

## **Board Meeting Minutes – 11/13/2023 - DRAFT**

The meeting started with an invocation and then the Pledge of Allegiance (Item 3).

**Item 1- Call to Order:** The meeting is called to order at 10:04 AM.

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

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

### **Item 4- Trustee/Director/Liaison Comments:**

Frank Carbone- He is glad to see that all Board members are present. He says that Veterans Day went well.

**Item 5- Approval of the Agenda:** Item 7 (Emergency Items) is stricken from the agenda. The agenda is approved.

### **Item 6- General Public Comment:**

Helen Schneider- She says during the last meeting the chairman made comments about teaching Christian values. She says she wondered what he meant by that because different denominations of Christians have different values. The Constitution and the Bill of Rights says religious freedom. That means there is no official religion and the comments were unnecessary and inappropriate. Also, the chairman didn't want critical race theory taught. Is the chairman a college professor or college president? And the people in college are adults. They can choose what they want to take. She says she doesn't know what subject the chairman's college degree is in but Ms. Schneider has a degree in library science and history. She talks about the taking of Osage Indian land and the Tulsa Massacre. She has a problem with some of the things that have been said because they are inappropriate and they violate an oath that Ms. Schneider has taken several times to protect and defend the Constitution.

Lora Stewart- She says that all the members of the Board are successful business owners. She asks the Board members what their favorite book was to read while they were on their journey to becoming successful business people. John Shewalter explains to her that this is her time to make comments and questions are not answered by the Board. She mentions a number of books that she likes and says that she is sad that many of them have been banned.

Kelly Green- The entire ALA executive board including the president are not allowed to vote on ALA matters unless they need to break a tie. You (the Board) voted against the ALA because you don't like the ALA president's personal politics but those are not her professional beliefs. She will be out of office in June and she has no vote in the direction that the ALA takes.

### **Item 8- Approval of the Minutes:**

Brian Shoemake makes a motion to approve the meeting minutes for October, 9th 2023. Dave Ochenreider seconds the motion.

There are no public comments.

Board comments:

Dave Ochenreider says he was unable to review the minutes because the packet was too large.

Minutes are approved 5-0.

**Item 9- Presentation of the Treasurer's Report:** Library Director Vanja Anderson presents the treasurer's report on expenditures for October 2023, as found in the backup. John Shewalter asks about the amount spent on salaries. Vanja explains that the total is year to date not just one month. Shewalter asks what the Other Contractual expense includes. Vanja says that is on page 11 and consists of pest control, alarm, computer assistance, Destiny (our LMS [Library Management System]), and our accountant. Shewalter asks if the \$2,221.60 charge for the alarm is an annual charge. Shewalter mentions that the year to date salaries figure on page 11 matches that of page 12, which is great, but he asks what did we spend in October on payroll? Shewalter says he appreciates the cumulative figures but where is it monthly? He says that the alarm charge was also on last month's report because it's cumulative. Vanja explains that on page 16 it shows all the vendor names and what was paid and which month it was paid on so you can see that the alarm payment was made in August. Vanja explains to John Shewalter that she was putting in the monthly, so she had it for the previous month and then she totaled it for the year to date. And then the numbers weren't matching and so she removed that so the numbers from the Expense Report and from Expenditures match. Shewalter says he doesn't believe that removing data is an effective way to get the two reports to match up. Vanja explains that the data isn't removed but those expenditures haven't been paid yet because they're from this current month.

**Item 10- Approval of the Vouchers**

Brian Shoemake makes a motion to approve the vouchers for October 2023 through November 2023 and Dee Mounts seconds the motion.

Candace Hunt- States that she has a comment about page 12 but John Shewalter interrupts her telling her to restrict her comments to the vouchers which is page 15. Ms. Hunt begins speaking again talking about salaries and John Shewalter interrupts her again telling her to keep her comments restricted to the payment vouchers. Ms. Hunt says that her public comment is that John Shewalter mentioned earlier that the employees of the library should be listed as vendors. John Shewalter interrupts her, yet again, telling her that that was a presentation and there are no public comments on presentations. Michelle Nelson, from the district attorney's office, says that because Ms. Hunt is commenting on Item 10 on page 15, she is allowed to finish her comments. Ms. Hunt says there was a discussion earlier about how to determine the monthly salaries based on the spreadsheet. She says (referencing page 12) you can just subtract the previous year to date total from the current month's year to date total and you get the monthly expenditure for the current month.

Dave Ochenreider says that last month he asked for the frequency of payment to be added to the vouchers. He is informed that it is there under Recurrence. John Shewalter asks if there is anything unusual in petty cash. Vanja says there is nothing unusual.

Vouchers are approved 5-0.

**Item 11- Presentation of Librarian's Report:**

Vanja reads her report that can be found in the backup.

Shanna Gibbons reports the statistics for October 2023 which can be found in the backup.

Alysha Wogee reads the statistics for the children's programs which can be found in the backup.

John Shewalter asks Shanna Gibbons if she will be able to track the amount of our users who access Duolingo the way we were able to do it through Mango. Shanna says she is trying to figure out if that will be possible.

Regarding the Librarian's Report, John Shewalter asks Vanja Anderson who Marcie Smedley is. Vanja replies that she is the executive director of Henderson Libraries. John Shewalter asks about the information on pages 18, 19, and 20 of the backup. Vanja replies that she contacted Sourcewell and pages 18, 19, and 20 is a list of all their suppliers and contracts that deal with flooring.

John Shewalter says what he wants to find out is who was the general contractor? Who did their flooring? So we can talk to them.

John Shewalter asks how the microschool/homeschool program is going. Alysha Wogee says she has been in contact with several families in the community. Alysha says she is planning on having a meeting with a woman named Sabel Marandi sometime in December. Ms. Marandi is building a school out here and may have useful information to provide. Alysha says interest is slowly growing in the homeschool program and families are trickling in. John Shewalter says it seems like there is a lot of interest in the community once we start asking people. Vanja says that homeschooling families have been looking for socialization opportunities for their children. John Shewalter says that two months ago he asked for a meeting with the homeschool people that Vanja had contacted. He says he wants a timeline of when that meeting will happen. Alysha says she can have a meeting set up in December with Ms. Marandi who is setting up a charter school in this area. John Shewalter asks if the home school organizations out here have been contacted. Alysha says she contacted several of them and they are more interested in social opportunities so their kids can meet other people. Shewalter asks if a questionnaire has been created like what was done for the bookmobile. Before anyone can answer this question, Michelle Nelson calls for a 5 minute break. Time is 10:58 AM.

The meeting reconvenes at 11:09 AM. John Shewalter asks Vanja Anderson if a meeting date and time has been set for the micro school program. Vanja says a meeting can be set up and she suggests January. Shewalter agrees to that.

#### **Item 12- Presentation by Vanja Anderson on Bookmobile Status**

Vanja gives a presentation about the bookmobile. Specifically focusing on the data derived from two questionnaires that were created and distributed. One questionnaire was for libraries that had bookmobiles and another questionnaire was given to people in the community to gauge their interest in a bookmobile. The results from both of these surveys can be found on pages 36-55 in the backup.

When Vanja begins going over the data derived from the survey given to members of the community, John Shewalter asks who the respondents are. Vanja explains that all of the responses for this survey are from people who live in Pahrump. Shewalter asks how this survey was posted. Vanja explains that we went out into the community and handed surveys to people and we asked people to fill out the surveys when they came into the library at the desk. When Vanja finishes the presentation, Brian Shoemake

praises the effort put into gathering this data and said he would like to see the same kind of enthusiasm for the microscool project. John Shewalter says he is most impressed. Vanja asks the board if they would like a survey created regarding the microscool project. Shewalter responds by saying, "Any information that you have as an advisor to the board, you are welcome to distribute to the board members." Michelle Nelson tells Vanja that if she has any questions with respect to her communications with the board and how to handle that, to please call Michelle and she will go over that with her.

**Item 13- For Possible Action:** Discussion and deliberation to 1) approve or reject a Reading With Dogs program 2) assign Dee Mounts and Vanja Anderson to develop and implement the program.

Dave Ochenreider makes a motion to approve a reading with dogs program and Brian Shoemake seconds the motion.

Public comments:

Helen Schneider- Says it is a fabulous program and it has worked in many schools and libraries. She recommends that the library board approve this program.

Kelly Green- She says she loves the idea of a reading with dogs program.

Ginnie Okawa- She said it sounds like a fabulous program and she wholeheartedly supports it.

Board comments:

Matt Morris says it sounds like a great plan and let's get it done.

Dee Mounts says she's been trying to get this program started for a long time. She says that everyone is super excited and kids love reading to dogs.

Dave Ochenreider says he never heard of this kind of program until he read the agenda but he says it sounds like a great program.

Brian Shoemake says he loves the idea and jokes that "anytime you can teach dogs to read it's great." (crowd laughs)

John Shewalter says it's a great program and he's been involved in it before.

Measure passes 5-0.

**Item 14- Trustee/Director/Liaison Comments:**

Frank Carbone says it was a great meeting and and likes to see how everyone's cooperating.

Matt Morris says that when the packet is very large and can't be printed, he would like some foreknowledge of what is being talked about before he comes to the meeting, and not vote on it and then read it later.

Dee Mounts thanks Brian Jacobs for coming in this month and doing the invocation. She thanks the public for coming and says she hopes the Board made them happy today.

Brian Shoemake says he wants to correct the record of a public comment that was made earlier in the meeting that this country was not founded on religion or God. He mentions the Declaration of Independence. He says, "one of the most famous lines from that document is that we hold these truths

to be self-evident, that all men are created equal, that they are endowed by their Creator with the right to life, liberty and the pursuit of happiness. That is a direct reference to God, whoever your God might be. I am not contesting who your God might be but this country was founded on spiritual beliefs. And John Adams the founding father and former president”

At this point, Michelle Nelson interrupts saying this agenda item is for future workshops, committees and agendas and Brian Shoemake’s comments are off topic.

Brian Shoemake says he understands but ignores what she says picking up right where he left off. He recites the John Adams quote, “Our constitution was made only for a moral and religious people. It is wholly inadequate to the government of any other.” Brian Shoemake goes on to say that these quotes are in our documents of freedom.

John Shewalter says he wants to address some comments that were made during public comment and he starts to talk about our library’s withdrawal from the ALA but Michelle Nelson interrupts him saying that this item is regarding future meetings, workshops, and agendas. Not to address comments that were made earlier in the meeting. That is off the agenda.

John Shewalter says, “when you quote me please quote me correctly.”

**Item 15- Adjournment** at 11:33 AM.

Expense Report

Nov-23

FY 24	Current	Year to Date	Budget	Balance	% of Budget	% Remain	Period
5311 Operating Expense							
Books	\$ 1,443.00	\$ 11,775.17	\$ 50,000.00	\$ 38,224.83	24%	78%	5
Audio	\$ 401.88	\$ 1,077.88	\$ 12,000.00	\$ 10,922.12	9%	91%	5
Computer Software Programs		\$ 11,516.00	\$ 15,000.00	\$ 3,484.00	77%	77%	5
		\$ -	\$ 8,000.00	\$ 8,000.00	0%	100%	5
Operating Expenses Monthly Amount:							\$ 1,844.88
Operating Expenses Total Amount:							\$ 24,369.05
5312 Office Expense							
Office		\$ 2,000.69	\$ 10,000.00	\$ 7,999.31	20%	88%	5
Cleaning	\$ 119.00	\$ 503.25	\$ 6,000.00	\$ 5,496.75	8%	92%	5
Office Expenses Monthly Amount:							\$ 119.00
Office Expenses Total Amount:							\$ 2,503.94
5321 Advertising	\$ 244.00	\$ 122.00	\$ 3,000.00	\$ 2,878.00	4%	100%	5
5322 Postage			\$ 1,000.00	\$ 1,000.00	0%	100%	5
5331 Travel			\$ 1,000.00	\$ 1,000.00	0%	100%	5
5335 Training			\$ 3,000.00	\$ 3,000.00	0%	100%	5
5341 Communications							
Telephone		\$ 1,875.63	\$ 3,500.00	\$ 1,624.37	54%	52%	5
Internet	\$ 175.00	\$ 1,570.68	\$ 9,000.00	\$ 7,429.32	17%	83%	5
Communications Monthly Amount:							\$ 175.00
Communications Total Amount:							\$ 3,446.31
5342 Utilities							
Power	\$ 3,194.61	\$ 16,549.21	\$ 38,000.00	\$ 21,450.79	44%	65%	5
Water	\$ 901.81	\$ 2,622.15	\$ 9,000.00	\$ 6,377.85	29%	80%	5
Trash	\$ 335.06	\$ 881.07	\$ 3,500.00	\$ 2,618.93	25%	84%	5
Utilites Monthly Amount:							\$ 4,431.48
Utilites Total Amount:							\$ 20,052.43
5352 Building	\$ 225.00	\$ 3,260.42	\$ 35,000.00	\$ 31,739.58	9%	94%	5
5354 Equipment		\$ 1,549.62	\$ 15,000.00	\$ 13,450.38	10%	94%	5
5361 Professional			\$ 6,000.00	\$ 6,000.00	0%	100%	5
5365 Subscriptions & Due			\$ 3,000.00	\$ 3,000.00	0%	100%	5
5369 Other Contractual Ser.							
Pest Control		\$ 450.00	\$ 3,500.00	\$ 3,050.00	13%	91%	5
Alarm		\$ 2,221.60	\$ 3,500.00	\$ 1,278.40	63%	37%	5
Computer Assit.	\$ 375.00	\$ 5,301.23	\$ 14,000.00	\$ 8,698.77	38%	75%	5
Destiny			\$ 4,000.00	\$ 4,000.00	0%	100%	5
Accountant			\$ 20,000.00	\$ 20,000.00	0%	100%	5
Other Contractual Services Monthly Amount:							\$ 375.00
Other Contractual Services Total Amount:							\$ 7,972.83
5371 Property Insurance			\$ 40,000.00	\$ 40,000.00	0%	100%	5
3595 Grants		\$ 2,803.11					5
<b>Total</b>	<b>\$ 7,414.36</b>	<b>\$ 66,079.71</b>	<b>\$ 316,000.00</b>	<b>\$ 249,920.29</b>	<b>21%</b>	<b>86%</b>	<b>5</b>
5110 Salaries							
Salaries	\$ 37,982.02	\$ 205,584.45	\$ 615,000.00	\$ 409,415.55	33%	76%	5
Benefits	\$ 18,894.84	\$ 100,794.92	\$ 269,063.00	\$ 168,268.08	37%	72%	5
Salaries and Benefits Monthly Amount							\$ 56,876.86
<b>Grand Total</b>		<b>\$ 369,655.97</b>	<b>\$ 1,200,063.00</b>	<b>\$ 830,407.03</b>	<b>31%</b>	<b>78%</b>	<b>5</b>
5610 Capital		\$ 3,414.00	\$ 757,940.00	\$ 754,526.00	0%	100%	5

Item 9

9

Pahrump Library Expenditures FY 24 Cumulative Account

	Budget	July	August	September	October	November	December	January	February	March	April	May	June
Salaries & Wages	615,000.00	31,824.70	70,932.62	110,010.05	167,602.29	205,584.31							
Retirement	154,063.00	8,261.56	19,672.44	31,134.25	48,344.37	59,862.45							
Workers Comp	7,000.00		3,488.25	3,488.25	3,488.25	3,488.25							
Group Insurance	78,000.00	6,608.58	13,216.95	19,825.32	26,433.69	33,042.06							
Medicare	15,000.00	452.40	1,008.42	1,563.98	2,382.50	2,927.72							
Social Security	15,000.00	251.38	564.20	865.71	1,251.27	1,474.44							
Unemployment													
Total Labor	884,063.00	47,398.62	108,882.88	166,887.56	249,502.37	306,379.23	0.00	0.00	0.00	0.00	0.00	0.00	-
Operating Expense	85,000.00	5,177.22	10,418.47	14,225.44	15,312.87	24,369.05							
Office Expense	16,000.00			1,380.30	1,670.79	2,503.94							
Advertising	3,000.00					122.00							
Postage	1,000.00												
Travel	3,000.00												
Training	3,000.00												
Communications	12,500.00	193.33	2,273.89	3,241.86	3,245.34	3,446.31							
Utilities	47,500.00	4,468.33	5,213.75	10,775.43	15,686.23	20,052.43							
Professional	6,000.00												
Building	35,000.00			1,343.42	1,978.42	3,260.42							
Equipment	15,000.00		96.00	96.00	833.62	1,549.62							
Subscriptions/Dues	3,000.00												
Other Contractual	45,000.00		2,073.50	4,983.40	6,086.31	7,972.83							
Property Insurance	40,000.00												
Miscellaneous													
Total Supplies	315,000.00	9,838.88	20,075.61	36,045.85	44,813.58	63,276.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	1,199,063.00	57,237.50	128,958.49	202,933.41	294,315.95	369,655.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Projects					3,414.00	3,414.00							

Pahrump Library Revenues FY 2024 Cumulative

	August	September	October	November	December	January	February	March	April	May	June	Budget
<b>TAXES</b>												
Property	65,464.03	433,482.71	438,827.84	649,260.46								1,125,098.00
<b>INTERGOVERNMENTAL</b>												
Consolidated Tax			15,880.25	30537.62								
SCCRT Loss				12,547.02								
Grants												
<b>FINES</b>												
Fines and Forfeiture	381.15	813.40	813.40	813.40								
<b>CHARGES FOR SERVICES</b>												
Photo Copies/Fax/ Notary	2,480.30	3,462.85	6,015.25	7,221.95								14,000.00
Miscellaneous/Books	2,830.64	3,860.14	5,114.24	6,490.59								22,000.00
<b>Total Revenues</b>	71,156.12	441,619.10	466,650.98	706,871.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,161,098.00
<b>Expenditures</b>												
Salaries and Benefits	108,882.88	166,887.56	249,502.37	306,379.23								
Services and Supplies	20,075.61	36,045.85	44,813.58	63,276.60								
<b>Total Expenditures</b>	128,958.49	202,933.41	294,315.95	369,655.83	0.00	0.00	0.00	0.00	0.00	0.00	875,139.67	
<b>Revenue minus expense</b>	-57,802.37	238,685.69	172,335.03	337,215.21	0.00	0.00	0.00	0.00	0.00	0.00	-875,139.67	
<b>End of year</b>												
<b>Cash in Hand</b>												

Vanja Anderson



Collections for Month of Nov 23

Day	Credit-Ref	Fax-Ref	Copies-Ref	Donations- Misc.	Notary	Donations Ci Fines-Circ	Misc.-Circ	Used Books	Book-tique	Lost	Raffle	Copies-Circ	Credit-Circ	People	Swap
Wed	1	\$ 17.80	\$ 1.00	\$ 47.45	\$ 5.10	\$ 40.00	\$ 3.75	\$ 21.50	\$ 15.00	\$ 2.00			\$ -	228	13
Thur	2	\$ 10.97	\$ -	\$ 32.10	\$ 2.85	\$ 10.00	\$ 1.35	\$ 30.50	\$ 8.00	\$ 1.00			\$ 3.34	219	27
Fri	3	\$ 2.40	\$ 2.00	\$ 63.15	\$ 4.65	\$ -	\$ 6.20	\$ 26.50	\$ -	\$ -			\$ 6.18	200	9
Sat	4	\$ 15.80	\$ -	\$ 16.40	\$ 2.35	\$ -	\$ -	\$ 43.00	\$ -	\$ -			\$ 13.65	168	2
Sun	5														
Mon	6	\$ 25.80	\$ 4.00	\$ 38.55	\$ 2.40	\$ 10.00	\$ 7.90	\$ 30.00	\$ 10.00	\$ 3.00			\$ 68.00	312	17
Tues	7	\$ 11.60	\$ 6.00	\$ 26.80	\$ 0.85	\$ 40.00	\$ 62.25	\$ 24.60	\$ -	\$ -			\$ 18.00	284	17
Wed	8	\$ 11.85	\$ 22.00	\$ 89.60	\$ 5.30	\$ 30.00	\$ 9.15	\$ 36.00	\$ 15.00	\$ 1.00		\$ 0.20	\$ 15.00	278	13
Thur	9	\$ 7.20	\$ 1.00	\$ 28.50	\$ 0.55	\$ -	\$ 4.70	\$ 9.55	\$ -	\$ 1.00			\$ 1.00	214	39
Fri	10														
Sat	11	\$ 12.40	\$ -	\$ 23.10	\$ 0.05	\$ -	\$ 3.00	\$ 16.50	\$ 3.00	\$ 1.00			\$ 1.00	253	3
Sun	12														
Mon	13	\$ 6.60	\$ 16.00	\$ 32.55	\$ 10.90	\$ 10.00	\$ 31.45	\$ 29.00	\$ 6.00	\$ -	\$ 5.00		\$ 90.50	247	24
Tues	14	\$ 0.35	\$ 5.00	\$ 30.00	\$ 5.65	\$ 30.00	\$ 33.40	\$ 27.50	\$ 5.00	\$ 1.00		\$ 0.60	\$ 28.00	229	15
Wed	15	\$ 0.20	\$ 5.00	\$ 49.90	\$ 1.35	\$ 20.00	\$ 9.90	\$ 61.70	\$ 3.00	\$ -			\$ 8.00	292	18
Thur	16	\$ 35.80	\$ -	\$ 79.25	\$ 1.65	\$ -	\$ 44.15	\$ 24.00	\$ -	\$ -			\$ 15.70	236	31
Fri	17	\$ 0.80	\$ 5.00	\$ 21.40	\$ 1.10	\$ -	\$ 27.90	\$ 20.50	\$ 16.00	\$ -			\$ 12.00	163	0
Sat	18	\$ -	\$ 16.00	\$ 12.40	\$ 2.35	\$ -	\$ 25.65	\$ 52.20	\$ -	\$ -	\$ 5.00		\$ 3.00	166	0
Sun	19														
Mon	20	\$ 0.30	\$ -	\$ 41.65	\$ 0.85	\$ 30.00	\$ 12.30	\$ 15.70	\$ 2.00	\$ -			\$ 103.50	198	31
Tues	21	\$ 16.80	\$ 4.00	\$ 22.05	\$ 0.65	\$ 20.00	\$ 12.10	\$ 4.00	\$ 1.00	\$ -			\$ 20.00	212	31
Wed	22	\$ 4.60	\$ 1.00	\$ 22.10	\$ -	\$ -	\$ 6.25	\$ 16.80	\$ 11.60	\$ 1.00	\$ 8.00		\$ 4.12	193	9
Thur	23														
Fri	24														
Sat	25	\$ -	\$ 15.00	\$ 17.50	\$ 0.05	\$ -	\$ 7.30	\$ 46.00	\$ 7.00	\$ 3.00			\$ 1.20	231	0
Sun	26														
Mon	27	\$ 39.60	\$ 1.00	\$ 25.20	\$ 5.75	\$ -	\$ 1.50	\$ 16.20	\$ 6.00	\$ 4.00			\$ -	220	21
Tues	28	\$ 7.95	\$ 2.00	\$ 46.40	\$ 5.40	\$ -	\$ 5.80	\$ 42.00	\$ 6.50	\$ 1.00			\$ 74.40	257	26
Wed	29	\$ 1.00	\$ 17.00	\$ 44.40	\$ 1.50	\$ -	\$ 19.20	\$ 28.70	\$ 12.50	\$ 1.00	\$ 2.00		\$ 6.40	307	5
Thur	30	\$ -	\$ 2.00	\$ 31.25	\$ 4.45	\$ -	\$ 8.65	\$ 12.00	\$ 2.00	\$ 1.00	\$ 7.00		\$ -	211	36
		Credit-Ref	\$ 125.00	\$ 841.70	\$ 65.75	\$ -	\$ 343.85	\$ 634.45	\$ 129.60	\$ 21.00	\$ 27.00	\$ 0.80	Credit-Circ	5318	387
			\$ 229.82										\$ 492.99		

Cash Total \$ 2,583.05

Credit Only Total \$ 722.81

General Fund Payments

Nov-23

Vendor Name	Item	Recurrence	Amount
A & H Insurance	Insurance	Annual	\$
A to Z Databases	Databases	Annual	\$
AT&T	Phone	Monthly/Annual	\$
Awards Plus	Supplies	As Needed	\$
Baker & Taylor	Books	Monthly	\$ 383.88
Blackstone Audio	Audio	Monthly	\$
Book Page	Magazine	Yearly	\$ 402.00
C&S Waste Solutions	Trash	Monthly	\$ 335.06
Center Point Large Print	Books	Yearly / As needed	\$
Comtech Business System	Phone	As Needed	\$
Cutting Edge Lawn Care	Lawn	Monthly	\$ 225.00
Daniel C. McArthur	Accountant	As Needed	\$
Demco	Supplies	As Needed	\$
EBSCO	Databases	As Needed	\$
Findaway	Audio	Monthly	\$ 401.88
Follet	ebooks	Yearly	\$
Gale	Books	Monthly	\$ 657.67
Genuine Pest Control	Pest Control	Monthly	\$
Great Basin Water	Water	Monthly	\$ 1155.73
Grey House Publishing	Books	As Needed	\$
Jon Aire	HVAC	As Needed	\$
Johnson Controls	Alarm	Yearly	\$
Kully	Equipment	As Needed	\$
Las Vegas Review Journal	Ads	As Needed	\$ 244.00
Legislative Counsel Bureau	Books	As Needed	\$
Library Store	Supplies	As Needed	\$
Marks Service Center	Supplies	As Needed	\$ 119.00
Mastercraft Electronics	Electronics	As Needed	\$
Nevada Library Cooperative	ebooks	As Needed	\$
Nevada Public Agency Insurance Pool	Insurance	Yearly	\$
Network Savants	IT	As Needed	\$ 375
Office1	Copies	Monthly	\$
Pahrump Valley Glass	Windows	As Needed	\$
Peter's Carpet Cleaning	Carpet	As Needed	\$
Petty Cash	Misc.	Monthly	\$ 1525.34
Pitney Bowes	Supplies	As Needed	\$
Proquest	Database	Annual	\$
Public Agency Compensation Trust	Workers Comp	Quarterly	\$
Staples	Supplies	As Needed	\$
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	\$ 700.00
USA Today	Newspaper	As Needed	\$
Userful	Computers	Yearly	\$
Valley Electric	Power	Monthly	\$ 2910.94
Valley Electric	Internet	Monthly	\$ 175.00
Vortex	Doors	As Needed	\$
World Book	Books	As Needed	\$

<b>Total</b>		\$	<b>9,610.50</b>
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See Authorization to Pre-Pay Letter

\_\_\_\_\_  
David Ochenreider

\_\_\_\_\_  
Brian Shoemake

\_\_\_\_\_  
John Shewalter

\_\_\_\_\_  
Dee Mounts

\_\_\_\_\_  
Matt Morris

Item 10

13

Vendor Name	Item	Recurrence	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov
A and H Insurance	Insurance	Annual							\$ 32,225.22						
ALA	Professional Org	Annual	\$ 175.00												
ARSL	Professional Org	Annual													
Amazon	Books/Equipment	As needed	\$ 510.41	\$ 202.75	\$ 517.01	\$ 135.99						\$ 273.86			
AT&T	Phone	Monthly													
Atoz databases	Database Service	Annual	\$ 1,780.00												
Awards Plus	Supplies	As Needed													
Baker & Taylor	Books	Monthly	\$ 1,325.68	\$ 1,184.47	\$ 1,057.95	\$ 1,476.72	\$ 1,614.89	\$ 326.60	\$ 1,224.05	\$ 332.17	\$ 926.95	\$ 1,194.90	1,206.94	4189.02	383.88
Blackstone Audio	Audio	Monthly	\$ 569.83	\$ 195.75		\$ 548.94	\$ 331.05	\$ 231.74	\$ 399.62	\$ 446.49	\$ 719.41				
Book Page	Magazine	Yearly	\$ 390.00			\$ 155.28		\$ 160.14	\$ 315.42	\$ 156.53	\$ 169.20	\$ 169.20	164.67		402
C&S Waste Solutions	Trash	Monthly							\$ 2,869.20						335.06
Center Point Large Print	Books	Yearly/ As Needed	\$ 2,869.20											2869.2	
Comtech Business Systems	Phones	As needed												125	
Cutting Edge Lawn Care	Lawn	Monthly	\$ 405.00	\$ 360.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 940.00	\$ 585.00	\$ 180.00	\$ 180.00	\$ 275.00		405	225.00
Daniel C. McArthur	Accountant	As Needed				\$ 2,380.00			\$ 11,829.00	\$ 915.00					
Supplies	Supplies	As Needed	\$ 280.84						\$ 424.82						
EBSCO	Database Service	As Needed							\$ 468.12	\$ 4,675.00	\$ 221.11	\$ 56.41	6841.00		401.88
Findaway	Audio	Monthly	\$ 412.88		\$ 385.88	\$ 848.76	\$ 608.81	\$ 803.76	\$ 409.88	\$ 409.88	\$ 1,164.66				
Follett	ebooks	Yearly				\$ 649.83			\$ 432.88						
Gale	Books	Monthly	\$ 493.30	\$ 481.84		\$ 365.12	\$ 633.74	\$ 312.34	\$ 588.39	\$ 344.98	\$ 316.12	\$ 873.16	488.67	462.08	657.67
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	\$ 610.43	\$ 610.43	\$ 632.94	\$ 611.82	\$ 619.44	\$ 599.00	\$ 623.92	\$ 601.49	\$ 597.22	\$ 1,173.44	1,206.54	874.99	1,155.73
Grey House Publishing	Books	As Needed			\$ 342.00										
Industrial Light and Power	Lights	As Needed	\$ 86,788.90		\$ 11,495.00			\$ 9,611.00							
JonAlire	HVAC	As needed						\$ 2,900.00		\$ 2,313.00				293.00	
Johnson Contoris	Alarm	As Needed	\$ 740.20	\$ 220.00	\$ 220.00		\$ 244.00	\$ 244.00	\$ 915.00	\$ 244.00		\$ 2,221.60		122	244.00
Las Vegas Review Journal	Ads	As Needed									\$ 125.00				
Library Store	Books	Bi-Annual													
Supplies	Supplies	As Needed							\$ 331.05						
Equipment	Equipment	As Needed													
Kully	Supplies	As Needed													
Mark's Service Center	Supplies	As Needed	\$ 187.73	\$ 42.50	\$ 776.60	\$ 198.80	\$ 733.31		\$ 169.00	\$ 254.40		\$ 503.25	798.15	798.15	119.00
Mastercraft Electronics	Electronics	As Needed									\$ 1,024.00				
Nevada Library Cooperative	ebooks	Annual							\$ 4,000.00						
Nevada Public Agency Insurance Pool	Insurance	As Needed							\$ 500.00	\$ 500.00	\$ 500.00				
Network Savants	IT	As Needed	\$ 244.45		\$ 186.47	\$ 186.47	\$ 634.47	\$ 634.47	\$ 2,526.92	\$ 552.82	\$ 1,923.00	\$ 688.30	952.91	1736.52	375
Office1	Copies	Monthly	\$ 96.00	\$ 96.00	\$ 650.47	\$ 481.52	\$ 981.00	\$ 96.00	\$ 449.02	\$ 96.00	\$ 96.00		737.62	591.00	
Pahrump Valley Disposal	Trash	Monthly	\$ 160.14	\$ 160.14											
Pahrump Valley Glass	Trash	Monthly											1518.42		
Peter's Carpet Cleaning	Carpet	As needed					\$ 5,000.00								
Petty Cash	Misc.	Monthly	\$ 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	\$ 1,311.57	1728.94	2650.11	1525.34
Phiney Bowes	Supplies	As Needed				\$ 61.08			\$ 122.06	\$ 35.00		\$ 61.08		\$ 35.00	
Proquest	Database	Annual							\$ 1,556.60						
Public Agency Compensation Trust	Workers Comp	As Needed								3973.5	\$ 5,113.50				
Sprint	Hotspots	Monthly	\$ 691.10	\$ 689.50		\$ 200.86	\$ 689.10	\$ 690.10	\$ 690.90	\$ 690.90	\$ 690.10	\$ 690.50	700		
Staples	Supplies	As Needed	\$ 805.46	\$ 726.46		\$ 200.86	\$ 200.86	\$ 200.86	\$ 155.10	\$ 231.20	\$ 509.60	\$ 174.00			
State of Nevada Legislative Counsel Bureau	Books	As Needed				\$ 594.50									
Statewide Fire Protection	Inspection	As Needed/Quarterly	\$ 490.00	\$ 280.50	\$ 95.00	\$ 1,520.00		\$ 95.00	\$ 1,580.00		\$ 1,615.00			585	
Summit	Fire Protection	As needed	\$ 280.00												
T-Mobile	T-Mobile	As needed												700	700.00
USA Today	Newspaper	As needed						\$ 398.55							
Useful	Computers	Yearly					\$ 3,585.00			\$ 2,390.00					
Valley Electric	Power	Monthly	\$ 2,042.67	\$ 2,847.20	\$ 2,697.95	\$ 2,978.24	\$ 2,697.08	\$ 2,174.36	\$ 592.70	\$ 2,793.76	\$ 2,762.09	\$ 4,968.73	3917.54	3194.61	\$ 2,910.94
Valley Electric	Internet	Monthly	\$ 150.00	\$ 150.00	\$ 150.00	\$ 187.78	\$ 187.78	\$ 185.00	\$ 370.00	\$ 185.00	\$ 190.08		215.00	195.00	175.00
Vortex	Doors	As Needed								\$ 559.00					
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

December 11, 2023

We are in the mist of holiday season. Everyone enjoyed their Thanksgiving break and we are preparing for Christmas. The train display with the Pahrump Valley Modular Group will be back and set up this month.

There has been some issue with T-Mobile after they incorporated Sprint. Thankfully we have still been able to pay our bills but Shanna and I have spent a lot of time of the phone with them trying to get into our account. It was very frustrating for everyone involved.

**BUILDING NEWS:** I had the box for the CCTV monitor surveillance system replaced. It has been a big improvement. The building has been decorated for Christmas.

**EMPLOYEES:** We are still on the look out for a security person. The position will be further advertised for a brooder reach. It had been calm while the weather was decent but patron incidents are on the uptick again. We had one patron make inappropriate comments towards Alysha and Janette and he will be dealt with.

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

	July	Aug	Sept	Oct	Nov
<b>TOTAL USAGE</b>	<b>6519</b>	<b>6973</b>	<b>6467</b>	<b>6660</b>	<b>6483</b>
Childrens' (in-house)	1471	1771	1813	1916	1955
Adults' (in-house)	3599	3760	3283	3405	3313
<b>TOTAL USAGE (in-house)</b>	<b>5070</b>	<b>5531</b>	<b>5096</b>	<b>5321</b>	<b>5268</b>
OverDrive (digital media)	1425	1420	1358	1339	1215
Mango Languages (digital learning)	24	22	13	0	0
<b>TOTAL USAGE (digital)</b>	<b>1449</b>	<b>1442</b>	<b>1371</b>	<b>1339</b>	<b>1215</b>
% childrens' (in-house)	0.29	0.32	0.36	0.36	0.37
% adults' (in-house)	0.71	0.68	0.64	0.64	0.63
<b>TOTAL MATERIALS ADDED</b>	<b>194</b>	<b>225</b>	<b>157</b>	<b>192</b>	<b>161</b>
in-house materials added	176	204	136	176	144
eAudio titles added	11	9	10	4	4
eBook titles added	7	12	11	12	13
streaming video titles added	0	0	0	0	0
Patron Count	5766	6028	5470	6198	5318
Swaps	373	452	403	432	387
Internet users (website)	736	802	776	766	705
Sessions	1191	1369	1259	1248	1139
Internet/computer usage	679	744	707	814	731
Wireless	820	797	642	769	816
Ref Transactions	1125	1261	1106	1254	1247
Ref Questions/ILL's	50	76	59	57	82
Curbside Pickups	47	53	60	53	60
Curbside Returns	50	74	57	78	72
Patrons	22	25	23	23	25
Special & Chess/NF/Comp		210	78	39	22
S.T.E.A.M.	0	0	167	128	145
Babytime	0	0	123	179	156
Story Time	0	0	123	124	144
Special Programs (turkey)	96	12	0	0	35
Homeschool Group	0	0	0	9	0
Holiday Parties	0	0	0	56	0
Teen Club/Teen Party	59	45	30	69	36
Fine Amnesty Collected				149.95	
Fine Amnesty Waived				359.75	



December 1, 2023

Pahrump Community Library Board of Trustees  
701 East Street  
Pahrump, Nevada 89048

Re: Investigation of allegations of hostile work environment

Dear Trustees,

Thank you for your interest in retaining Cardinal Law Office, Ltd. (hereinafter "CLO") to provide investigative services to the Pahrump Community Library (hereinafter "CLIENT") with respect to allegations of hostile work environment at the Pahrump Community Library. This engagement letter sets forth the terms and scope of our representation and will constitute a binding agreement between CLO and CLIENT when accepted and executed by CLIENT.

#### SCOPE OF REPRESENTATION

CLO agrees to provide legal services to CLIENT in the form of an impartial workplace investigation. The scope of the investigation will be to investigate the facts related to the allegations of hostile work environment. It is anticipated that the investigation will include interviews of the COMPLAINANT, the subject of the complaint and any individuals identified as witnesses. All relevant documents, policies, tangible items and applicable ordinances, regulations and laws will also be reviewed. Thereafter, unless otherwise directed, a report will be prepared documenting the results of the investigation. The report will set forth factual findings, and if requested, conclusions as to whether any policy or law has been violated. CLO will provide CLIENT through its outside counsel, Rebecca Bruch, Esq., with a copy of the report but will not provide copies to either the COMPLAINANT or to individual subject(s) of the complaint. CLIENT through its outside counsel, Rebecca Bruch, Esq., shall have sole discretion and the exclusive right to release copies of the report to the COMPLAINANT and/or the individual subject(s) of the complaint as permitted by CLIENT's policies or applicable laws. All components of these investigative services will be protected by the attorney-client and work product privileges unless they are waived by CLIENT.

If during the investigation, CLO becomes aware of other potential claims that are outside the scope of this assignment, CLO will so inform CLIENT through its outside counsel, Rebecca Bruch, Esq., but will not investigate those claims unless CLIENT expressly directs and only after this engagement letter is amended to expand the scope of the investigation or a separate written agreement is completed.

GaryCardinal@CardinalLawReno.com  
3095 Bramble Drive  
Reno, NV 89509  
Tel: (775) 870-7494

Page 1 of 4

Item 14

17

Bruch, Esq., but will not investigate those claims unless CLIENT expressly directs and only after this engagement letter is amended to expand the scope of the investigation or a separate written agreement is completed.

It is understood and agreed that CLO will not act as an advocate for CLIENT or COMPLAINANT. It is further understood and agreed that CLO will not provide legal advice to CLIENT with respect to what employment actions, if any, should be taken as a result of the investigative findings, nor will CLO represent CLIENT in any legal action or proceeding. To the extent it deems it necessary, CLIENT shall utilize the services of in-house or outside legal counsel for legal advice regarding the results of the investigation. CLO will take all direction regarding this investigation from Rebecca Bruch, Esq.

#### **TERM AND TERMINATION**

The term of this agreement will commence upon execution by CLIENT, but the provisions will retroactively apply to any work performed by CLO at CLIENT'S request prior to final execution. This agreement will conclude upon the delivery of the investigative report to Rebecca Bruch, Esq., unless terminated earlier as set forth immediately below.

Either party may terminate this agreement at any time without cause, subject to any ethical obligations applicable to CLO. Termination shall be by written notice and shall be effective as of the date the non-terminating party receives such notice. If terminated by CLO, all reasonable and practicable efforts will be made to protect CLIENT'S interests with respect to the matter that is the subject of this agreement. Should early termination occur pursuant to this paragraph, CLIENT remains responsible for all fees and costs incurred by CLO through the effective date of termination.

#### **CLIENT'S RESPONSIBILITIES**

CLIENT'S cooperation and assistance are vital to the timely completion of a full and fair investigation. CLIENT agrees to take all reasonable steps necessary to ensure that all potential evidence, including but not limited to hard copy documents, electronically stored documents, e-mails, voice messages, text messages and social media are preserved, including any electronic matter residing on personal devices of its employees, officers and directors.

CLIENT agrees to provide CLO with access to its employees and other persons within its control. It is anticipated that all interviews will be conducted via Zoom or other virtual platform. CLO will require CLIENT'S assistance in coordinating interviews and providing space for such interviews to take place. Should any witnesses need to be interviewed in person, CLO will confer with CLIENT through its outside counsel, Rebecca Bruch, Esq., to reach agreement on the most suitable arrangements for interviewing such witnesses, and any out-of-town travel must be preapproved by CLIENT.

CLIENT agrees to timely produce to CLO all written materials, documents and applicable policies in a timely manner and to advise CLO of any change in contact information for any individual identified as an interviewee.

### **FEES AND COSTS**

The investigation will be conducted by attorney Gary Cardinal, whose current billing rate is \$215.00 per hour. CLO periodically reviews billing rates and reserves the right to adjust such rates as appropriate. Should a billing rate adjustment occur during the course of this engagement, CLO will give CLIENT 30 (Thirty) days' notice before applying the adjusted rate. Any new rate will apply only to that work undertaken after expiration of the notice period. CLIENT may terminate this agreement by written notice given prior to the expiration of the 30 (Thirty) day notice period. Continued use of CLO services after expiration of the notice period shall constitute CLIENT'S acceptance of the adjusted rate.

Fees are determined by multiplying the hourly rate above, or any adjusted rate accepted by CLIENT, by the number of hours spent, measured in tenths of hours. Billable fees apply to all time spent on the investigation, including, but not limited to, interviews, document review, personal and telephone conferences, preparing, analyzing, and reviewing correspondence and e-mails, preparing reports, and travel time to and from witness interviews and other meetings.

CLO may from time to time incur out-of-pocket costs in conducting the investigation. Costs may include transcription services, translation services, photocopying, postage, messenger or delivery services, and travel costs. CLO will obtain authorization from CLIENT through its outside counsel, Rebecca Bruch, Esq., for any out-of-town travel prior to incurring travel costs. CLIENT shall pay the fees and costs of others, such as consultants and experts, if applicable, directly to those individuals, and in no circumstance shall CLO be responsible for such fees and costs.

Fees and costs will be billed on a monthly basis and will be documented by itemized invoices stating the date of the work performed, a description of the work performed and the amount of time spent on each item. Any costs included in the invoice will be itemized. Payment is expected withing 30 (Thirty) days of the date of the invoice. No retainer is required.

Total fees and costs will not exceed \$5,000.00 (Five Thousand Dollars) without further approval from CLIENT. If that total sum is reached before the investigation is completed, CLO will notify CLIENT and provide an estimate for the remaining work necessary to complete the investigation. CLIENT will have the option of terminating this agreement or authorizing CLO to proceed.

If CLO is required to provide testimony in any legal proceeding related to the subject matter of this investigation, CLIENT will be billed at the applicable hourly billing rate for witness testimony, preparation time, travel time, and waiting time. CLIENT shall also be responsible for any costs incurred by CLO for providing this service.

### **CHOICE OF LAW AND VENUE**

This agreement will be governed and interpreted by the laws of the state of Nevada. The venue for resolution of any dispute between CLO and CLIENT, whether by mediation, arbitration or litigation, shall be in Reno, Washoe County, Nevada.

Signatures on page 4



Cardinal Law Office, Ltd.

Pahrump Community Library

\_\_\_\_\_  
Gary A. Cardinal  
Managing Member

\_\_\_\_\_  
(Name)  
As Authorized Representative

Date \_\_\_\_\_

Date \_\_\_\_\_