustee Morris seconds.

Chair Shewalter opens public comment.

There is no public comment.

There is no other comment from the board.

Chair Shewalter calls the question.

The measure passes 5-0.

22. Discussion and deliberation whether to rejoin the American Library Association “(ALA)”.

Chair Shewalter opens public comment.

Ann Underdahl – She states that in 2023 the library terminated its relationship with the ALA due to the then President. She has been out of office for 2 years. Cindy Hohl is the current 2024-2025 President. She reads the credentials of the current President, promotional items, discounts with memberships, and advantages to the ALA.

Dave Ochenreider – He states he is not for rejoining the ALA and doesn't see where the library would benefit.

Helen Schneider – She believes that we should go back to being a member. The new Director is taking courses and she could get discounts as a member.

Chair Shewalter closes public comment.

Director Thomas – She states that historically it has not been used for discounts that were available and has looked in to individual and organizational benefits. Individual memberships are \$125.00 a year. The classes are \$400.00 and if she had a membership they would be \$360.00. It would almost pay for itself with 3 classes. Organizational membership would be \$540.00 a year. She states that she would like to have the individual membership so that she could save on her classes.

Chair Shewalter – He states that he wants to make something clear, there were two reasons that he voted to withdraw from the ALA. The first is his position had nothing to do with gender issues. He states he didn't care what Emily Drabinski's political opinions are and he doesn't care who she spends her personal time with. “My problem was her desire to use libraries as a platform to advance her personal agendas was my problem and that's not what the ALA is for. The ALA is to promote libraries, not lesbianism. I want to make that perfectly clear.” Secondly, Chair Shewalter states that the benefits to the ALA with discounts are valuable but with the last director, her answer was always ‘no,’ that the benefits were not being used. He states he has read up on the current President and he finds nothing negative written or commented. He then asks Director Thomas if the library would get something out of this that the library never took advantage of?

Director Thomas – Yes, we will take advantage of the training discounts and the classes.

Vice-Chair Runion – He asks for clarification on what kind of membership.

Director Thomas – She states that the agenda item is referring to the organizational membership.

Vice-Chair Runion - He agrees and wants to make sure we take advantage of the of the membership.

Trustee Morris – The director has already taken advantage of it on a personal basis, great, but on organizational basis, no.

Trustee Mounts – She states that last time we talked about this it was political but now there is a lot of statements that there is benefits. She refers to the job advertising and that a lot of money was spent on indeed and that we could have advertised on the ALA site. She also states that she wants the Director know that she is supported, but we need to revisit and keep an eye on the ALA.

Trustee Green – She supports rejoining the ALA and has looked up some of the courses and trainings available in which we would get discounts. She also states that they can help with marketing and that She has spoke to Director Thomas about marketing to let the public know about what the library has to offer. She also lists some grants that we could have gotten if we applied for them.

Chair Shewalter – He confirms with Director Thomas that she supports rejoining the ALA and that we are open to reassess at a later time.

Chair Shewalter makes a motion to rejoin the American Library Association.

Trustee Green seconds.

The measure passes 4-1.

23. 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).

Director Thomas – She thanks everyone for coming to such a long meeting.

Trustee Green - She thanks the audience and the Chair for his considerations.

Trustee Mounts – She apologizes for being late and wants to thank Kim and Shanna for the Pahrump Life article and wants them to know the board is here for them.

Trustee Morris – He thank everybody for coming today and appreciates it.

Vice-Chair Runion – He thanks the Kim and the staff and he doesn't mind a longer meeting if there is progress being made and it's a team effort. He states he's glad the ALA was brought up and we will use the benefits from it.

Chair Shewalter – He thanks everyone for coming and it was a great meeting. He states that he does listen to what the public has to say and that he has had long conversations with the Director and her vision about the library and he's looking forward to seeing it. He is very impressed with Director Thomas and they did a great job hiring her. He thanks the rest of the board, Michelle Nelson, and the staff.

24. Adjournment

Meeting adjourned at 1:50 p.m.

Pahrump Community Library
Minutes of the May 19, 2025 Special Meeting

1. Call to Order

Meeting called to order at 10:07 am.

2. Members Roll Call

In Attendance: Secretary Kelly Green, Trustee Matthew Morris, Trustee Dee Mounts, Chair John Shewalter, Michelle Nelson, Director Kimberly Thomas and Assistant Director Shanna Gibbons. Absent Vice-Chair Runion.

3. Pledge of Allegiance

Kevin Mounts led the Pledge of Allegiance prior to the Call to Order.

4. Trustee/Director Comments: - This item is limited to announcements or topics/issues proposed for future workshops, committees and agendas.

Director Thomas – No Comment.

Trustee Green – No comment.

Trustee Mounts – No comment.

Trustee Morris – No Comment.

Chair Shewalter – No comment.

Michelle Nelson – No comment.

5. Approval of May 19, 2025 Agenda (Non-action item)

Without objection, the May 19, 2025 agenda is approved.

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

Chair Shewalter opens public comment.

Dave Ochenreider – He suggests to put a clock on the wall and that atomic clocks work wonders.

7. **For Possible Action: Public Hearing - discussion and deliberation to adopt or amend and adopt the Final Budget for Fiscal Year 2025-2026 for the Pahrump Community Library District.**

Chair Shewalter makes a motion to amend and adopt the Final Budget Fiscal year 2025-2026 for the Pahrump Community Library District. The amendments will be Investment Income to move \$100,000.00 into Column 4 for Final Approval and to move \$527,333.00 to Column 4, Final Approval for the Bookmobile. On Capital Outlay \$1,500,000.00 to adjust for unforeseen expenses, not to be used without board approval. That will bring the total Ending Fund Balance \$2,275,419.00. Page 9, Column 4, Final Approval to increase that amount to Services and Supplies to \$7,678.00 from Friends of the Library. Page 8, Contingency Column 4, \$82,803.00 to meet maximum of 3% to Contingency Fund.

Trustee Green seconds.

Chair Shewalter opens public comment.

There are no public comments.

Chair Shewalter – He states that the changes that they went over last week were sound.

Trustee Morris – No comment.

Trustee Mounts No comment.

Trustee Green – No comment.

Chair Shewalter calls the question.

The measure passes 4-0 with one absent.

8. **For Possible Action: Discussion and deliberation to approve, amend and approve or reject the Engagement Agreement with Daniel C. McArthur, LTD relating to budget preparation for the Pahrump Community Library District for the year ending June 30, 2026; and (2) Execute the Engagement Agreement.**

Chair Shewalter opens public comment.

Dave Ochenreider – He worked with Dan McArthur when he was a board member and he should be retained.

Chair Shewalter – He states that Dan McArthur serves the County well and he is very thorough. He agrees that we should retain his services.

Trustee Morris – He is confident in Dan McArthur.

Trustee Mounts – No comment.

Trustee Green – He does a fine job.

Chair Shewalter makes a motion to approve the Engagement Agreement with Daniel C. McArthur, LTD relating to budget preparation for the Pahrump Community Library District for the year ending June 30, 2026 and 2) execute the Engagement Agreement.

Trustee Green seconds.

Chair Shewalter calls the question.

The measure passes 4-0 with one absent.

9. **For Possible Action: Discussion and deliberation to (1) approve, amend and approve or reject the Amendment to the Maintenance Service Agreement for the quarterly service and inspection of the heating, ventilation and air conditioning (“HVAC”) system in the amount of \$3,740.00, and (2) Execute the Amendment.**

Trustee Morris – Gunny’s, A/C Guys has gone through a big change in ownership and has yet to discuss plans with the new structure. They have not returned his call yet. The person he originally made the deal with has since retired. He proposes to table this item until next month and make the decision on it then. He has asked for reports that are only produced after calling and asking about them. He would like to review a few more companies.

Chair Shewalter – He confirms with Trustee Morris that it is an amended contract and that they want more money and when he calls them they don’t communicate and that they want \$3,740.00 more then the contract last year. He suggests to let the item die.

Trustee Mounts – States we should let it die.

Trustee Green – Agrees.

Chair Shewalter opens public comment.

There are no public comments.

There is no motion and the motion dies.

10. For Possible Action: Discussion and deliberation to (1) approve, amend and approve, or reject the Agreement with M-L Cabinetry, LLC and SME Cabinetry, Inc. to upgrade countertops and desk panels; and (2) Execute the Agreement.

Director Thomas asks if she can have additional back-up added.

Michelle Nelson – She states that there will be a motion to have additional back-up added and then we would need to take a short break so that everyone can have a chance to see it.

Chair Shewalter makes a motion to accept additional back-up on Item 10.

Trustee Green seconds.

Chair Shewalter opens public comment on the motion to accept additional back-up.

Dave Ochenreider – He suggests that he has time to look at the proposal to for the next meeting. He has no hard copy.

Michelle Nelson – She confirmed with Director Thomas that there was back-up provided with the agenda that was sent out.

Director Thomas – She stated yes.

Chair Shewalter closes public comment.

There were no additional comments from the board.

Chair Shewalter calls the question.

The motion passes 4-0 with one absent.

There is a 10-minute break and the meeting resumes at 10:49 a.m.

Director Thomas passes out the additional back-up.

Director Thomas states that the work will be for replacement of the countertops, new laminate for the service desks and of course for the kitchen countertop that was damaged when we got the new dishwasher. It will modernize the new look of the library and better coordinate with the new carpet. She also states that it would be for the nook area, meeting room, meeting room laminate, the story room, and the possibly the children's area.

Chair Shewalter opens public comment.

Sharon Whalen – She states she is with SME Cabinetry and that she has been here over 20 years and worked with the majority of the builders here and they are licensed and insured and she is looking forward to the opportunity to work with the library.

Chair Shewalter – He states that the countertops were discussed as well with the renovations. The proposal is to redo the counters and he had no idea that the laminate was peeling from the cabinets in the meeting room. His in favor of this and it is a great investment.

Trustee Morris – He is in favor.

Trustee Mounts – No comment.

Trustee Green – She is in favor as well.

Chair Shewalter makes a motion to approve the Agreement with M-L Cabinetry, LLC and SME Cabinetry, Inc. to upgrade countertops and desk panels; and 2) execute the agreement out of the Capital Improvements Fund.

Trustee Morris seconds.

Chair Shewalter calls the question.

The measure passes with 4-0 with one absent.

11. For Possible Action: Discussion and deliberation to approve, amend and approve or reject (1) a Statement of Work by EBSCO Information Services, LLC, in the amount of \$9,000.00 to redesign the library website, (2) Execute the Statement of Work, and (3) funding to be determined by the Pahrump Community Library Board of Trustees.

Chair Shewalter opens public comment.

Dave Ochenreider – He asks if it been out to bid with other companies and that it seems to be a healthy price for a website.

Director Thomas – She states that the website is through EBSCO Stacks contact management system and that is designed for libraries. She says she has reached out to Chris Marini our IT guy and he said he did not have anybody who could do this because they work with WordPress and not with a customized website. This would be to modernize the appearance as well as meeting the accessibility standards. They would provide two design options, layouts, and two rounds of feedback and editing in the total cost. She also states that there would be no change on how the agenda is posted.

Chair Shewalter makes a motion to approve a Statement of Work by EBSCO Information Services, LLC, in the amount of \$9,000.00 to redesign the library website and 2) Execute the Statement of Work, and 3) be funded from the General Fund.

Trustee Green seconds.

Chair Shewalter – He states that this is a good idea and that the contract has been through legal to look over.

Trustee Morris – He states he does not know much about websites and that he trusts Director Thomas opinion.

Trustee Mounts – She states that her experience with websites, this is about the correct price.

Trustee Green – She agrees that it is a good price and that EBSCO is a professional company with a good reputation.

Chair Shewalter calls the question.

The measure passes 4-0 with one absent.

12. For Possible Action: Discussion and deliberation to approve, amend and approve or reject a proposal by Desert Wire to 1) install an access control and intercom system at the library rear entrance at \$ 4483.35 2) approve the 5-year license agreement at \$ 917.39 at a total cost of \$ 5,400.74 and 3) Funding to be determined by the Pahrump Community Library Board of Trustees.

Director Thomas – She states that the back door is for employees and vendors that it is constantly unlocked during business hours. She explains that there have been some security issues with patrons and homeless people in and around the back door. She states that the access control system will have video, intercom, as well as a control where authorized personnel can either have a card or app to get in which would improve the safety of the building.

Chair Shewalter opens public comment.

There are no public comments.

Chair Shewalter – Director Thomas has security concerns with people walking in the back door with easy access. He states that he wants to make sure that the staff is safe. He asks Director Thomas if someone loses a card or can their access be deactivated and has the contract been through legal?

Director Thomas – She confirms that the access card can be deactivated and that the contract has been through legal.

Trustee Morris – No comment.

Trustee Mounts - No comment.

Trustee Green – No comment.

Chair Shewalter makes a motion to approve the proposal by Desert Wire to 1) install an access control and intercom system at the library rear entrance at \$ 4483.35 2) approve the 5-year license agreement at \$ 917.39 at a total cost of \$ 5,400.74 and 3) be funded from Capital Improvements.

Trustee Green seconds.

Chair Shewalter calls the question.

The measure passes 4-0 with one absent.

13. Trustee/Director/Liaison Comments: This item is limited to announcements or topics/issues proposed for future workshops, committees and agendas.

Director Thomas – She states that she is happy to get all of these things done for the library.

Trustee Green – She thanks everyone for coming to the meeting and that she is pleased with the staff and director's work.

Trustee Mounts – No comment.

Trustee Morris – No comment.

Chair Shewalter – He states that after his conversations with the director, that this is just a start to the future agendas and he commends her for putting the work in.

14. Adjournment

Meeting adjourned at 11:20 am.

General Fund Payments

Jun-25

Vendor Name	Item	Recurrence	Amount
1st Pick	Locks	As Needed	\$ 139.51
A & H Insurance	Insurance	Annual	\$ 32667.63
AT&T	Phone	Monthly/Annual	\$
AtoZ Databases	Supplies	As Needed	\$
Baker & Taylor	Books	Monthly	\$ 227.65
Blackstone Audio	Audio	Monthly	\$ 468.17
Book Page	Magazine	Yearly	\$
C&S Waste Solutions/Pahrump Valley Disposal	Trash	Monthly	\$ 240.74
Center Point Large Print	Books	Yearly / As needed	\$
Comtech Business System	Phone	As Needed	\$
Cutting Edge Lawn Care	Lawn	Monthly	\$ 200.00
Daniel C. McArthur	Accountant	As Needed	\$ 883.42
Data2	Databases	As Needed	\$
Demco	Supplies	As Needed	\$
EBSCO	Website	As Needed	\$ 9000.00
Findaway	Audio	Monthly	\$ 833.34
Follett	ebooks	Annual	\$
Gale	Books	Monthly	\$ 543.74
Genuine Pest Control	Pest Control	Monthly	\$ 170.00
Great Basin Water	Water	Monthly	\$ 663.50
Grey House Publishing	Books	As Needed	\$
Gunny's	HVAC	As Needed	\$ 12070.00
Industrial Light & Power	Lighting	As Needed	\$ 5385.00
Joe's Sanitation/Nevada Site Services	Porta Potties	As Needed	\$ 340.00
Johnson Controls	Alarm	Annual	\$
Kully	Equipment	As Needed	\$
Las Vegas Review Journal	Ads	As Needed	\$ 30.36
Legislative Counsel Bureau	Books	As Needed	\$
Librarica	It Subscription	Annual	\$ 3127.00
Library Store	Supplies	As Needed	\$
Marks Service Center	Supplies	As Needed	\$ 717.62
Mastercraft Electronics	Electronics	As Needed	\$
Network Savants	IT	As Needed	\$ 1962.53
Nevada Library Cooperative	ebooks	As Needed	\$
Nevada Public Agency Insurance Pool	Insurance	Annual	\$
Nevada State Bank	Credit Card	Monthly	\$ 5,021.95
Office1	Copies	Monthly	\$ 232.06
Overdrive/Kanopy	Digital/Streaming	Annual/Monthly	\$ 53.00
Pahrump Valley Glass	Windows	As Needed	\$
Peter's Carpet Cleaning	Carpet	As Needed	\$
Pitney Bowes	Supplies	As Needed	\$
Princh	Printing	Annual	\$
ProQuest	Ancestry	Annual	\$
Public Agency Compensation Trust	Workers Comp	Quarterly	\$ 3861.50
Smooth Movers	Moving services	As Needed	\$ 575.00
Staples	Supplies	As Needed	\$
State of Nevada Legislative Counsel Bureau	Books	As Needed	\$
Statewide Fire Protection	Inspection	As Needed/Quarterly	\$ 95.00
Summit	Fire Protection	As Needed	\$
The Library Store	Study Carrels	As Needed	\$
T-Mobile	Hotspots	Monthly	\$ 492.00
Uline	Supplies	As Needed	\$ 191.90
USA Today	Newspaper	As Needed	\$
Userful	Computers	Annual	\$
Valley Electric	Power	Monthly	\$
Valley Electric	Internet	Monthly	\$
Vortex	Doors	As Needed	\$
World Book	Books	As Needed	\$

Total		\$ 80,053.11
-------	--	--------------

See Authorization to Pre-Pay Letter

Kelly Green

John Shewalter

Dee Mounts

Matt Morris

Michael Runion

Item 10

30

Jun-25

Vendor Name	Item	Amount	
Desert Wire	Intercom System	\$	2,700.37
Nevada Contract Carpet	Contract Retention	\$	14,951.77
Nevada Contract Carpet	Progress Payment 4	\$	13,300.00
SME Cabinetry, Inc.	Countertop/laminate	\$	7,475.00

Total			\$ 38,427.14
-------	--	--	--------------

Kelly Green

Michael Runion

John Shewalter

Dee Mounts

Matt Morris

Petty Cash - June 2025 Meeting

Name	Item	Date	Amount
Nevada State Bank Collections	Analysis Fee	4/30/2025	\$ 5.53
Nevada State Bank Petty Cash	Analysis Fee	4/30/2025	\$ 10.50
Wilma Kelly	Desserts Party	5/21/2025	\$ 300.00
DJ Soundz	DJ Party	5/21/2025	\$ 200.00
Shanna Gibbons	Shelves,Mat, Basket	5/21/2025	\$ 167.94
Ron Ruhl	Wall Mounts, Screws	5/25/2025	\$ 35.58
Kimberly Thomas	ALA Budget Class	2/23/2025	\$ 240.00
Kimberly Thomas	ALA Building Mgmt	5/31/2025	\$ 240.00
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

1199.55

Kelly Green

John Shewalter

Dee Mounts

Matt Morris

Michael Runion

Credit Card Breakdown May 2025 Meeting

Name	Item	Date		Amount
Boards by Brenda	Catering	5/1/2025	\$	1404.72
Amazon	Decorations	5/2/2025	\$	76.25
Amazon	Tablecloths	5/3/2025	\$	31.56
Zoom	It/Tech	5/6/2025	\$	15.99
4 Imprint	Custom Pens	5/7/2025	\$	296.59
Amazon	Paper Bags	5/15/2025	\$	47.97
Amazon	Swag Supplies	5/15/2025	\$	410.40
Walgreens	Water	5/16/2025	\$	2.49
Walgreens	Photo Dept	5/16/2025	\$	47.76
Walmart	Party /drinks/food	5/20/2025	\$	197.68
Amazon	Sliders	5/23/2025	\$	34.47
Amazon	Door Signs	5/23/2025	\$	27.96
Wayfair	Desk	5/22/2025	\$	333.56
U.S.P.S.	Cert Mail Taxation	6/2/2025	\$	15.37
Amazon	Sliders	6/2/2025	\$	237.31
Finance Charge	Fees	6/3/2025	\$	93.50
Outstanding Balance	Bal Forward	6/3/2025	\$	1779.01
			\$	

5052.59

Amazon	Refund	5/6/2025	\$15.65
Amazon	Refund	5/6/2025	\$14.99

total \$5,021.95

6/2/25

Per Holly Kuhlmann at the Nevada State Library, Archives, and Public Records, they have determined a formula for calculating credits for continuing education classes. Under this formula, 15 hours of learning equals 1 credit hour. Each ALA class was 24 hours, so each would be equivalent to 1.6 credit hours under this formula. Our policy specifies reimbursement of \$150.00 per credit hour. Thus, I am submitting for reimbursement in the amount of \$240.00 for 1.6 credit hours for each of these \$400 classes.

Kim Thomas

From: ALA BigCommerce info@buy.elearning.ala.org
Subject: Your ALA BigCommerce Order Confirmation (#28758)
Date: Dec 26, 2024 at 12:20:02 PM
To: [REDACTED]



Thanks for your order

Order #28758



Budget & Finance

HRDR-001-SC

Qty: 1

\$400.00 USD

\$400.00 USD

Subtotal: \$400.00 USD

Shipping: \$0.00 USD

Tax: \$0.00 USD

Grand total: \$400.00 USD

Payment method: Credit Card payment

Shipping address

IMMEDIATE DOWNLOAD AFTER COM-
PLETION OF PAYMENT.

Billing Address

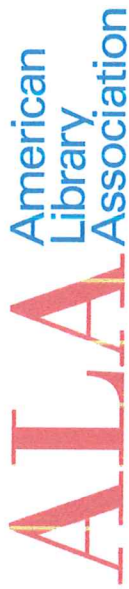
Kimberly Thomas

[REDACTED]

[REDACTED]

UNITED STATES

[Check order status](#)



CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT

Kimberly Thomas

HAS SUCCESSFULLY COMPLETED

Budget & Finance

February 23, 2025

DATE

24.00

NUMBER OF CREDIT HOURS

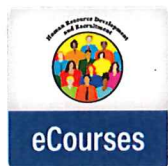
TRACIE D. HALL
EXECUTIVE DIRECTOR, AMERICAN LIBRARY ASSOCIATION

From: ALA BigCommerce info@buy.elearning.ala.org
Subject: Your ALA BigCommerce Order Confirmation (#31411)
Date: Apr 13, 2025 at 8:55:00 PM
To: [REDACTED]



Thanks for your order

Order #31411



Planning & Management of Library
Buildings

HRDR-002-SC
\$400.00

Qty: 1 \$400.00

Subtotal: \$400.00

Shipping: \$0.00

Tax: \$0.00

Grand total: \$400.00

Payment method: Credit Card payment

Shipping address

IMMEDIATE DOWNLOAD AFTER COM-
PLETION OF PAYMENT.

Billing Address

Kimberly Thomas

[REDACTED]

[REDACTED]

UNITED STATES



CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT

Kimberly Thomas

HAS SUCCESSFULLY COMPLETED

Planning & Management of Library Buildings

May 31, 2025

DATE

24.00

NUMBER OF CREDIT HOURS

TRACIE D. HALL
EXECUTIVE DIRECTOR, AMERICAN LIBRARY ASSOCIATION

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
TOTAL USAGE	6762	6691	6047	6333	5702	7112	4162	4179	4139	3885	3979
Childrens' (in-house)	2117	2040	1721	1977	1594	1404	490	562	556	614	606
Adults' (in-house)	3247	3185	2922	3010	2828	4468	2421	2523	2351	2087	2057
TOTAL USAGE (in-house)	5364	5225	4643	4987	4422	5872	2911	3085	2907	2701	2663
OverDrive (digital media)	1398	1455	1390	1273	1261	1221	1219	1072	1208	1155	1283
Kanopy (digital streaming)	0	11	14	73	19	19	32	22	24	29	33
TOTAL USAGE (digital)	1398	1466	1404	1346	1280	1240	1251	1094	1232	1184	1316
% childrens' (in-house)	0.39	0.39	0.37	0.40	0.36	0.24	0.17	0.18	0.19	0.23	0.23
% adults' (in-house)	0.61	0.61	0.63	0.60	0.64	0.76	0.83	0.82	0.81	0.77	0.77
TOTAL MATERIALS ADDED	244	143	141	121	87	86	115	91	91	206	61
in-house materials added	230	129	126	106	73	73	95	79	78	185	56
eAudio titles added	3	2	5	2	4	3	3	4	3	7	5
eBook titles added	11	12	10	13	10	10	17	8	10	14	0
Patron Count	5906	5730	5217	5835	4693	2638	0	0	0	0	0
Swaps	264	214	200	225	145	1961	0	0	0	0	0
Website Users	838	995	697	813	789	685	684	816	790	907	1200
Website Sessions	1442	1365	1261	1012	1009	1020	899	1035	1151	1138	1399
Internet/computer usage	661	667	466	543	438	275	0	0	0	0	0
Wireless	1007	690	712	729	588	399	0	0	0	0	0
Ref Transactions	1264	1366	1020	1278	1135	583	0	0	0	0	0
Curbside Questions	61	62	50	51	54	27	0	0	113	101	141
Legal Kiosk	21	16	17	25	16	1	0	0	0	0	0
Curbside Pickups	81	55	74	62	74	200	122	172	353	420	505
Curbside Returns	68	49	77	63	63	51	62	138	265	310	533
Patrons	27	21	22	22	26	26	52	73	129	156	183
Ref/Audlt/Comp/FABC	24	17	21	23	21	13	10	11	11	10	9
Train Raffle \$98.00						122					
Tales with Pebbles	0	0	3	8	8	0	0	0	0	0	0
Babytime	0	0	37	142	58	16	0	0	0	0	0
Story Time	0	0	29	159	64	27	0	0	0	0	0
Reading/Passive Programs	24	0	0	33	76	0	0	0	0	0	0
Youth Game Day	0	0	0	28	0	0	0	0	0	0	0
Holiday Parties	0	0	0	0	0	78	0	0	0	0	0
Teen Club/Teen Party	40	53	0	0	0	0	0	0	0	0	0

Item 11

Background Check Policy

Purpose

To ensure the safety, security, and trust of the public, staff, and volunteers, Pahrump Community Library (the "Library") requires background checks for all employees as a condition of employment and may require them from others based on their role. This policy establishes procedures for conducting criminal history background checks using fingerprinting and Live Scan technology, as well as checks of the Nevada Central Registry for the Collection of Information Concerning the Abuse or Neglect of a Child (the "Central Registry"), in compliance with applicable federal and Nevada state laws.

Scope

This policy applies to all newly hired employees, and may apply to volunteers who have access to patrons, confidential information, or sensitive areas of Library operations, including anyone who will work with or around minors.

Policy

1. Background Check Requirement

All final candidates for employment must undergo a criminal background check using fingerprinting and Live Scan processing and may require checks of the Central Registry, as set forth in this Policy. Offers of employment are contingent upon successful completion and evaluation of the background check results.

2. Fingerprinting and Live Scan Process

- Fingerprinting will be conducted by an authorized agency or vendor approved by the Nevada Department of Public Safety ("DPS").
- The fingerprints will be submitted via Live Scan to the Nevada DPS and/or the Federal Bureau of Investigation ("FBI") for criminal history record checks.

3. Authorization and Consent

- Candidates must sign a written authorization and consent form before fingerprinting and processing.
- Refusal to consent to the background check will result in disqualification from employment.

4. Evaluation of Criminal History

- A criminal conviction does not automatically disqualify a candidate from employment. Each case will be evaluated individually, considering:
 - The nature and gravity of the offense; and
 - The time elapsed since the conviction; and
 - The relevance of the offense to the position sought.
- The Library will not consider sealed, expunged, or otherwise legally protected criminal records in making employment decisions, in accordance with Nevada law.
- Decisions will be made in accordance with Nevada Revised Statutes ("NRS") and applicable federal laws, including Title VII of the Civil Rights Act of 1964. The Fair Credit Reporting Act ("FCRA") will apply only if a third-party consumer reporting agency is used.

5. Child Abuse and Neglect Registry Check

- For any employee or volunteer whose duties involve working directly with children or having unsupervised access to minors, the Library may require a check of the Central Registry, pursuant to NRS 432.100.
- Individuals required to undergo a Central Registry check must complete a Division of Child & Family Services (“DCFS”) Central Registry request form and provide written consent to the background investigation. Refusal to authorize the background investigation may result in disqualification from employment. Substantiated findings of abuse or neglect will be evaluated on a case-by-case basis, considering the nature of the finding, the time elapsed, and the relevance to the responsibilities of the position.

6. Confidentiality

- All background check results will be kept confidential and stored securely in accordance with state and federal privacy regulations.
- Access to background check information will be limited to authorized personnel only.

7. Disqualification and Appeal

- If a background check reveals information that may disqualify a candidate, the candidate will be provided an opportunity to submit within five (5) business days of notice of disqualification a written explanation, correction, or rebuttal including any relevant supporting documentation before any final employment decision is made. The Library will consider any additional information submitted before determining whether to proceed with disqualification. The Library will notify the candidate of the final decision in writing within fifteen (15) business days of receipt of the candidate’s additional information.



P.O Box 38
2281 E. Postal Drive
Pahrump, NV. 89041
P. (775)727-5900 F. (775)727-6010
NV License #0084910

To:	Pahrump Community Library	Contact:	Kimberly Thomas		
Address:	701 East St. Pahrump, NV 89048	Phone:	775-727-5930		
		Fax:			
Project Name:	Pahrump Library AC Driveway R&R, Parking Seal Coat & Restriping	Bid Number:	25-06727		
Project Location:	Pahrump, NV	Bid Date:	5/22/2025		
Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
001	R&R Asphalt Driveway	1.00	LS	\$13,961.87	\$13,961.87
002	Seal Coating w/ Crack Seal & Restriping Parking Lot	1.00	LS	\$19,439.00	\$19,439.00
Total Price for above Items:					\$33,400.87

Notes:

• **Special Conditions**

Wulfenstein Construction Co. (WCC) is pleased to provide this estimate as requested. Estimate is per the attached highlighted map area and site visit. Soils report, specifications and civil/grading plans not provided. Estimate valid through 22-JUN-25.

Item 1 - Asphalt Driveway R&R

- Includes removing and replacing asphalt driveway, approximately 800SF. Pricing based on 3" AC paving in a single lift with one application of fog seal. Existing base course will be moisture conditioned and recompact. Base course will be replaced as needed when existing asphalt is removed. Once driveway is repaved, the edges of the driveway will be graded to a proper elevation to allow for water to continue to flow across the driveway and down the ditch. Per direction from Nye County on 5/22/25 based on the elevation shots they took, the current flowline along the County easement is acceptable, effective and should not need any additional adjustments to take water away from the library.
- This item does not include any regrading/adjusting the elevations of the roadside ditch/swale/channel.

Item 2 - Crack Seal, Seal Coat & Restripe

- Clean & Seal Cracks 1/4" & Wider with Crack Sealant, 3721 LF. Excludes alligatored areas, surface cracks & asphalt to concrete joints
- Apply 2 Coats of Emulsified Sealcoat w/ Broom & Blow Asphalt Surface Clean, 49540 SF.
- Layout Over Sealcoat, Repaint Existing 4" Pavement Markings, White, 2820 LF.
- Paint L Curb Red, 45 LF.
- Paint Bollards Yellow, 10 ea.
- Paint Handicap Stencil, White, 6 Ea.
- Paint Parking Lot Straight Arrow Stencil, White, 1 ea.
- Paint Parking Lot Right Arrow Stencil, White, 1 ea.
- Estimate is based upon current market price for materials.
- Due to unstable oil prices, estimate subject to change if not accepted and work started within 30 days.
- Application over oil and other non-removeable surface defects is not guaranteed.
- Oil spots to be treated, but due to oil in asphalt, seal may not bond in those areas.
- Tire turning marks are normal on newly applied Sealcoat.
- New surface to remain tender for a few weeks and during hot temperatures.
- Customer shall be responsible for damage to finished surface by garbage or delivery trucks, landscapers, library contractors or human/vehicle /animal tracking of fresh materials.
- Crack filling does not imply total crack elimination. Estimate excludes application of crackfill material to alligatored areas.
- Existing curb paint to be removed by hand scraping. Flaked edges will be removed to give a cleaner appearance. Removal of existing paint will be minimal. All paint will not be removed.
- Estimate is per the attached highlighted area map and site visit.
- Estimate based off three (3) Move-Ins. If additional Move-Ins are required, they shall be subject to an additional charge of \$275 per occurrence.
- Parking lot area and driveways/driveways to be barricaded and closed in sections to complete above noted work.
- This quote includes work to be performed only within the property boundaries of the customer/owner.

Item 14

43



P.O Box 38
2281 E. Postal Drive
Pahrump, NV. 89041
P. (775)727-5900 F. (775)727-6010
NV License #0084910

To:	Pahrump Community Library	Contact:	Kimberly Thomas
Address:	701 East St. Pahrump, NV 89048	Phone:	775-727-5930
		Fax:	
Project Name:	Pahrump Library AC Driveway R&R, Parking Seal Coat & Restriping	Bid Number:	25-06727
Project Location:	Pahrump, NV	Bid Date:	5/22/2025

• **General Conditions**

- Pricing includes equipment, labor and material to perform each item of work. Due to current global supply chain issues and market volatility, this proposal must be accepted within 30 days of the date of this proposal. All prices are based on current oil and asphalt product prices. Market price for oil products including diesel fuel, lubricants and liquid asphalt are extremely unstable and are subject to change at any time. Any increase in oil products and/or asphalt related prices from date of proposal will be passed on to the owner/customer
- Pricing is inclusive of all work (all line items as proposed)
- Construction water to be provided by the owner/customer
- Workdays to be Monday through Thursday from 6:00 am to 4:30 pm unless otherwise agreed upon
- Additional work will be approved via written change order request approved by the owner prior to commencement of work
- Estimate is based on having a non-occupied site where work/construction can take place with no interruptions in schedule
- Includes standard one year warranty for seal coat and striping. No warranty on crack fill.
- Additional mobilizations other than those noted shall be billed at a time and material cost and shall be approved by the owner prior to commencement
- Work shall not commence until all plans are approved and permits are obtained by the owner unless written direction is given by the owner to proceed. In the event the owner proceeds prior to obtaining approval of plans and permits, work shall be done at risk to the owner and not the contractor
- Work to commence subject to a mutual agreeable schedule between WCC and the General Contractor/Owner
- Payment to be net 30 days upon receipt of invoice. Interest of 1.5% per month will be charged for overdue payment. If collection is required for payment, collection fees will be paid by the General Contractor/Owner
- Acceptance of this proposal from WCC requires that the Pricing, Special Conditions, General Conditions, and Exclusions of this Proposal be included in any subcontract or purchase order agreement (Contract) and this Proposal's terms and conditions take precedence over any conflicting terms
- Any indemnity and defense obligation required from WCC shall be proportional and limited to the extent WCC's acts, omissions, fault, or negligence contribute to any alleged or actual claims or damages
- Insurance includes Commercial Liability \$2MM per occurrence / \$4MM aggregate; \$4MM Products and Completed Operations Aggregate; \$2MM Personal and Advertising Injury; \$2MM Commercial Auto; Worker's Compensation coverage per statute. All WRAP projects are NOT included in our insurance program and it is your responsibility to give us PRIOR to doing the work the enrollment and manual for any WRAP program that applies to the project.

• **Exclusions**

- Prevailing wage, bonds, surveying, layout, QCQA testing, inspection fees, permits and engineering
- Delays due to material or supplier delays or by adverse weather, acts of God, pandemic, strikes or civil unrest
- Soils compaction testing
- Aggregates fill supply and install
- Concrete work, spandrels and bollards
- Drainage problems/ponding
- Night work, overtime work and weekend work
- Temporary fencing and security
- Storm Water Prevention Plan and installation and supply of BMPs
- Erosion control measures
- Culvert and culvert headwalls
- Protection of existing utilities unless noted under inclusions/special conditions
- Traffic control plans, barrier rails, trench plates, flagger lane set-up, flagging tech services and message boards
- Curbs sand blasting
- Pre-emergence
- Sawcutting
- Milling



P.O Box 38
2281 E. Postal Drive
Pahrump, NV. 89041
P. (775)727-5900 F. (775)727-6010
NV License #0084910

To:	Pahrump Community Library	Contact:	Kimberly Thomas
Address:	701 East St. Pahrump, NV 89048	Phone:	775-727-5930
Project Name:	Pahrump Library AC Driveway R&R, Parking Seal Coat & Restriping	Fax:	
Project Location:	Pahrump, NV	Bid Number:	25-06727
		Bid Date:	5/22/2025

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Wulfenstein Authorized Signature: _____ Estimator: _____
---	--

