

**Pahrump Community Library**  
**Minutes of the June 9, 2025 Meeting**

**1. Call to Order**

Meeting called to order at 10:05 am.

**2. Members Roll Call**

In Attendance: Secretary Kelly Green (acted as Chair due to John Shewalter attending via Zoom), Trustee Matthew Morris, Trustee Dee Mounts, Chair John Shewalter via Zoom, Michelle Nelson, Director Kimberly Thomas, Barbara Ferido, Assistant Director Shanna Gibbons. Vice-Chair Michael Runion was absent.

**3. Pledge of Allegiance**

The Pledge of Allegiance was led by Trustee Morris.

**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 – She stated that Dr. Hayden, the Library of Congress Librarian was dismissed due to her views even though the library is only open to the government. She stated that when opening a book, it led to her wanting to be a librarian because she could be the person in the book one day, and thought it was important for everyone to have something to read.

**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.)**

Trustee Morris – No comment.

Trustee Mounts – No comment.

Chair Shewalter – No comment.

Director Thomas – She thanked everyone for attending and she is looking forward to reopening on the 16th.

**6. Approval of June 9, 2025 Agenda (Non-action item)**

Item 8

Item 7 is struck as there are no emergency items.

Without objection, the June 9, 2025 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 May 12, 2025 and May 19, 2025.**

Trustee Mounts made a motion to approve the meeting minutes for May 12, 2025 and May 19, 2025.

Trustee Morris seconds.

There is no public comment.

Trustee Green calls the question to approve the meeting minutes for May 12, 2025 and May 19, 2025.

The measure passes 4-0 with one absent.

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

Director Thomas went over the monthly expenditures for May 2025, as well as the additional backup for the credit card breakdown. She went over the reimbursements that will come out of the Petty Cash including the partial reimbursement for her classes that she took through the ALA. She stated that she was advised by Holly Kuhlmann at the State Library on how to calculate the amount of the reimbursements for her classes.

Trustee Morris – No comment.

Trustee Mounts – No comment.

Chair Shewalter – No comment.

Trustee Green – No comment.

Trustee Green calls for Public Comment.

Public Comment - None

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

Trustee Mounts made a motion to approve the payment vouchers for May 2025 through June 2025.

Trustee Morris seconds.

Trustee Green opens public comment.

There are no public Comments.

Trustee Green asks if there are additional comments from the board.

There are no comments.

Trustee Green calls the question.

The measure passes 4-0 with one absent.

**11. Presentation: Librarian's Report by Kim Thomas for discussion on library activity for May 2025 through June 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 read her librarian's report listed below.

Computers -The staff has been learning the new Windows patron computers and management software, and our IT person Chris has been working on getting the native print function to work from the print dialog.

Staff - The staff has been working on getting everything ready for reopening, and getting everything put back in its place. Our Circulation Department Head moved into her own office, and to accommodate that, we moved the materials from the archive room into a different area, and the staff are working on going through the fiction 22s (extra copies of books we have that can replace lost or damaged books) and putting many of them up for sale in the book sale room to free up storage space.

Website - We had our first design meeting with EBSCO to go over what the library is looking for with the website refresh. They asked for a logo and colors and will get to work on a wireframe, which is a basic idea of what the layout of the website will be. This is the first step before they work on the actual design. They're also going to help streamline the navigation and see about fixing the Room Bookings function and configuring what level of permissions staff will need to see who has booked which room without having full admin rights to the website.

Training - I completed the Building Planning and Management class and I am currently working on the Politics and Partnerships class.

Director Thomas presented the Librarian's Report Statistics for May 2025.

Trustee Green – Asked the board if they had comments.

Trustee Mounts – No comment.

Trustee Morris – No comment.

Chair Shewalter – No comment.

Trustee Green – No comment.

**12. Discussion and deliberation on whether to approve, amend and approve or reject the Library's background check policy including whether the Library will pay for the background checks.**

Trustee Mounts – She asks where are we now in regards to background checks?

Director Thomas – She states that she believes that it should be for the finalist and that the library should pay.

Trustee Morris – He asks if there a reason that the library should not pay?

Chair Shewalter – He states that he is in favor of anyone at the library who is going to be around children should have a background check and that the library should pay for them. Also, that it be for the finalist after the interview list is narrowed down.

Trustee Green – She states that the library should pay for the volunteers as well.

Chair Shewalter – He asks about the point of order and that is there an agenda item for volunteers as well?

Michelle Nelson – She clarifies that the volunteers are included on this item and that this item covers both employees and volunteers. The question is whether or not the library is going to pay for the background checks.

Trustee Green calls for public comment.

Dave Ochenreider – He states that he agrees with Chair Shewalter and Director Thomas and that it should be paid by the library.

Public comment is closed.

Director Thomas – She asks for clarification that it would be just for the finalist.

Trustee Morris made a motion to approve the Library's background check policy and also approve the library paying for the background checks for both employees and volunteers once they are selected by the library director.

Trustee Green seconds.

Trustee Green asks for board comments.

Trustee Mounts – She states per the policy that it states all finalist, volunteer and employees.

Trustee Morris – No comment.

Chair Shewalter – No comment.

Trustee Green calls the question and the measure passes 4-0 with one absent.

**There is a break from 10:41a.m. and the meeting resumes at 10:51a.m.**

**13. Discussion and deliberation to create a policy that (1) only licensed contractors be utilized to perform work at the library and (2) the contractor that performed services for the library shall be called to resolve any issues with the contractor's work.**

Chair Shewalter states that the lighting retrofitting project and that there were many problems found and that a handyman was allowed to work on the system. He states that a lot of money is being put into the library and to make sure that work is maintained in an appropriate fashion. The lighting contract was voided due to another contractor coming out and doing wiring.

Trustee Mounts – She this it's a good idea and how do we put it in the contract?

Trustee Morris – In regards to the ongoing HVAC issues he states that we might have to go to Clark County due to failure to comply with their own contract. He believes that they should be contracted to come do the ongoing repairs.

Trustee Green - She states that she agrees with what has already been said.

Trustee Mounts - She asks do we put it in the library contract or does the contractor put that in the contract?

Michelle Nelson – She clarifies each contractor is held to a standard of care and that it is already written in the NRS statutes. She states that it is already written into the agreement and that they would be held to the standard if there was to be a problem. She states that only a licensed contractor is allowed to work on a government agency and that it is already a given.

Chair Shewalter – He states that this is an easy item and we are not talking about contracts and this is a matter of making a policy to use a licensed contractor, if there is a problem to call that contractor back to resolve it first. Only call out someone else out if the original contractor cannot resolve the issue.

Trustee asks if there is further discussion from the board.

There are no more board comments.

Trustee green opens public comment.

There are no public comments.

Chair Shewalter makes a motion to create a policy that only licensed contractors be utilized to perform work at the library and that the contractor that performed the services for the library shall be called to resolve any issues with the original contractor's work.

Trustee Mounts seconds.

Trustee Green calls the question.

The measure passes 4-0 with one absent.

**14. Discussion and deliberation to approve, amend and approve or reject (1) estimate submitted by Wulfenstein Construction, referenced as bid number 25-06727 item number 002, to crack seal, seal coat and restripe the library parking lot in the amount of \$19,439.00; (2) Execute the agreement; and (3) Pahrump Library Board of Trustees to determine funding.**

Michelle Nelson – She states to clarify this agenda item, even though it's written with a bid number that it did not go out to bid and it was not required to go out to bid and that it's just how the contractor has referenced it in the estimate.

Chair Shewalter – He states that we are redoing a lot of things at the library and that it needs to be redone in its current condition and for curb appeal and he is in favor of this.

Trustee Mounts – She states that she is in favor and wants to know if the contractor doesn't finish when they say they are going to finish, will they be charged or can we add that?

Trustee Morris - He concern is that the county has stated that the whole area needs to be done regarding drainage and will this just be a patch job?

Chair Shewalter – He states that he doesn't see that happening and that relying on the county is a bad idea and that the grant does not have a date.

Trustee Mounts – She states her concern is on the exclusions on the drainage problems.

Trustee Morris – He agrees that the exclusions could be a problem and that it could affect the price.

Trustee Green opens public comment.

Dave Ochenreider – He suggests having a good contract with that company and maybe have a civil engineer look at it.

Trustee Green closes public comment.

Michelle Nelson - She states that this proposal has a provision that the pricing, special conditions, general conditions, and the exclusions, will be included if the board approves and the cost would be the same.

Trustee Mounts – She suggests to table the item because the exclusions bother her.

Michelle Nelson – She recommends that if we want to get other quotes from other companies that the item dies due to lack of motion and that if the item is tabled that the motion has to come back as it is written and that there can be no other quotes from other companies.

Trustee Mounts – States she wants the item to die.

Trustee Green calls for a motion.

The item dies due to lack of motion.

**15. 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 – No comment.

Trustee Mounts – She thanks everyone for coming and suggests we put out an aggressive ad with our services.

Trustee Morris – He thank everybody and says we are doing our best and that we have a great infrastructure for learning for everyone.

Chair Shewalter – He states that Zoom stinks and it's frustrating and hard to hear anything.

Trustee Green – She states that funding on the federal level for libraries and museums is under threat of being cut and this funding in Nevada affects all rural libraries for things like databases, online encyclopedias, and broadband in tiny libraries. She encourages contacting a rep if it is concerning.

**16. Adjournment**

Meeting adjourned at 11:21 a.m.



## Revenue Item Sales

Jun 15, 2025 12:00 AM - Jun 30, 2025 11:59 PM

Filters: Item Type = Revenue Items

ⓘ Items assigned to multiple categories are reported in just one category (the one created first).

Gross Sales	Net Sales	% Net Sales	Avg Item Size	Net Sold
<b>\$3,315.19</b>	<b>\$3,315.19</b>	<b>100%</b>	<b>\$1.53</b>	<b>2163</b>

Name	Gross Sales	Net Sales	Sold	Refunded	Discounts	Refunds	% Net Sales
<b>DONATION</b>							
Donation	\$1,787.04	\$1,787.04	39	0	\$0.00	\$0.00	53.90%
<b>Total</b>	<b>\$1,787.04</b>	<b>\$1,787.04</b>	<b>39</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>53.90%</b>
<b>USED BOOKS</b>							
\$1 Books	\$563.00	\$563.00	563	0	\$0.00	\$0.00	16.98%
\$2 Books	\$22.00	\$22.00	11	0	\$0.00	\$0.00	0.66%
Bundle \$2	\$20.00	\$20.00	10	0	\$0.00	\$0.00	0.60%
\$0.50 Books	\$16.00	\$16.00	32	0	\$0.00	\$0.00	0.48%
<b>Total</b>	<b>\$621.00</b>	<b>\$621.00</b>	<b>616</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>18.73%</b>
<b>SERVICES</b>							
Color - Black & White	\$241.60	\$241.60	1208	0	\$0.00	\$0.00	7.29%
Notary	\$117.00	\$117.00	7	0	\$0.00	\$0.00	3.53%
Copies - Color	\$64.00	\$64.00	64	0	\$0.00	\$0.00	1.93%
Fax	\$18.00	\$18.00	18	0	\$0.00	\$0.00	0.54%
Scanning	\$10.60	\$10.60	106	0	\$0.00	\$0.00	0.32%
<b>Total</b>	<b>\$451.20</b>	<b>\$451.20</b>	<b>1403</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>13.61%</b>
<b>FINES</b>							
Late Fee	\$295.95	\$295.95	21	0	\$0.00	\$0.00	8.93%
Lost Card	\$39.00	\$39.00	39	0	\$0.00	\$0.00	1.18%



Damage Books	\$38.00	\$38.00	1	0	\$0.00	\$0.00	1.15%
Lost Books	\$18.00	\$18.00	1	0	\$0.00	\$0.00	0.54%
Misc Fee	\$11.00	\$11.00	22	0	\$0.00	\$0.00	0.33%
<b>Total</b>	<b>\$401.95</b>	<b>\$401.95</b>	<b>84</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>12.12%</b>
<b>Uncategorized</b>							
Custom Item	\$15.00	\$15.00	3	0	\$0.00	\$0.00	0.45%
Custom Item	\$7.50	\$7.50	3	0	\$0.00	\$0.00	0.23%
Custom Item	\$7.25	\$7.25	1	0	\$0.00	\$0.00	0.22%
Custom Item	\$7.00	\$7.00	1	0	\$0.00	\$0.00	0.21%
Custom Item	\$6.00	\$6.00	2	0	\$0.00	\$0.00	0.18%
Custom Item	\$4.50	\$4.50	3	0	\$0.00	\$0.00	0.14%
Custom Item	\$4.00	\$4.00	1	0	\$0.00	\$0.00	0.12%
Custom Item	\$1.00	\$1.00	1	0	\$0.00	\$0.00	0.03%
Custom Item	\$1.00	\$1.00	2	0	\$0.00	\$0.00	0.03%
Custom Item	\$0.35	\$0.35	1	0	\$0.00	\$0.00	0.01%
Custom Item	\$0.25	\$0.25	1	0	\$0.00	\$0.00	0.01%
Custom Item	\$0.10	\$0.10	1	0	\$0.00	\$0.00	0.00%
Custom Item	\$0.05	\$0.05	1	0	\$0.00	\$0.00	0.00%
<b>Total</b>	<b>\$54.00</b>	<b>\$54.00</b>	<b>21</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>1.63%</b>
<b>Total</b>	<b>\$3,315.19</b>	<b>\$3,315.19</b>	<b>2163</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100.00%</b>



## Sales Report

Sun, Jun 15, 2025, 12:00 AM - Mon, Jun 30, 2025, 11:59 PM

Filters: none

### Daily view

#### Net sales

**\$3,315.19**

from 461 orders

Amount  
collected

**\$3,318.31**

Gross sales

**\$3,315.19**

\$2k

\$1k

\$500

\$0

15

18

21

24

## Sales

View by

Daily sales ▾

	Total	Jun 15	Jun 16	Jun 17	Jun 18	Jun 19	Jun 20
Gross sales	\$3,315.19	\$0.00	\$303.85	\$169.60	\$137.00	\$0.00	\$153.80
Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	Total	Jun 15	Jun 16	Jun 17	Jun 18	Jun 19	Jun 20
Net sales	\$3,315.19	\$0.00	\$303.85	\$169.60	\$137.00	\$0.00	\$153.80
Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Surcharges	\$3.12	\$0.00	\$1.09	\$0.42	\$0.15	\$0.00	\$0.63
Amount collected...	\$3,318.31	\$0.00	\$304.94	\$170.02	\$137.15	\$0.00	\$154.43

### Tender types

Tender	Total
Credit and debit cards	\$435.47
Cash	\$2,882.84
Amount collected	\$3,318.31

# Sales Overview Report

Jun 16, 2025 12:00 AM - Jun 30, 2025 11:59 PM

Requested on: Jul 7, 2025 5:13 PM

Filters: none

SALES	
Gross Sales	\$3,315.19
Discounts	\$0.00
Refunds	\$0.00
Net Sales	\$3,315.19
Non-revenue Items	\$0.00
Gift Card Activations	\$0.00
Taxes & Fees	\$0.00
Tips	\$0.00
Surcharges	\$3.12
Amount Collected	\$3,318.31
Unpaid Balance	\$0.00

TENDER TYPES	
Tender Types	Sales Total
Cash	\$2,882.84
Debit Card	\$328.50
Credit Card	\$106.97
Total	\$3,318.31

Refund Total	Amount Collected
\$0.00	\$2,882.84
\$0.00	\$328.50
\$0.00	\$106.97
\$0.00	\$3,318.31

## SALES BY CARD TYPE

Card Types	Sales Total
Visa	\$357.34
MasterCard	\$75.04
Discover	\$3.09
Total	\$435.47

Refund Total	Amount Collected
\$0.00	\$357.34
\$0.00	\$75.04
\$0.00	\$3.09
\$0.00	\$435.47

## CASH DEPOSITS

Cash Sales	Cash Back	Cash Collected	Tips Payou	Expected Deposit
On Device	\$0.00	\$386.30	\$0.00	\$386.30
Reference	\$0.00	\$2,496.54	\$0.00	\$2,496.54
Circulation	\$0.00	\$2,882.84	\$0.00	\$2,882.84
Total				

Credit Card Breakdown May 2025 Meeting

Name	Item	Date		Amount
ALA	Org. Membership	6/4/2025	\$	540.00
Zoom	Subscription	6/7/2025	\$	16.99
Amazon	Sliders	6/7/2025	\$	6.22
Amazon	Prize Wheel	6/10/2025	\$	48.97
Home Depot	Wall Plates, Hanging, Scotch guard	6/10/2025	\$	118.16
Amazon	Outlet covers	6/11/2025	\$	13.95
Amazon	Summer Reading Program	6/11/2025	\$	411.34
Amazon	Wall Plate	6/11/2025	\$	18.96
Walmart	Refreshments - Grand Reopening	6/12/2025	\$	125.46
Home Depot	Scotch Guard	6/12/2025	\$	45.88
Amazon	Ribbon Cutting Kit	6/13/2025	\$	84.99
Amazon	Summer Reading Program	6/17/2025	\$	16.98
Home Depot	Door Stops	6/18/2025	\$	13.41
Amazon	Reflector, File holder, Kids' crafts	6/20/2025	\$	106.46

1567.77

Amazon	Refund	6/9/2025	\$6.22
Amazon	Refund	6/25/2025	\$84.99
Amazon	Refund	6/25/2025	\$37.99
Amazon	Refund	6/25/2025	\$4.59
	Total Refund		\$133.79

total \$1,433.98

### Petty Cash - July 2025 Meeting

[illegible]

634.48

Kelly Green

John Shewalter

Dee Mounts

Matt Morris

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Michael Runion

## General Fund Payments

Jul-25

Vendor Name	Item	Recurrence	Amount
A & H Insurance	Insurance	Annual	\$
AT&T	Phone	Monthly/Annual	\$
AtoZ Databases	Supplies	As Needed	\$
Baker & Taylor	Books	Monthly	\$ 630.83
Blackstone Audio	Audio	Monthly	\$ 395.29
Book Page	Magazine	Yearly	\$ 420.00
C&S Waste Solutions/Pahrump Valley Disposal	Trash	Monthly	\$ 183.40
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	\$
Data2	Databases	As Needed	\$
Demco	Furniture	As Needed	\$ 10856.61
Desert Wire	Proximity Cards	As Needed	\$ 507.00
Disinfecting Solution	Construction Clean	As Needed	\$ 4240.00
EBSCO	Website	As Needed	\$
Findaway	Audio	Monthly	\$ 735.82
Follett	Cloud Migration	One Time	\$ 1120.00
Gale	Books	Monthly	\$ 788.43
Genuine Pest Control	Pest Control	Monthly	\$ 170.00
Great Basin Water	Water	Monthly	\$ 762.66
Grey House Publishing	Books	As Needed	\$
Gunny's	HVAC	As Needed	\$ 6777.35
Industrial Light & Power	Electrician	As Needed	\$
Joe's Sanitation/Nevada Site Services	Porta Potties	As Needed	\$ 201.59
Johnson Controls	Alarm	Annual	\$
Las Vegas Review Journal	Ads	As Needed	\$ 72.00
Legislative Counsel Bureau	Books	As Needed	\$
Libraria	It Subscription	Annual	\$
Library Store	Supplies	As Needed	\$
Marks Service Center	Supplies	As Needed	\$
Mastercraft Electronics	Electronics	As Needed	\$
Network Savants	IT	As Needed	\$ 3228.94
Nevada Library Cooperative	ebooks	As Needed	\$
Nevada Public Agency Insurance Pool	Insurance	Annual	\$
Nevada State Bank	Credit Card	Monthly	\$ 1,443.98
Office1	Copies	Monthly	\$ 117.00
Overdrive/Kanopy	Digital/Streaming	Annual/Monthly	\$ 131.00
Pahrump Valley Glass	Mirror Installation	As Needed	\$ 462.22
Peter's Carpet Cleaning	Carpet	As Needed	\$
Princh	Printing	Annual	\$
ProQuest	Ancestry	Annual	\$
Public Agency Compensation Trust	Workers Comp	Quarterly	\$
Quill	Chairs	As Needed	\$ 4391.34
Smooth Movers	Moving services	As Needed	\$
Staples	Supplies	As Needed	\$ 392.13
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	\$ 990.00
Uline	Bathroom Mirrors	As Needed	\$ 721.36
USA Today	Newspaper	As Needed	\$
Valley Electric	Power	Monthly	\$ 4038.28
Valley Electric	Internet	Monthly	\$
Vortex	Doors	As Needed	\$ 728.00
World Book	Books	As Needed	\$

<b>Total</b>		\$	<b>44,705.23</b>
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See Authorization to Pre-Pay Letter

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 Kelly Green

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 John Shewalter

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 Dee Mounts

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 Matt Morris

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 Michael Runion

[illegible]



**Librarian's Report****Date: July 14, 2025****Reporting Period: June-July, 2025****Submitted by: Kimberly Thomas, Library Director**

The staff worked hard to get the library reopened, and things are going well in our newly renovated library. We had 407 patrons on just the first day we reopened, June 16<sup>th</sup>.

Our regular programming has resumed, and staff has taken initiative in running programs. Kit is now running Chess Club, Kraven is now teaching the Basic Computer Class which begins this week, and Shanna is planning a fun fall craft. One of the library's volunteers, Joanne, is still running Favorite Author Book Club, which was being held off site and has moved back into the Story Room.

The staff has been evaluating one of the options for our new ILS (Integrated Library System/catalog and checkout software), Apollo by Biblioinix, and I am looking forward to getting their feedback on that tomorrow. I have another demo from The Library Corporation ready for everyone to try out next.

Item 11

21 a

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>TOTAL USAGE</b>	6762	6691	6047	6333	5702	7112	4162	4179	4139	3885	3979	5762
Childrens' (in-house)	2117	2040	1721	1977	1594	1404	490	562	556	614	606	1697
Adults' (in-house)	3247	3185	2922	3010	2828	4468	2421	2523	2351	2087	2057	2877
<b>TOTAL USAGE (in-house)</b>	5364	5225	4643	4987	4422	5872	2911	3085	2907	2701	2663	4574
OverDrive (digital media)	1398	1455	1390	1273	1261	1221	1219	1072	1208	1155	1283	1144
Kanopy (digital streaming)	0	11	14	73	19	19	32	22	24	29	33	44
<b>TOTAL USAGE (digital)</b>	1398	1466	1404	1346	1280	1240	1251	1094	1232	1184	1316	1188
% 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	0.37
% 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	0.63
<b>TOTAL MATERIALS ADDED</b>	244	143	141	121	87	86	115	91	91	206	61	177
in-house materials added	230	129	126	106	73	73	95	79	78	185	56	177
eAudio titles added	3	2	5	2	4	3	3	4	3	7	5	0
eBook titles added	11	12	10	13	10	10	17	8	10	14	0	0
Patron Count	5906	5730	5217	5835	4693	2638	0	0	0	0	0	2911
Swaps	264	214	200	225	145	1961	0	0	0	0	0	130
Website Users	838	995	697	813	789	685	684	816	790	907	1200	1200
Website Sessions	1442	1365	1261	1012	1009	1020	899	1035	1151	1138	1399	1887
Internet/computer usage	661	667	466	543	438	275	0	0	0	0	0	294
Wireless	1007	690	712	729	588	399	0	0	0	0	0	313
Ref Transactions	1264	1366	1020	1278	1135	583	0	0	0	0	0	574
Curbside Questions	61	62	50	51	54	27	0	0	113	101	141	125
Legal Kiosk	21	16	17	25	16	1	0	0	0	0	0	7
Curbside Pickups	81	55	74	62	74	200	122	172	353	420	505	218
Curbside Returns	68	49	77	63	63	51	62	138	265	310	533	203
Patrons	27	21	22	22	26	26	52	73	129	156	183	87
Ref/Audit/Comp/FABC	24	17	21	23	21	13	10	11	11	10	9	11
Train Raffle \$98.00						122						
Tales with Pebbles	0	0	3	8	8	0	0	0	0	0	0	13
Babytime	0	0	37	142	58	16	0	0	0	0	0	0
Story Time	0	0	29	159	64	27	0	0	0	0	0	0
Reading/Passive Programs	24	0	0	33	76	0	0	0	0	0	0	0
Youth Game Day	0	0	0	28	0	0	0	0	0	0	0	0
Holiday Parties	0	0	0	0	0	78	0	0	0	0	0	0
Teen Club/Teen Party	40	53	0	0	0	0	0	0	0	0	0	0

Item 11

**TITLE:** Information Technology Coordinator

**CLASSIFICATION:** Full-time, Non-Exempt

**REPORTS TO:** Library Director; works closely with all departments to support their technology needs.

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**Duties:**

- Provide technical support to library staff; escalate more complex issues as needed.
- Provide technology support and education to library patrons.
- Maintain inventory of all computer and technology equipment including hardware, software, and peripherals.
- Set up and operate equipment for board meetings and other events.
- Recommend core computer competencies for staff and recommend training needs.
- Coordinate technology training as directed.
- Make applicable recommendations for new technologies.
- Assist in providing technology related programs for patrons.
- Act as liaison with contracted computer maintenance, vendors, and library personnel.
- Assist in all departments/at any service desk (reference, circulation, youth) as needed.
- Acquire training and maintain education to support the tasks assigned.
- Cooperate as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.
- Other duties as assigned.

**Minimum Qualifications:**

- High school diploma or equivalent.
- Demonstrated understanding of technology through work experience, education, or certification.
- CompTIA A+ certification or willingness to obtain and maintain.
- Ability to learn Integrated Library System and operate office equipment.
- Ability to remain calm under pressure.
- Willingness to work as schedule requires, including evenings and weekends.

**Preferred Qualifications:**

- Associate's degree or higher in a technology related field, or equivalent work experience.
- Previous library or customer service experience.
- CompTIA A+ certification.

**Physical Requirements:**

- Some heavy lifting (up to 50 pounds) is occasionally required.

- Ability to perform tasks that require frequent standing, walking, bending, stooping, reaching, and kneeling.
- Ability to remain stationary for extended periods while working at a computer.
- Manual dexterity and cognitive ability to operate a personal computer using databases and various forms of computer software and hardware.



Start your tech career with CompTIA A+, the industry standard certification for entry-level roles. Trusted by employers worldwide, A+ builds foundational skills in hardware, software, networking, troubleshooting, and security. The latest version, V15, is updated for today's technology and prepares you for roles like IT support specialist and help desk technician through



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## Exam products

### A+ Voucher

See additional details ^

Validate the skills employers are looking for and take the next step in your tech career with the A+ exam voucher. Use it to take one of the two required exams (Core 1 or Core 2) to earn the CompTIA A+ (V15) certification at an authorized provider. Successful completion of both exams is required to become A+ certified.

- **Single-use voucher:** Redeem this digital code for either the A+ Core 1 or A+ Core 2 exam.
- **12-month validity:** Take your exam any time within 12 months of purchase.
- **Voucher delivery:** Receive your voucher code via email within 3-4 hours of purchase.
- **Simple redemption process:** Redeem and schedule at CompTIA Central.

Exam series code: 220-1201 (Core 1) or 220-1202 (Core 2)

My Price **\$265**



= \$530 for both exams

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Item 14



Here's everything you need to know to renew your CompTIA certification.

## Learn about the Continuing Education (CE) program

- **Renewal cycle:** Your certification expires three years from the date you earn it and must be renewed before that expiration date. If you don't know your expiration date, log in here.
- **Continuing Education Units (CEUs):** Each certification requires a certain number of CEUs for renewal. You earn CEUs by completing approved activities.
- **Continuing Education fees:** CE fees are required for renewal **and must be paid prior to renewing your certification(s)** unless you renew by earning a qualifying higher-level CompTIA certification or passing CertMaster CE.
  - Note: CE fees are **not** waived if the higher-level CompTIA certification does not fully renew the lower-level certification.
- **Multiple CompTIA certification renewal:** If you hold more than one CompTIA certification, you only need to meet the renewal requirements for your highest-level certification. When you renew your highest-level certification, your lower-level CompTIA certifications will automatically renew as well.

## Choose your renewal path

- **Renew with a single activity:** You have a number of options for renewing your CompTIA certification by completing a single activity:
  - Complete CompTIA CertMaster CE
  - Earn a higher-level CompTIA certification
  - Earn a non-CompTIA IT industry certification
  - Pass the latest release of your CompTIA exam
  - Compare all single-activity options
- **Renew with multiple activities:** Alternatively, you can complete a combination of activities to earn the number of CEUs you need to renew your CompTIA certification
  - Earn another CompTIA certification

Get latest updates

- Earn non-CompTIA IT industry certifications
- Complete training and higher education
- Participate in IT industry activities
- Publish a relevant article, white paper, blog post, or book
- Gain related work experience

## Submit your completed activities

- **Manual submissions:** In most cases, you'll need to log into your certification account to submit your completed activities and receive CEUs.
- **Automated submissions:** When you complete one of the following activities, CompTIA automatically renews your certification:
  - Complete CompTIA CertMaster CE
  - Pass the latest release of your CompTIA exam
  - Earn a higher-level CompTIA certification

## Login

Log in to renew

## Need to renew quickly?

Renew your certification now with CertMaster CE.

Find out how

## Resources

CEU Assessment  
FAQ

Item 14

1

Add

## A+ Core 1 & 2 Complete Bundle with Voucher Plus Retake Assurance

See additional details ▾

My Price **\$1485**

1

Add

## Continuing education

### A+ CertMaster CE

See additional details ▲

Renew your A+ certification quickly and efficiently with CertMaster CE. This self-paced eLearning course builds on your existing knowledge and aligns with the latest exam objectives. It allows you to renew your certification without retaking the Core 1 and Core 2 exams. You are eligible to take this course if you passed A+ (V14) or an earlier version and your certification has not yet expired.

- **Single activity renewal:** Complete one course to automatically renew your certification.
- **Efficient learning:** Fulfill Continuing Education requirements in just 8 to 10 hours.
- **Automatic renewal:** Enjoy hassle-free certification renewal upon course completion.

Learn more about CertMaster CE.

Important: Completing the same version of the CertMaster CE course you were originally certified under will not count toward renewal. You must wait for the next version to be released or choose another activity.

My Price **\$139**

1

Item 14



## Annual Leave

### *Annual Leave Accrual*

All regular full-time employees will earn annual and sick leave as follows:

Length of Service	Hours Accrued:
Hire date to 10 <sup>th</sup> anniversary date	10 hours/month
10 <sup>th</sup> anniversary date to 15 <sup>th</sup> anniversary date	12 hours/month
Beginning with the 15 <sup>th</sup> anniversary date to the date of separation	14 hours/month

Annual leave is not accrued for any other hours.

Annual leave is earned and credited to the employee twice monthly (24 paydays in a calendar year) coinciding with pay periods.

### *Maximum Accrual of Annual Leave*

Annual leave is provided to employees for the purpose of rest and relaxation from their duties and for attending to personal business. Employee may not use annual leave before the end of the pay period in which the hours accrued.

Annual leave will be credited to the employee's annual leave balance, which may be cumulative from year to year not to exceed 240 working hours.

### *Eligibility*

All eligible full-time employees will be credited with the equivalent of six months of earned, accrued annual leave at the appropriate rate at the end of six months of employment (the probationary period).

### *Scheduling and Use of Vacation Time*

Vacations may be scheduled throughout the year, at the discretion of the Library Director, who will consider adequate staffing levels at times of peak demand. Every effort will be made to accommodate the request of the employee. However, the operation of the Library and its efficient service to the public take precedence over vacation requests. Only one staff member per department and one department head may request extended time off at the same time to avoid conflicts or short staffing in an area. If two or more employees request the same vacation time and

Revised 10/14/24

this presents a conflict with work demands, the Library Director will consider length of notice provided by the requesting employees as well as previous time taken off.

Vacations during major holidays (i.e. Thanksgiving and Christmas) will not be granted to the same person for two (2) consecutive years unless no one else requests it.

When requesting time off, the employee needs to work with the Director to trade schedules with another employee, if necessary.

Vacation time may be taken as full- or half-days and need not necessarily be consecutive.

Paid holidays which occur during an employee's vacation will not count as a vacation day. The employee may extend that vacation by another day upon advance approval or wait and use that vacation day at another approved time.

#### *Annual Leave Pay at Termination*

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted. If the employee is entitled to benefits such as earned, unused vacation not to exceed 240 working hours at the employee's last regular rate of pay, a lump sum payment will be mailed to the employee.

#### *Part-time Employees Annual Leave*

Part-time Employees do not accrue Annual Leave but will be allowed to bank, or save, worked hours for vacation time. These hours must be worked ahead of time and they must be approved and signed off by the employee's Department Head and/or the Director.

#### **Sick Leave**

Sick leave is provided by the Pahrump Community Library only for, and is intended to be used only for, short-term absences from scheduled work due to personal illness or injury which is not a result of, or related to, work activities. Sick leave benefits are not to be used for purposes of engaging in various forms of leisure, social or personal time, nor is it to be used as a way to extend holidays, vacation periods, or weekends. The Library's sick leave policy is established to help employees cope with the financial burden of lost income incurred due to personal illness. This policy should not be abused.

#### *Sick Leave Accrual*

Regular full-time employees will accrue sick leave at the rate of 0.05 hours per each regularly scheduled hour worked or on a paid status. Sick leave is not accrued for any other hours. Part-time employees do not accrue sick leave but may use banked hours, if available (see Part-time Employees Annual Leave).