

Board Meeting Minutes – 7/10/2023

In lieu of an invocation, the meeting started with a moment of silence for missing and exploited children. Following the moment of silence, the Pledge of Allegiance was recited (Item 3).

Item 1- Call to Order: The meeting was called to order at 10:10 AM.

Item 2- Member Roll Call: Present were Chairman John Shewalter, Vice Chair Brian Shoemake, Board of Trustee member Dave Ochenreider, Board of Trustee member Dee Mounts, Board of Trustee member Matthew Morris, Library Director Vanja Anderson, Assistant Director Shanna Gibbons, Head of Youth Services Alysha Wogee, Head of Reference Services Andrew Karneges, Michelle Nelson from the District Attorney's office, and liaison Commissioner Frank Carbone. In addition, various members of the public were present.

Item 3- The Pledge of Allegiance was recited prior to the call to order.

Item 4- Trustee/Director/Liaison Comments:

Vanja Anderson- She has completed going over the personnel policy and would like to know how it should be presented in the board packet.

John Shewalter- Glad to see that the personnel policy is getting worked on and it will be added to a future agenda.

Item 5- Approval of the Agenda: Item 7 (Emergency Items) was stricken from the agenda.

Item 6- General Public Comment:

Carolene Logue- Thanks the library staff for their hard work. The librarians and libraries are protectors and providers of knowledge and the public is appreciative. Acknowledges the American Library Association and the guidance they give. Talks about the history of public libraries and the role of Andrew Carnegie.

Item 8- Approval of the Minutes: Brian Shoemake makes a motion to approve the minutes of the June 12, 2023 Library Board of Trustees meeting. Dee Mounts seconds the motion.

No public or board comments were made. Minutes are approved 5-0.

Item 9- Presentation of Treasurer's Report: Vanja Anderson presented the treasurer's report on expenditures for June 2023, as found in the backup. Vanja said after doing these expense reports for a year she wants to create a master excel sheet for all the invoices received. This excel sheet will be just for her own use to have a better view of expenditures but she will still use the board sheet when building the expense report. John Shewalter asks about subtotals for the expense report. Vanja says she will start adding subtotals to the side. Shewalter asks about the Cleaning charge on the expense report since we have a cleaning person on payroll. Vanja replies that that expense is for cleaning supplies. Shewalter then asks about the Building charge on the expense report. Before Vanja answers, Shewalter asks if our accountant helps with the expense report. Vanja says he does not. Then Vanja says that Jon Aire is part of the Building charge. Shewalter brings up our accountant again and Vanja asks if he wants her to send the accountant this information. Shewalter responds that it might be a good idea. Vanja then mentions that Vortex Doors are also part of the Building charge. Shewalter asks why there was no charge for

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phones this month. Vanja says the phones are paid for by a grant. Shewalter mentions that Vanja did a good job with the budget as we are at the end of the fiscal year and we are within budget. Shewalter asks about the Grants charge on the expense report. Vanja says that refers to a grant for nonfiction books.

Dave Ochenreider comments that the numbers on the expense report reflect that the library has done a good job.

Vanja explains that the June column on both expenditures (page 8) and revenues (page 9) are not final numbers and could change. She will resubmit both pages 8 and 9 when she has the final numbers. Brian Shoemake mentions that it looks like we are over budget on Retirement. Vanja responds by saying that the numbers will change and that she was told that as long as Total Labor stays within budget we are fine. John Shewalter also asks about Retirement and expresses concern about being over budget in this category. Vanja responds that she has information about the Retirement expenditures in her office but doesn't know off the top of her head but she can go over it with him after the meeting. Brian Shoemake expresses concern that we are close to going over budget in multiple categories. Shewalter asks Vanja to give a presentation during the September board meeting to go over the end of fiscal year numbers to decide if changes need to be made to the 2023-2024 budget. Dave Ochenreider says that when people take early retirement, the money that was budgeted for their salary should go into the retirement budget. Brian Shoemake again expresses his concerns about why we are so close to budget only halfway through the year. John Shewalter explains to him that these numbers are fiscal year, not calendar year, so we are at the end of the year not halfway through.

Vanja then went over the revenues. John Shewalter asks about the changes to the notary. Vanja says that we have raised the prices for notary services but we are still lower than other notary services in town and that the higher prices has had no negative impact.

Item 10-Approval of the Vouchers

Brian Shoemake makes a motion to approve the vouchers for June 2023 through July 2023. Dee Mounts seconds the motion.

There were no public comments.

Board Comments:

Matt Morris asks about the Jon Aire charge on the voucher. Vanja explains that this charge was for Jon Aire moving the temperature controls to the correct location. John Shewalter asks about the petty cash amount on the voucher. Vanja responds that the summer programs were expensive. Also the Nevada State Bank service charge fee is part of the petty cash amount. Shewalter asks how much the service fee is. Shanna Gibbons responds that it varies every month by how much money we deposit. Brian Shoemake asks about the Blackstone Audio charge on the voucher. Vanja responds that those are audio books. Shoemake asks if we are up to date on our Network Savant invoices. Vanja confirms that we are up to date with the invoices. John Shewalter asks about the Nevada Public Agency Insurance Pool charge on the voucher. Shanna Gibbons says that this was for an insurance claim for Industrial Light and Power put in by John Shewalter last year. Shanna Gibbons says our insurance company hired an outside attorney to look into the case. Michelle Nelson confirms there was a claim made to Pool, there was a notification of a potential claim as required under the insurance documents. Shewalter asks Vanja to

send all of the documents related to this to Michelle Nelson at the District Attorney's office. The motion to approve the vouchers is withdrawn. Shewalter then makes a motion to amend and approve the vouchers. The amendment being to remove the Nevada Public Agency Insurance Pool charge until more is found out about this charge. Brian Shoemake seconds this motion.

There are no public or board comments. The measure passes 5-0.

Item 11-Presentation of Librarian's Report:

Vanja Anderson read her report that can be found in the backup.

Shanna Gibbons reported the statistics for June 2023 which can be found in the backup.

Alysha Wogee reported that Babytime and Story Time are not going on right now but they will be back in September. The summer reading program events occurred on the five Thursdays in June at Ian Deutsch Memorial Park and there were a total of 1,175 participants. This is the third year doing the summer programs at the park. They are done at the park because each year the programs keep getting bigger and there is more room at the park and it also allows for water events. There was also a train workshop which had 56 participants. The teen club is continually growing with the recent addition of four or five new members.

John Shewalter asked Vanja about who she has made contact with regarding home schooling. She stated that she spoke to several people at the park during the summer events and some people have come up to the children's desk and have asked about it. As the children will be separated by age, John Shewalter asked about how younger children are defined as opposed to older children. Alysha says that the younger kids are ages 4 to 7 and the older kids are ages 8 to 15. Brian Shoemake asked if we are happy with the thermostat now that it has been moved and Vanja responded yes. Shoemake congratulated Alysha on the successful summer reading program events and asked if the number of attendees this year was the highest ever. Alysha says that attendance at the summer reading program events have been increasing every year and this year was the highest ever.

Item 12- For Possible Action: Assign the Library Director to research how other libraries are cataloging controversial books dedicated to youth services and set a date and time for the Library Director to present her findings to the Board. John Shewalter made a motion to approve and set the date for the Library Director to present her findings on August 14th at 10:00 AM. Dave Ochenreider seconded the motion.

Public Comments:

Kelly Green- She is a retired librarian. When she read about this agenda item she gathered collection development policies from local and regional libraries. She submitted these policies to the Board for the record. She said that she hopes the Board reads them so that they can see what other libraries are doing regarding collection policies.

Carolene Logue- She said that in the past the library had a Friends of the Library to help the staff. She recommends we form a committee or bring back the Friends of the Library in order to provide more public input and provide assistance to the staff and the Board.

Robin Crowley- She seconded the previous speakers comments and said that she is a former member of the Friends of the Library and she misses the Friends of the Library. She then starts talking about the cost of making copies at the reference desk but is interrupted by Michelle Nelson who reminds her that the public comments are to be limited to item number 12. John Shewalter tells her that she can communicate her concerns directly to the Director or she can send an e-mail to one of the board members or she can bring this up at the next Board meeting during the general public comments.

Jenny Okawa- Concerned about who decides whether a book is controversial or not.

Brian Shoemake asks if the Library Director we'll be researching libraries in a specific region or across the country. Michelle Nelson says that as the agenda item is written there are no parameters about which libraries the Library Director can research. Brian Shoemake says that different areas of the country vary greatly in issues like this and he would like the Library Director to research libraries in places that have a similar population to our community. Shoemake asks if this is a reasonable request. John Shewalter responds by saying "no comment."

The measure passes 5-0.

Item 13- Trustee/Director/Liaison Comments:

Frank Carbone thanks staff for doing a fantastic job.

Brian Shoemake asks if we got the password issue resolved. Vanja responds that it's still being worked on. Brian Shoemake then asks about the little libraries. Vanja responds that the ones we have are too short so we can't use them. If we decide we want to go ahead with that, we need new ones. Shoemake asks if we still have COVID tests. Vanja responds yes. They are not expired and people are still taking them. John Shewalter says that Vanja is growing in her role as Library Director and that he sees positive things happening. Brian Shoemake says he is proud of the staff.

Item 14- Adjournment at 11:35 AM.

Expense Report

Jul-23

FY 24	Current	Year to Date	Budget	Balance	% of Budget	% Remain	Period	
5311 Operating Expense								
Books	\$ 1,416.05	\$ 1,802.83	\$ 48,000.00	\$ 46,197.17	4%	96%	1	
Audio	\$ 981.92	\$ 981.92	\$ 12,000.00	\$ 11,018.08	8%	92%	1	
Computer Software Programs		\$ 7,050.00	\$ 15,000.00	\$ 7,950.00	47%	53%	1	
			\$ 8,000.00	\$ 8,000.00	0%	100%	1	\$ 2,397.97
5312 Office Expense								
Office	\$ 430.60	\$ 430.60	\$ 10,000.00	\$ 9,569.40	4%	96%	1	
Cleaning			\$ 6,000.00	\$ 6,000.00	0%	100%	1	\$ 430.60
5321 Advertising								
			\$ 3,000.00	\$ 3,000.00	0%	100%	1	
5322 Postage								
			\$ 1,000.00	\$ 1,000.00	0%	100%	1	
5331 Travel								
			\$ 3,000.00	\$ 3,000.00	0%	100%	1	
5335 Training								
			\$ 3,000.00	\$ 3,000.00	0%	100%	1	
5341 Communications								
Telephone	\$ 2,076.87	\$ 2,076.87	\$ 9,000.00	\$ 6,923.13	23%	77%	1	
Internet	\$ 190.08	\$ 190.08	\$ 3,500.00	\$ 3,309.92	5%	95%	1	\$ 2,266.95
5342 Utilities								
Power	\$ 2,762.09	\$ 4,468.33	\$ 35,000.00	\$ 30,531.67	13%	87%	1	
Water	\$ 576.22		\$ 9,000.00	\$ 9,000.00	0%	100%	1	
Trash	\$ 169.20	\$ 169.20	\$ 3,500.00	\$ 3,330.80	5%	95%	1	\$ 3,507.51
5352 Building								
	\$ 275.00	\$ 275.00	\$ 35,000.00	\$ 34,725.00	1%	99%	1	
5354 Equipment								
	\$ 1,120.00	\$ 1,120.00	\$ 18,000.00	\$ 16,880.00	6%	94%	1	
5361 Professional								
			\$ 6,000.00	\$ 6,000.00	0%	100%	1	
5365 Subscriptions & Due								
			\$ 3,000.00	\$ 3,000.00	0%	100%	1	
5369 Other Contractual Ser.								
Pest Control	\$ 150.00	\$ 150.00	\$ 3,500.00	\$ 3,350.00	4%	96%	1	
Alarm			\$ 3,500.00	\$ 3,500.00	0%	100%	1	
Computer Assit.	\$ 1,923.50	\$ 1,923.50	\$ 14,000.00	\$ 12,076.50	14%	86%	1	
Destiny			\$ 4,000.00	\$ 4,000.00	0%	100%	1	
Accountant			\$ 20,000.00	\$ 20,000.00	0%	100%	1	\$ 2,073.50
5371 Property Insurance								
			\$ 40,000.00	\$ 40,000.00	0%	100%	1	
Total	\$ 12,071.53	\$ 20,638.33	\$ 316,000.00	\$ 295,361.67	7%	93%	1	
5110 Salaries								
Benefits	\$ 31,824.02	31824.02	\$ 615,000.00	\$ 583,175.98	5%	95%	1	
	\$ 15,573.92	15573.92	\$ 269,063.00	\$ 253,489.08	6%	94%	1	\$ 47,397.94
Total	\$ 59,469.47	\$ 68,036.27	\$ 1,200,063.00	\$ 1,132,026.73	6%	94%	1	
Capital Projects								
			\$ 757,940.00	\$ 757,940.00	0%	100%	1	

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Collections for Month of Jul 23

Day	Credit-Ref	Fax-Ref	Copies-Ref	Donations-Used Bks	Notary	Donations	Fines-Circ	Misc.-Circ	Used Books	Book-tique	Lost	Raffle	Copies-Circ	Credit-Circ	People	Swap	
Sat	1	\$ 18.00	\$ -	\$ 25.80	\$ 0.15	\$ -	\$ -	\$ 21.70	\$ 20.50					\$ 1.00	148	14	
Sun	2																
Mon	3	\$ 3.40	\$ -	\$ 9.20	\$ 0.10	\$ -	\$ 6.25	\$ 206.30	\$ 22.00	\$ 11.50				\$ 25.50	235	29	
Tues	4																
Wed	5	\$ 22.00	\$ 2.00	\$ 57.95	\$ 1.85	\$ -	\$ 1.00	\$ -	\$ 32.00	\$ 8.00	\$ 1.00			\$ -	265	13	
Thur	6	\$ 82.25	\$ -	\$ 47.60	\$ 5.25	\$ -	\$ 7.00	\$ 3.60	\$ 18.50	\$ 6.00				\$ 4.55	243	25	
Fri	7	\$ 7.40	\$ -	\$ 58.00	\$ 4.00	\$ -	\$ 8.20	\$ 11.30	\$ 14.10					\$ 7.85	223	22	
Sat	8	\$ 15.60	\$ -	\$ 15.80	\$ 0.05	\$ -	\$ 5.00	\$ -	\$ 43.20	\$ 8.00	\$ 3.00			\$ 71.80	225	9	
Sun	9																
Mon	10	\$ 2.20	\$ 5.60	\$ 56.45	\$ 4.70	\$ 130.00	\$ 3.00	\$ 19.20	\$ 31.00	\$ 3.00	\$ 2.00	\$ 10.00		\$ 22.70	308	40	
Tues	11	\$ 6.60	\$ 2.00	\$ 8.80	\$ 0.50	\$ -	\$ -	\$ 17.60	\$ 24.10	\$ 3.00	\$ 1.00			\$ 58.50	237	22	
Wed	12	\$ 4.60	\$ -	\$ 34.25	\$ 1.30	\$ 10.00	\$ 21.05	\$ 4.35	\$ 40.50	\$ 6.00	\$ 1.00	\$ 20.00		\$ 37.95	269	4	
Thur	13	\$ 55.15	\$ 11.00	\$ 36.95	\$ 7.20	\$ 10.00	\$ -	\$ 3.55	\$ 18.30	\$ 10.00				\$ 23.83	223	18	
Fri	14	\$ 2.86	\$ -	\$ 11.60	\$ 6.45	\$ -	\$ 1.00	\$ -	\$ 21.00	\$ 2.00				\$ 10.40	228	7	
Sat	15	\$ -	\$ 15.00	\$ 1.20	\$ 3.00	\$ -	\$ -	\$ -	\$ 20.00	\$ 8.00				\$ 12.00	193	4	
Sun	16																
Mon	17	\$ -	\$ 5.00	\$ 35.65	\$ 5.25	\$ 20.00	\$ -	\$ 2.25	\$ 50.00	\$ 1.00	\$ 1.00	\$ 5.00		\$ 6.00	242	0	
Tues	18	\$ 3.40	\$ -	\$ 29.90	\$ 1.45	\$ 35.00	\$ 0.50	\$ 9.80	\$ 15.50	\$ 1.50	\$ 3.00			\$ 23.70	222	23	
Wed	19	\$ 10.60	\$ 7.00	\$ 19.90	\$ 4.15	\$ -	\$ 1.00	\$ 14.30	\$ 33.20	\$ 3.00				\$ 34.00	268	17	
Thur	20	\$ 0.40	\$ 4.00	\$ 46.20	\$ 4.50	\$ -	\$ -	\$ 3.80	\$ 48.50	\$ 4.00				\$ 55.00	242	9	
Fri	21	\$ -	\$ 8.00	\$ 43.75	\$ 7.35	\$ -	\$ 4.40	\$ 7.80	\$ 37.90	\$ 10.00	\$ 2.00			\$ -	216	9	
Sat	22	\$ 9.80	\$ -	\$ 26.00	\$ -	\$ -	\$ -	\$ 7.05	\$ 26.00	\$ -				\$ -	176	10	
Sun	23																
Mon	24	\$ -	\$ -	\$ 33.20	\$ 3.05	\$ -	\$ 7.00	\$ 1.50	\$ 23.00	\$ -		\$ 4.00		\$ 33.30	234	33	
Tues	25	\$ 6.20	\$ 2.00	\$ 38.40	\$ 2.05	\$ -	\$ -	\$ 3.00	\$ 34.10	\$ 6.50	\$ 1.00	\$ 5.00		\$ 189.50	244	27	
Wed	26	\$ -	\$ 4.00	\$ 60.80	\$ 5.40	\$ 20.00	\$ 1.00	\$ 10.90	\$ 40.50	\$ 34.00	\$ 2.00			\$ 104.60	251	14	
Thur	27	\$ 3.70	\$ -	\$ 37.85	\$ 2.95	\$ 10.00	\$ 1.00	\$ -	\$ 33.50	\$ 6.00	\$ 1.00			\$ -	227	0	
Fri	28	\$ 2.24	\$ -	\$ 22.20	\$ 1.65	\$ -	\$ -	\$ 18.75	\$ 38.50	\$ 6.00	\$ -			\$ 18.10	264	6	
Sat	29	\$ 0.60	\$ 1.00	\$ 30.90	\$ 0.15	\$ -	\$ -	\$ 14.10	\$ 44.00	\$ 13.00				\$ 4.50	165	3	
Sun	30																
Mon	31	\$ 32.40	\$ -	\$ 69.35	\$ 3.45	\$ -	\$ -	\$ 0.30	\$ 14.80	\$ 12.00	\$ 2.00			\$ 4.10	218	20	
		Credit-Ref	\$ 66.60	\$ 857.70	\$ 75.95	\$ 1.00	\$ 235.00	\$ 67.40	\$ 381.15	\$ -	\$ 744.70	\$ 162.50	\$ 20.00	\$ 44.00	\$ -	5766	378
			\$ 289.40											Credit-Circ	\$ 748.88		
				Cash Total	\$ 2,656.00									Credit Only Total	\$ 1,038.28		

Vendor Name	Item	Amount
A & H Insurance	Insurance	\$
A to Z Databases	Databases	\$
AT&T	Phone	\$ 1386.77
Awards Plus	Supplies	\$
Baker & Taylor	Books	\$ 926.95
Blackstone Audio	Audio	\$ 719.41
Book Page	Magazine	\$
C&S Waste Solutions	Trash	\$ 169.20
Center Point Large Print	Books	\$
Cutting Edge Lawn Care	Lawn	\$ 180.00
Daniel C. McArthur	Accountant	\$
Demco	Supplies	\$
DP Air	Labor	\$
EBSCO	Databases	\$ 56.41
Findaway	Audio	\$ 1164.66
Follet	ebooks	\$
Gale	Books	\$ 316.12
Genuine Pest Control	Pest Control	\$ 150.00
Great Basin Water	Water	\$ 597.22
Grey House Publishing	Books	\$
Jon Aire	HVAC	\$
Johnson Controls	Alarm	\$
Las Vegas Review Journal	Ads	\$
Legislative Counsel Bureau	Books	\$ 125.00
Library Store	Supplies	\$
Marks Service Center	Supplies	\$
Mastercraft Electronics	Electronics	\$ 1024.00
Nevada Library Cooperative	ebooks	\$
Nevada Public Agency Insurance Pool	Insurance	\$ 500.00
Network Savants	IT	\$ 1923.00
Office1	Copies	\$ 96.00
Peter's Carpet Cleaning	Carpet	\$
Petty Cash	Misc.	\$ 3116.19
Pitney Bowes	Supplies	\$
Proquest	Database	\$
Public Agency Compensation Trust	Workers Comp	\$ 5113.50
Sprint	Hotspots	\$ 690.10
Staples	Supplies	\$ 509.60
State of Nevada Legislative Counsel Bureau	Books	\$
Statewide Fire Protection	Inspection	\$ 1615.00
Summit	Fire Protection	\$
USA Today	Newspaper	\$
Userful	Computers	\$
Valley Electric	Power	\$ 2762.09
Valley Electric	Internet	\$ 190.08
Vortex	Doors	\$
World Book	Books	\$

Total	\$ 23,331.30
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See Authorization to Pre-Pay Letter

David Ochenreider

Brian Shoemake

John Shewalter

Dee Mounts

Matt Morris

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Vendor Name	Item	Recurrence	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
A and H Insurance	Insurance	Annual													
ALA	Professional Org	Annual						\$ 175.00							
ARSL	Professional Org	Annual													
Amazon	Books/Equipment	As needed	\$ 792.83	\$ 623.81	\$ 491.34	\$ 1,937.28	\$ 510.41	\$ 202.75	\$ 517.01	\$ 135.99					\$ 1,386.77
AT&T	Phone	Monthly	\$ 1,471.26	\$ 376.44	\$ 184.53										
AT&T	Database Service	Annual						\$ 1,780.00							
Awards Plus	Supplies	As Needed				\$ 79.50									
Baker & Taylor	Books	Monthly	\$ 1,438.84	\$ 1,749.70	\$ 975.15	\$ 792.95	\$ 1,325.68	\$ 1,184.47	\$ 1,057.95	\$ 1,476.72	\$ 1,614.89	\$ 326.60	\$ 1,224.05	\$ 332.17	\$ 926.95
Blackstone Audio	Audio	Monthly	\$ 75.45	\$ 672.89	\$ 470.14	\$ 115.25	\$ 569.83	\$ 195.75		\$ 548.94	\$ 331.05	\$ 231.74	\$ 399.62	\$ 446.49	\$ 719.41
Book Page	Magazine	Yearly					\$ 390.00								
CB&S Waste Solutions	Trash	Monthly													\$ 169.20
Center Point Large Print	Books	Yearly/ As Needed													
Cutting Edge Lawn Care	Lawn	Monthly	\$ 180.00	\$ 225.00	\$ 445.00	\$ 445.00	\$ 405.00	\$ 360.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 940.00	\$ 585.00	\$ 180.00	\$ 180.00
Daniel C. McArthur	Accountant	As Needed													
Demco	Supplies	As Needed	\$ 217.43	\$ 475.51	\$ 17,221.65	\$ 280.84									
DP Air Corp	Labor	As Needed	\$ 1,575.00	\$ 764.50	\$ 2,460.00	\$ 4,035.00	\$ 943.00	\$ 645.50							
EBSCO	Database Service	As Needed			\$ 11,584.07	\$ 152.40									
Findaway	Audio	Monthly	\$ 428.88	\$ 434.88	\$ 736.82	\$ 412.88	\$ 412.88		\$ 385.88	\$ 848.76	\$ 608.81	\$ 468.12	\$ 4,675.00	\$ 221.11	\$ 56.41
Follet	ebooks	Yearly								\$ 649.83	\$ 803.76	\$ 9,611.00			\$ 1,164.66
Gale	Books	Monthly	\$ 365.42	\$ 592.47	\$ 532.18	\$ 510.19	\$ 493.30	\$ 481.84		\$ 365.12	\$ 633.74	\$ 312.34	\$ 588.39	\$ 344.98	\$ 316.12
Genuine Pest Control	Pest Control	Monthly	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Great Basin Water	Water	Monthly	\$ 504.08	\$ 570.69	\$ 514.57	\$ 586.63	\$ 610.43	\$ 610.43	\$ 632.94	\$ 611.82	\$ 619.44	\$ 599.00	\$ 623.92	\$ 601.49	\$ 597.22
Grey House Publishing	Books	As Needed							\$ 342.00						
Industrial Light and Power	Lights	As Needed	\$ 209,027.85	\$ 148,525.25			\$ 86,788.90			\$ 11,495.00		\$ 2,900.00		\$ 2,313.00	
JonAire	HVAC	As needed													
Johnson	Alarm	As Needed			\$ 1,931.83		\$ 740.20	\$ 220.00			\$ 244.00	\$ 244.00	\$ 915.00	\$ 244.00	
Las Vegas Review Journal	Ads	Monthly	\$ 238.05	\$ 146.00	\$ 268.00				\$ 220.00						
Las Vegas Review Journal	Books	Bi-Annual	\$ 125.00												\$ 125.00
Legislative Counsel Bureau	Supplies	As Needed													
Library Store	Supplies	As Needed	\$ 108.05	\$ 211.85	\$ 387.45		\$ 187.73	\$ 42.50	\$ 776.60	\$ 198.80	\$ 733.31			\$ 254.40	\$ 1,024.00
Mark's Service Center	Supplies	As Needed													
Mastercraft Electronics	Electronics	As Needed													
Nevada Library Cooperative	ebooks	Annual													\$ 4,000.00
Nevada Public Agency Insurance Pool	Insurance	As Needed													\$ 500.00
Network Savants	IT	As Needed	\$ 652.25	\$ 247.33	\$ 9,915.62	\$ 244.45				\$ 186.47	\$ 634.47	\$ 2,526.92	\$ 552.82	\$ 1,923.00	\$ 96.00
Office1	Copies	Monthly	\$ 186.75	\$ 398.65	\$ 87.00	\$ 426.00		\$ 96.00	\$ 650.47	\$ 481.32	\$ 981.00	\$ 96.00	\$ 449.02	\$ 96.00	\$ 96.00
Pahrump Valley Disposal	Trash	Monthly	\$ 165.75		\$ 491.35		\$ 160.14	\$ 160.14							
Peter's Carpet Cleaning	Carpet	As needed									\$ 5,000.00				
Petty Cash	Misc	Monthly	\$ 1,412.23	\$ 147.23	\$ 182.34		\$ 3,169.68	\$ 1,033.00	\$ 896.21	\$ 2,053.48	\$ 2,490.10	\$ 554.39	\$ 4,162.84	\$ 4,713.47	\$ 3,116.19
Pitney Bowes	Supplies	As Needed	\$ 61.08	\$ 32.00	\$ 93.08					\$ 61.08			\$ 122.05	\$ 35.00	\$ 1,556.60
Proquest	Database	Annual													\$ 3973.5
Public Agency Compensation Trust	Workers Comp	As Needed													\$ 2,390.00
Sprint	Hotspots	Monthly	\$ 687.70	\$ 690.70	\$ 690.70	\$ 691.30	\$ 691.10	\$ 689.50	\$ 690.10	\$ 690.10	\$ 690.10	\$ 690.10	\$ 690.10	\$ 690.10	\$ 690.10
Staples	Supplies	As Needed	\$ 38.94	\$ 360.82	\$ 499.82	\$ 805.46	\$ 726.46		\$ 200.86	\$ 200.86	\$ 200.86	\$ 200.86	\$ 155.10	\$ 231.20	\$ 509.60
State of Nevada Legislative Counsel Bureau	Books	As Needed							\$ 594.50						
Statewide Fire Protection	Inspection	As Needed/Quantity	\$ 95.00				\$ 490.00	\$ 280.50	\$ 95.00	\$ 1,520.00		\$ 95.00	\$ 1,580.00		\$ 1,615.00
Summit	Fire Protection	As needed					\$ 280.00								
USA Today	Newspaper	As needed												\$ 398.55	
Useful	Computers	Yearly									\$ 3,585.00			\$ 2,390.00	
Valley Electric	Power	Monthly	\$ 2,641.11	\$ 2,769.63	\$ 2,160.82	\$ 1,921.21	\$ 2,042.67	\$ 2,847.20	\$ 2,637.95	\$ 2,978.24	\$ 2,697.08	\$ 2,174.36	\$ 592.70	\$ 2,793.76	\$ 2,762.09
Valley Electric	Internet	Monthly	\$ 152.25	\$ 150.00	\$ 150.00	\$ 277.25	\$ 150.00	\$ 150.00	\$ 150.00	\$ 187.78	\$ 187.78	\$ 185.00	\$ 370.00	\$ 185.00	\$ 190.08
Vortex	Doors	As Needed				\$ 2,095.00								\$ 599.00	
World Books	Books	As Needed												\$ 920.55	

Pahrump Community Library District
Doris Shirky, Founder
701 East Street Pahrump, NV 89041
775-727-5930 Fax 775-727-6209

John Shewalter – Chairman
Brian Shoemake – Vice Chairman
Dee Mounts – Secretary
Dave Ochenreider – Trustee
Matt Morris - Trustee

LIBRARIAN'S REPORT

August 14, 2023

Overall, our programs, both passive and active have been gaining traction. Book Bingo has been going very well. We will be picking our winner at the end of the month and the winner will receive a basket with gift certificates to local restaurants. More people are finding out about our puzzle table and it is getting more attention and use. We have a stack of puzzles that we will be rotating. We also have started an Introduction to Computers class that is gaining more participation.

BUILDING NEWS: We are in the process of having two window panes replaced in the adult section of the library.

EMPLOYEES: The staff will be having a picture day next week in order to have professional quality pictures posted on our website. We had a small staff potluck with the extra hotdogs we had from Summer Reading.

Item 11

12a

MATERIALS WITH USAGE July 1, 2022 - June 30, 2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
TOTAL USAGE	5910	6816	5919	5374	5360	5084	6635	6233	6923	5919	6593	7182
Childrens' (in-house)	1708	1974	1656	1462	1309	1130	1424	1481	1617	1213	1467	2120
Adults' (in-house)	3597	4131	3611	3289	3426	3290	3827	3442	3876	3440	3805	3702
TOTAL USAGE (in-house)	5305	6105	5267	4751	4735	4420	5251	4923	5493	4653	5272	5822
OverDrive (digital media)	587	696	636	611	614	633	1362	1277	1411	1253	1303	1343
Mango Languages (digital learning)	18	15	16	12	11	31	22	33	19	13	18	17
TOTAL USAGE (digital)	605	711	652	623	625	664	1384	1310	1430	1266	1321	1360
% childrens' (in-house)	0.32	0.32	0.31	0.31	0.28	0.26	0.27	0.30	0.29	0.26	0.28	0.36
% adults' (in-house)	0.68	0.68	0.69	0.69	0.72	0.74	0.73	0.70	0.71	0.74	0.72	0.64
TOTAL MATERIALS ADDED	209	352	161	170	199	170	226	215	245	186	214	177
in-house materials added	209	331	161	163	189	159	201	195	226	164	196	149
eAudio titles added	0	16	0	4	6	6	11	9	9	10	8	12
eBook titles added	0	5	0	3	4	5	14	11	10	12	10	16
streaming video titles added	0	0	0	0	0	0	0	0	0	0	0	0
Patron Count	4952	5094	4885	5289	4623	4869	5232	5003	5861	5467	5478	6611
Swaps	424	427	417	479	468	458	515	488	572	490	557	473
Internet users (website)	728	853	769	808	692	646	946	725	788	850	855	808
Sessions	1245	1374	1189	1298	1174	1094	1419	1195	1278	1251	1396	1249
Internet/computer usage	395	618	602	674	617	592	565	557	676	693	634	739
Wireless	298	506	468	545	601	675	811	652	821	613	552	743
General Questions	493	227	322	411	353	580	972	776	1010	828	1021	1219
Ref Questions	95	50	69	69	59	48	47	68	54	48	41	73

Curbside Pickups	66	82	61	56	59	71	71	34	72	44	92	66
Curbside Returns	78	82	55	55	57	57	68	56	87	31	86	60
Patrons	28	29	24	21	23	27	25	20	26	18	34	23
S.T.E.A.M.	0	0	0	85	68	35	110	120	131	129	0	0
Babytime	88	0	0	160	61	90	76	172	82	121	181	0
Story Time	0	0	0	130	53	73	72	158	70	117	130	0
Special Events - Summer RP	0	0	0	0	0	46	0	35	39	65	0	1175
Train Workshop/events/Game	69	0	0	0	0	26	0	0	0	0	0	56
Holiday Parties	0	0	0	71	0	84	0	0	0	0	0	0
Teen Club	49	16	12	30	21	0	19	18	62	45	50	55
Fine Amnesty Collected									86			
Fine Amnesty Waived									437			
Easter Basket Raffle									141			

MATERIALS WITH USAGE July 1, 2023 - June 30, 2024

	July
TOTAL USAGE	6519
Childrens' (in-house)	1471
Adults' (in-house)	3599
TOTAL USAGE (in-house)	5070
OverDrive (digital media)	1425
Mango Languages (digital learning)	24
TOTAL USAGE (digital)	1449
% childrens' (in-house)	0.29
% adults' (in-house)	0.71
TOTAL MATERIALS ADDED	194
in-house materials added	176
eAudio titles added	11
eBook titles added	7
streaming video titles added	0
Patron Count	5766
Swaps	373
Internet users (website)	736
Sessions	1191
Internet/computer usage	679
Wireless	820
General Questions	1125
Ref Questions	50
Curbside Pickups	47
Curbside Returns	50
Patrons	22
S.T.E.A.M.	0
Babytime	0
Story Time	0
Special Youth Escape Room	96
Train Workshop/events/Game	0
Holiday Parties	0
Teen Club	59

APPENDIX B -Job Description

Library Aide

Organizational Relationship

- ° Reports to appropriate Department Head and/or Library Director
- Includes responsibilities from Circulation staff, Reference staff and Children's library aid. Varies where needed.
- May supervise other Library Aides, dependent upon direction from immediate Supervisor(s)

Physical Demands

While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms, stand, walk, and/or grasp objects. The employee is occasionally required to climb, balance, kneel and crouch. Employee is required to lift up to 25 pounds.

Education requirement: At least some high school education.

Circulation Staff

- Presents and promotes a professional atmosphere both in and out of the Library.
- Communicates the Library's services, resources, and programs to the community.
- Uses basic computer skills and cash register.
- Assists patrons in locating books and other materials.
- Checks books in and out, reserves books, and meets the public.
- Answers questions via phone and / or directs calls or takes messages.
- Answers patron questions or directs to appropriate staff.
- Handles money and makes change.
- Shelf read and put books in order
- Pull material placed on hold by patrons and call them to let them know they are ready to be picked up
- Processes patron card applications, and issues Library cards and replacement cards.
- Updates patron information as necessary.
- Assists patrons with new book requests.
- Writes receipts for donated books, lost materials, damaged books, etc.
- Covers, stamps, and readies books for circulation.
- Shelves books and DVDs and must be able to lift 25 pounds.
- Assists in programs as needed and may have other duties as assigned.

Physical Demands

While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms, stand, walk, and/or grasp objects. The employee is occasionally required to climb, balance, kneel and crouch. Employee is required to lift up to 25 pounds.

Education Requirements: Highschool education. Library experience preferred.

Reference Staff

- Presents and promotes a professional atmosphere both in and out of the Library.
- Communicates the Library's services, resources and programs to the community.
- Handles money and makes change.
- Refers patrons with ILL requests to Reference Department Head,
- Answers questions via phone and / or direct calls or takes messages.
- Uses basic computer skills, has working knowledge of the Internet
- Assists patrons with research questions, directional questions, computers, Internet, maps, copies, etc.
- Assists with in-depth research using all venues of media.
- Locates books, journals, and other Library materials for patrons.
- Shelves books and other Library materials when needed.
- Works on Special Projects as assigned.
- Monitors and maintains shelf order by reading and straightening shelves daily.
- **May have other duties as assigned**

Physical Demands

While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms, stand, walk, and/or grasp objects. The employee is occasionally required to climb, balance, kneel and crouch. Employee is required to lift up to 25 pounds.

Education Requirements: Highschool education. Library experience preferred.

Children's Library Aide

- Presents and promotes a professional atmosphere both in and out of the Library.
- Communicates the Library's services, resources and programs to the community.
- Uses basic computer skills, including PrintShop (graphic software).
- Assists patrons in locating books and other materials.
- ~~Checks books in and out, reserves books, and notifies patrons.~~
- Answers questions via phone and / or directs calls or takes messages.
- Answers patron questions or directs to appropriate staff.
- ~~Handles money and makes change.~~
- Assists patrons with new book requests.
- Maintains Children's Room in an orderly fashion; shelves and straightens materials.
- Assists children with research questions, computers, and Internet, and with directional questions.
- **Helps Circulation when needed**
- Assists Youth Specialists with Story Hour including: reading stories, singing songs, and doing crafts.

Physical Demands

While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms, stand, walk, and/or grasp objects. The employee is occasionally required to climb, balance, kneel and crouch. Employee is required to lift up to 25 pounds.

Note: Responsibilities include but are not limited to above descriptions.

IT Services

- Includes all duties from Reference Staff
- Assists patrons with printing, faxing scanning, and general tasks on a computer
- Answers questions about patron's phones and computer to the best of their ability
- Helps library staff with computer related issues and needed
- Troubleshoots library technology and makes an informed plan on how to fix an issue
- Advises Director on what equipment needs upgrading / replacing
- Has a firm understanding of modern technology

Physical Demands

While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms, stand, walk, and/or grasp objects. The employee is occasionally required to climb, balance, kneel and crouch. Employee is required to lift up to 25 pounds.

Note: Responsibilities include but are not limited to above descriptions.

Educational Requirements: Either in possession of or willing and able to obtain CompTIA certification.

Circulation Head of Department

Organizational Relationship

- Reports to Assistant Director
- Supervises Circulation Desk and Volunteer Program

Responsibilities include but are not limited to:

General Responsibilities

- Plans, organizes, and supervises the activities of the Circulation Desk,
- Assists Library patrons in the use of Library services.
- Participates in the development of operating policies and procedures,
- Processes materials, as directed by Head of Processing,
- Prepares overdue notices.
- Responds to patron concerns regarding overdue notices, late fees, claims that an item was returned or never checked out, etc., and follows up with the appropriate documentation.
- Calls patrons concerning items that are overdue or missing.
- Participates in Library Special Projects as required.
- **Helps** oversees the Volunteer Program with the Assistant Director.

Responsibilities to Patrons

- Explains basic Library functions, services, and resources to the public.
- Assists patrons in locating books and other materials.

Material Selection and Collection Development

- Keeps current on adult fiction / nonfiction materials.
- Processes and maintains fiction, largeprint, and audio materials (and other materials as directed).
- Maintains familiarity with the collection, makes recommendations on acquisition of resources, and weeds adult materials.
- Purchases replacement materials.

Professional Responsibilities

- Presents and promotes a professional atmosphere both in and out of the Library.

- Represents the Library through participation in professional Library organizations.
- Keeps abreast of current trends and new professional techniques.
-

Circulation Head of Department (cont'd)

Job Requirements

- Knowledge of the principles and practices of public Library functions.
- Ability to establish and maintain good working relationships with staff and public.
- Ability to comprehend patron needs quickly and accurately,
- Working knowledge of computer applications for Library services.
- Good oral and written communication skills.

Note: Responsibilities include but are not limited to above descriptions.

Physical Demands

While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls, talk, hear or reach with hands and arms, stand, walk, grasp objects. The employee is occasionally required to climb, balance, kneel and crouch, Employee is required to lift up to 25 pounds.

Education Requirements: Highschool Education. Bachelor's degree preferred. Public library experience preferred.

Youth Department Head

Organizational Relationship

- Reports to Library Director
- Supervises Children's Services and Programs

Responsibilities include but are not limited to:

General Responsibilities

- Is responsible for supervising the Children's service staff, coordinating with other Library services and directing Children's Library programs.
- Selects materials for the Children's collection.
- Monitors behavior of children in the Library.
- Maintains Children's collection and trains staff.
- Assists at Circulation **and Reference** Desk when needed.
- Orders craft supplies for youth activities, within assigned budget.
- Recruits sponsors **and Volunteers**, for the Summer Reading Program.
- Works under the direction of the Library Director.
- Writes grants for collections and programs.
- Keeps records of statistics from Program attendance.
- Recruits volunteers for the Summer Reading Program,

Youth Services Department Responsibilities

- ° Directs and supervises the operations of the Children's Library Service.
- ° Coordinates Children's Service operations with other Library services and functions, and develops programs and services to meet the specific needs of children.
- ° Provides Reference Service to children and teachers, and provides Reader's Advisory service.
- Evaluates materials and services, and assists in the selection of materials for Library acquisition.
- Assists in promoting Library use, especially programs and services of the Children's Service.
- Prepares and presents Library programs and supervises program presentation by subordinate staff.
- **Advertising through the creation of posters and flyers**
- Monitors the conditions of the Children's Service area, and the security of the Children's Collection and area.
- Meets with members of the Library and others in order to coordinate activities and exchange information.

- Assists in drafting children's Library service policies, as assigned.
- Represents the Library on Children's Services committees and serves as the authority on the Children's Service.
- Performs related work as required.

Youth Service

Material Selection and Collection Development Responsibilities

- Keeps current on children's and teens' materials, issues, and policies.
- Maintains familiarity with the collection and makes recommendations on acquisition of Resources, and weeds the Children's and Teen's collections.
- Selects and recommends materials for purchase, Children's and Teen's collections.

Professional Responsibilities

- Presents and promotes a professional atmosphere both in and out of the Library.
- Represents the Library through participation in professional Library organizations.
- Keeps abreast of current trends and new professional techniques.

Job requirements

- Knowledge of the principles and practices of public Library functions,
- Knowledge of the needs and abilities of children and available Library materials and services.
- Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Ability to comprehend patron needs quickly and accurately.
- Working knowledge of computer applications for Library services.
- Good oral and written communication skills.
- Strong analytical, problem-solving, and trouble-shooting skills.

Qualifications

Masters of Library Science. Library experience preferred

Physical Demands

While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms, stand, walk, and/or grasp objects. The employee is occasionally required to climb, balance, kneel and crouch. Employee is required to lift up to 25 pounds.

Note: Responsibilities include but are not limited to above descriptions.

Reference Head

Technology Responsibilities

- ~~Manages all of the Library's networks and technology projects.~~
- Develops 5-Year Technology Assessment Plan.
- Oversees the integration of technology and Library services.
- ~~Coordinates technical support for all hardware and software.~~
- Prepares annual budget request for technology.
- ~~Maintains security of systems.~~
- Maintains inventory and license records for computers and technology equipment.
- Provides technical support and training to the Library staff in the use of computer systems.
- Oversees and participates in development of instructional modules and training sessions for the staff and the public.
- ~~Recommends hardware and software upgrades.~~

Material Selection and Collection Development Responsibilities

- Keeps current on reference materials, issues, and policies.
- Maintains familiarity with the collection and makes recommendations on acquisition of Resources, and weeds the Reference materials.
- Selects and recommends materials for purchase, for the Reference Collection,

Staffing Responsibilities

- Assigns regular and daily tasks to Reference staff.
- Provides technical/Reference support to Reference staff, including education and training in the use of new resources.
- Maintains current knowledge of Library technology, and takes advantage of state and regional opportunities for continuing education.

Professional Responsibilities

- Presents and promotes a professional atmosphere both in and out of the Library.
- Represents the Library through participation in professional Library organizations.
- Keeps abreast of current trends and new professional techniques.

Reference Head (cont'd)

Job Requirements

- Knowledge of the principles and practices of public Library functions.
- Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Ability to comprehend patron needs quickly and accurately.
- Strong reference Reader's Advisory skills.
- Working knowledge of computer applications for Library services.
- Good oral and written communication skills.
- Strong analytical, problem-solving, and trouble-shooting skills.

Qualifications

Masters of Library Science and 3 years of professional of Library experience with experience supervising others.

Physical Demands

While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms, stand, walk, and/or grasp objects. The employee is occasionally required to climb, balance, kneel and crouch. Employee is required to lift up to 25 pounds.

Note: Responsibilities include but are not limited to above descriptions.

Assistant Director

Assistant Director

Organizational Relationship

- Reports to Library Director
- Supervises Circulation and Processing Departments

Responsibilities include but are not limited to:

General Responsibilities

- Assists Library Director as needed.
- Participates as part of the management team with other department heads.
- Participates with other staff members in the selection and merchandising of materials which reflect the interests and needs of Library patrons and the community.
- Resolves minor patron complaints not handled by desk staff.
- Maintains inventory of resources, furniture, and equipment.
- Manages Library operations in the absence of the Director.
- Performs public relations duties, both in and out of the Library
- Performs other duties as assigned.
- Interacts with vendors, etc., as necessary.
- Attends workshops and conferences which relate to Circulation, Public Relations, or Special Programs, as necessary.
- ~~Records minutes at Board Meetings~~
- Assists at Circulation Desk when needed.

Circulation and Processing Responsibilities

- Assures that Circulation Department personnel are properly trained, and promotes individual development.
- Counsels and advises Circulation Department staff on personal and patron problems.
- Supervises processing and maintenance of all Library materials.
- ~~keesses* eferenegmon fictions music and video materials (and other materials as needed).~~

Assistant Director

- Participates in selection of non-fiction and video materials.
- Organizes and maintains Donation (Receiving) room,
- **Maintains Book sales**

Material Selection and Collection Development Responsibilities

- Keeps current on the Library's collection.
- Maintains familiarity with the collection and makes recommendations on acquisition of Resources, and assists in weeding the Adults' fiction and non-fiction collections.
- Selects and recommends materials for purchase for Video and online collections.

(cont'd)

Public Relations and Marketing Responsibilities

- Writes news releases, ads, Library flyers and publications.
- Prepares thank-you letters and receipts for donations received.
- Schedules meeting room reservations and collects monies associated with meeting rooms (deposit fees). Schedules staff coverage for after-hour meetings.
- Is responsible for public relations and marketing activities.
- Coordinates and monitors all Special Program efforts.
- Interprets community needs, developing new programs and services for all segments of the community.

Technology Responsibilities

- Creates and maintains Library website.
- Oversees the Library's automated systems (currently 'Destiny'), confirming that it is meeting the needs of the Library staff as well as the Library community.
- Updates and maintains the Library's online Collections.

Professional Responsibilities

- Presents and promotes a professional atmosphere both in and out of the Library.
- Represents the Library through participation in professional Library organizations.
- Keeps abreast of current trends and new professional techniques.

Assistant Director
Qualifications

Masters of Library Science with 3 years of library experience OR 7 years public Library experience.

(cont'd)

Job Requirements

- Knowledge of the principles and practices of public Library functions.
- Ability to administer the activities of a public Library and to supervise the work of others.
- Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Ability to comprehend patron needs quickly and accurately.
- Working knowledge of computer applications for Library services.
- Good oral and written communication skills.
- Strong analytical, problem-solving, and trouble shooting skills.

Physical Demands

While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms, stand, walk, and/or grasp objects. The employee is occasionally required to climb, balance, kneel and crouch. Employee is required to lift up to 25 pounds,

Director

Organizational Relationship

Reports to Library Board of Trustees °
Supervises all Library Departments and personnel

Responsibilities include but are not limited to:

Responsibilities to Patrons

- ° Provides a quality collection that meets the needs of the public, Envisions and interprets community needs, developing new programs and services for all segments of the community.
- Assures that the staff is responsive to patrons and deals with them in a pleasant manner. ° Resolves complaints from the public, staff, and the Library Board.
- Monitors/proctors exams as requested.
 - Assures that the Library environment is pleasant, and that the facilities and services meet patron needs and are easy to use.
- Assures that the Library is staffed at all times to meet patron needs.

Responsibilities to the Library Board

- Recommends policies and advises the Board on operational, fiscal, staffing, and facilities matters.
- Meets with the Library Board and its committees to discuss and plan policy recommendations.
- Keeps the Library Board informed on matters pertaining to libraries.
- Prepares various reports, for Board approval.
- Prepares agendas for Library Board Meetings
- Works with Board committees to carry out their directives.
- Maintains confidentiality of all Board matters.
- Performs other duties as may be assigned by the Library Board.

Fiscal Responsibilities

- Performs budgeting, financial, and purchasing functions of the Library,
- Carries out the responsibility for the care, custody, and control of all monies of the Library, including the investment of funds in accordance with State statutes.
- Approves and signs all purchase orders and checks,
- Conducts/supervises all fund-raising activities for the Library.
- Prepares for the annual budget hearing, which includes budgeting operational expenses, capital projects, and debt service, and estimating revenue to be received for the Library.
- Attends budget hearing then submits reports to the Department of Taxation.

Director (cont'd)

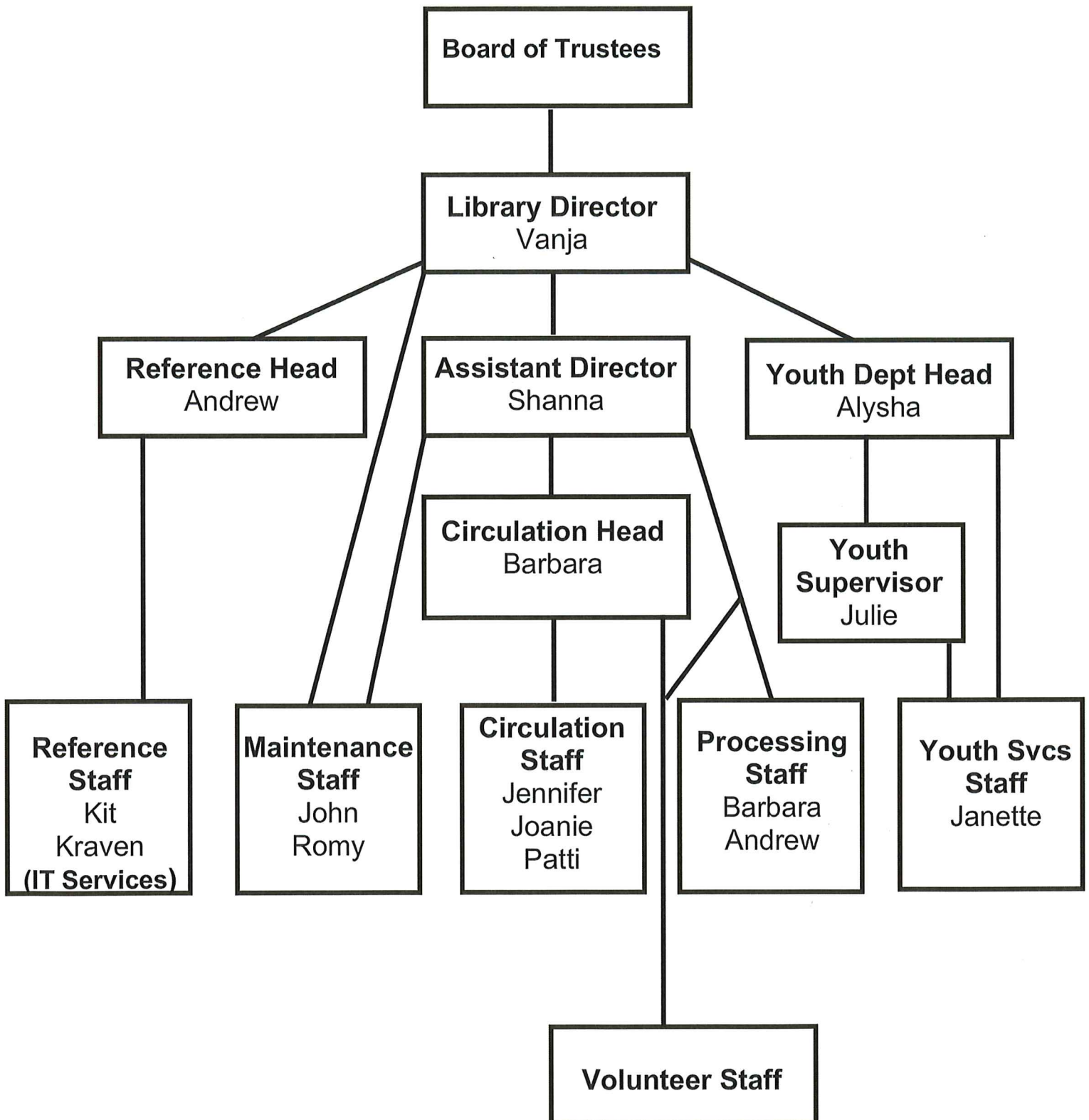
Material Selection and Collection Development Responsibilities

- Assures that the materials selected and the services provided meet the needs of the patrons and represents a judicious expenditure of funds.
- Supervises and approves the selection and purchase of all Library materials, equipment and services.
- Supervises development, implementation, and evaluation of Library programs. • Supervises an effective weeding program, which assures the collection is current with the needs of patrons.
- Coordinates selection of memorial and gift purchases.
- Interacts with vendors and salespeople as necessary.

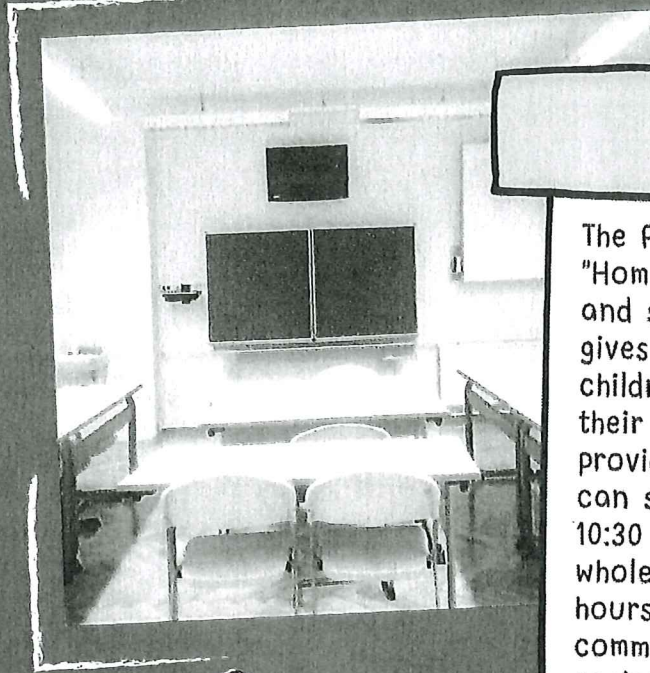
Staffing Responsibilities

- Determines staffing requirements and hires the personnel necessary to meet those needs.
 - Supervises the selection, training, and evaluation of Library staff.
- Assigns duties, defines staff responsibilities, establishes lines of authority, and delegates work to Library staff.
- ° Directly supervises the Youth Services Specialist, Reference Specialist, and Assistant Library Director,
- Works closely with supervisors and department managers in interpreting Library policies.
- Assures that personnel are properly trained and promotes individual development.
- Assures that there is an effective and fair evaluation of all personnel and that proper records are maintained.
- Informs the Board of disciplinary and possible dismissal actions.
- Balances and coordinates all employees and activities into a smoothly operating whole.
- Verifies/approves time sheets for all personnel.
- Approves travel expenses and leave requests for department managers.
- Plans and conducts staff meetings, including staff in-service days as needed.
- Recommends needed improvements in working conditions, fringe benefits, classifications, job descriptions, and salary scale.
- Coordinates Library services with department managers,
- Encourages staff development by providing opportunities for staff to attend job-related workshops and conferences.
- ' Communicates staff concerns to the Board.

ORGANIZATIONAL FLOW CHART

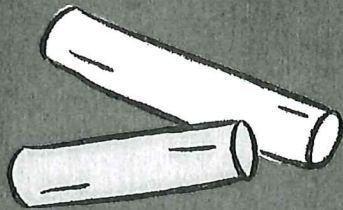


Home Schooling Group



What Is It?

The Pahrump Community Library presents "Homeschooling Group!" For homeschooler's and students in public school! This program gives families a safe space to tutor their children in all subjects. Families are to bring their own materials and the library will provide a resource exchange where families can share materials. The group is open from 10:30 a.m. to 12:30 p.m.; families can use the whole time, or come anytime within those two hours. The library is happy to help make our communities youth educational journey easier!



Ages, Time, Dates, Place!

2023 Schedule:

- Aug. 15th
- Aug. 29th
- Sept. 12th
- Sept. 26th
- Oct. 10th
- Oct. 24th
- Nov. 7th
- Nov. 21st
- Dec. 5th

Youth ages 5 to 13 years old

10:30 a.m. to 12:30 p.m.

Every Other Tuesday

Pahrump Community Library Meeting Room

Ages will be given their own space, where parents can move freely between the two. One side of the room will be for Elementary aged children (5 to 9 years old) and the other side, middle school aged children (10 to 13 years old).

What Will It Provide?



Resource Exchange



A Place to Meet People



Computer Access

