

Board Meeting minutes – draft 2/13/23

Item 1- Call to Order: The meeting was called to order at 10:02 a.m.

Item 2- Member Roll Call: Present were Chairman John Shewalter, Vice Chair Brian Shoemake, Dave Ochenreider, Dee Mounts, Director Vanja Anderson, Asst. Director Shanna Gibbons, Children’s Director Alysha Wogee, Reference Director Andrew Karneges, Circulation Director Barbara Ferido, District Attorney Brian Kunzi and Library Liaison/Commissioner Frank Carbone. Guests present were members of the public.

Item 3- The Pledge of Allegiance was recited.

Item 4- Trustee/Director/Liaison Comments: Board introduced our new commissioner and library liaison, Frank Carbone. Our new district attorney Brian Kunzi also introduced himself. He wants everyone to know what his role is in the community and that he is not here to fix past problems. He also wants to be able to provide competent and legal advice to the board. Finally, Brian Shoemake wanted to thank Brian Kunzi for coming and John Shewalter wanted to explain what a change order is when it comes to library projects (directed at Jane Goodrow, who asked prior to the meeting).

Item 5- Approval of the Agenda: Item 7 (Emergency items) was stricken from the agenda. The agenda was approved as amended.

Item 6- General Public Comment:

Jane Goodrow- Thanked the board for their comments and feedback concerning the change of order.

CJ Stevens- Asked the board to reinstate the second public comment. She feels that without it, makes people feel like they cannot fully express themselves. Ms. Stevens also asked for the board to allow Director Anderson to do her job. That the board should not have full authority on what should and should not be done in the library. She also complained that the board never listens to her when she speaks.

Carolene Logue- She wanted to recognize Dr. Carter Wilson in celebration of Black History Month (February). Ms. Logue also brought attention to censorship with the collection and she thanked the library staff for ensuring the community is aware of our history.

Item 8- Approval of the Minutes: Brian Shoemake made a motion to accept the minutes of the January 9, 2023, Library Board of Trustees meeting. Dave Ochenreider seconded the motion. The minutes were approved as a vote of 4-0.

Item 9- Presentation Treasurer’s Report: Director Anderson presented the treasurer’s report on expenditures and revenues for January 2023 as found in the backup.

Item 10- Approval of Payment Vouchers: Shoemake made a motion to approve the payment vouchers for the period of January 2023 to February 2023. The motion was seconded by Mounts. The approval was made by a 4-0 vote and the vouchers were signed.

Item 11- Presentation Librarian’s Report: Director Anderson read her report found in the backup. Shanna Gibbons reported on the January 2023 library activities, which included patron traffic, books checked out, books returned, internet usage, story time, STEAM, website usage and materials added.

See report in backup. Alysha Wogee reported on the children's programs: STEAM, Baby Time, Story Time, no Train Workshop, no Game Day, no Holiday Parties, and Teen Library Club. The board asked her how many children is she averaging in her programs and she said 20 to 30 children. Numbers across the library are high mostly due to the tax season says Ms. Gibbons.

Item 12- Presentation by Daniel McArthur CPA, regarding the annual audit ending June 30, 2022. Details found in the backup.

Item 13- For Possible Action: Discussion and deliberation to provide the Library Director authority to approve expenses not to exceed \$5,000.00. Shoemake made a motion to approve and Ochenreider seconded it.

Following were public comments:

CJ Stevens- She feels okaying this item is a slap in the face to Director Anderson. Shows the boards control or lack of faith in her. She feels the board should let the director run all functions of the library. She reads state library qualifications for a board member. She believes the board is uncaring in what she has to say.

Helen Schneider- She states that librarians manage the library and that the board makes sure that the library is being ran properly. Let the director run the library.

Board comments included:

Dee Mounts- Thanks Dan MacArthur for his presentation.

Dave Ochenreider- Thanks Dan MacArthur.

Board is reminded by John Shewalter that they are commenting on Item 13 now, not Item 12.

Dave Ochenreider- Amends his comment by saying that he has confidence in the director and that she has done a good job.

Brian Shoemake- Asks Shewalter for what fund has the director been given \$5,000.00 for? He also asked Dan MacArthur if \$5,000.00 seems reasonable.

Dan MacArthur- Responded by saying that he has seen all sorts of amounts.

John Shewalter- In comment to Shoemake, he says the director has been given \$5,000.00 for all funds. He continued to read what the board's responsibilities are as defined by the NRS's.

The approval to provide the director with \$5,000.00 was made by a vote of 4-0.

Item 14- For Possible Corrective Action: Shoemake made a motion to ratify the Board's action taken on June 13, 2022, by signing and approving without an agenda item Resolution 2022-01: Resolution of the Board of Trustees of Pahrump Community Library to amend the Pahrump Library district Bookmobile Special Revenue Fund. The motion was seconded by Mounts.

Board comments included Shoemake asking Shewalter if a board member had been assigned to the project? Shewalter responded with it has not been put on the agenda yet.

Item 15- For Possible Action: Shoemake made a motion to rescind Resolution 2022-02: Resolution of the Board of Trustees of Pahrump Community Library to amend Pahrump Library District Bookmobile Special Revenue Fund. The motion was seconded by Mounts.

Public Comments are as follows:

CJ Stevens- She asked why are we rescinding? People want the Bookmobile. It is atrocious to revert money from the Bookmobile to the Micro-school, which will only host 14 children.

DA Brian Kunzi had to speak up and ask Ms. Stevens to get back to topic. He also asked the board to restart her three minutes.

Board Comments are as follows:

Dave Ochenreider- Kameron Mitchell (the previous Secretary), had investigated the Bookmobile. He is not sure if the library is ready to take on the responsibility just yet.

Brian Shoemake- He feels the library needs to do more market research. He agrees with the Bookmobile, but we need more data.

John Shewalter- He says the items in the agenda are here to clean up the mess created by the previous board. Funds were allocated but not workable. He is making sure funds can be used in the progression of the Bookmobile.

The approval to rescind the Bookmobile was made by a vote of 4-0.

Item 16- For Possible Action: Shoemake made a motion to adopt Resolution 2023-02: Resolution To Maintain the Bookmobile Special Revenue Fund that was Created By Resolution 2021-22. The motion was seconded by Ochenreider.

No public comments.

Board comments are as follows:

Brian Shoemake- Asks chair to give an explanation on what this item is pertaining to.

John Shewalter- He explained that for the Bookmobile they have approved, rescinded and now they are choosing whether to adopt or not the Bookmobile. Actions were not done correctly in the past, so they are now cleaning everything up.

Dave Ochenreider- He wants the money to remain active for the Bookmobile. However, the board needs to do more research before writing a check.

John Shewalter- Asks Director Anderson about the Bookmobile survey and how many responses have been received?

Vanja Anderson- Stated that the same amount as before has been received. Kameron Mitchell had asked for a substantial amount.

The approval to adopt the Bookmobile was made by a vote of 4-0.

Item 17- For Possible Action: Shoemake made a motion to approve 1) a proposal by Industrial Light and Power, LLC for \$22,990.00 to coordinate an Arc Flash Hazard Analysis and 2) to fund from Capital Improvements fund. The motion was seconded by Ochenreider.

Public comments are as follows:

Bruce Hofficker- The library just spent half a million dollars on new lighting. Why was Arc Hazard not taken care of during that time? This should have been taken care of while Industrial Lighting was in the middle of working.

CJ Stevens- Thanked the board for their approval of the Bookmobile. She has asked multiple lighting companies what Arc Hazard is. The law does not require it and if done should only cost \$3,000 to \$5,000. We already spent half a million on one project. She feels the board is in favor of Industrial Lighting and not in favor of the library. She also included that the board worked with a sex offender on a project in the library, and that the IT guy the board had hired messed up the air conditioning in the library and not DP Air.

Jane Goodrow- In listening to all comments and discussions, she asks for transparency. Has the board compared Arc Hazard pricing with other companies?

Bill Newyear- Asked if the Arc Hazard testing needs to be done soon? Or can it be tabled for another time?

Board Comments are as follows:

Dee Mounts- Says Mr. Newyear made a good point. Perhaps more research needs to be done.

Dave Ochenreider- The open meeting laws are keeping him from answering, for the board is not allowed to meet outside of these meetings. He wants to table it.

There was a split vote, 2-2. The motion failed.

Further explanation was provided. Brian Shoemake said that he wanted to clarify a comment made by the public. No member of Industrial Light and Power is a sex offender. Also, Arc Hazard testing does not come cheap. He would rather expend the money than deal with dead bodies if the building is unsafe. This testing is being done for public safety reasons and needs to be done now!

John Shewalter- Explained that an electrician cannot work outside of their license. Industrial Light and Power do not do the testing but hire a contractor to do it. It is the boards job to accept the bid or not. Testing is not required unless in-house people were doing work and found a problem.

Dave Ochenreider amends his decision in saying that someone did not know what they were doing before. This needs to be done.

The approval to spend \$22, 990.00 on Arc Hazard testing and to be taken out of the Capital Improvements Fund was approved. Vote was 4-0.

Item 18- Trustee/Director/Liaison Comments:

Frank Carbone (Commissioner, library liaison)- Wants the chairman to explain each item, prior to making a motion. It seems like there was some confusion with the other members of the board on what was going on.

Dee Mounts- Thanks the public for coming. Asks the public to also show respect to the board if they want it in return.

Dave Ochenreider- Says he is frustrated but has no further comments.

Brian Shoemake- Agrees with Commissioner Carbone that more explanation needs to be given in the future.

Item 19- Adjournment at 11:58 a.m.

Expense Report

Feb-23

FY 2021-22	Current	Year to Date	Budget	Balance	% of Budget	% Remain	Period
5311 Operating Expense							
Books	\$ 2,369.51	\$ 27,132.82	\$ 45,000.00	\$ 17,867.18	60%	40%	8
Audio	\$ 1,404.50	\$ 6,545.00	\$ 10,000.00	\$ 3,455.00	65%	35%	8
Computer Software		\$ 152.40	\$ 1,000.00	\$ 847.60	15%	85%	8
Programs		\$ 1,780.00	\$ 2,000.00	\$ 220.00	89%	89%	8
5312 Office Expense							
Office	\$ 336.85	\$ 4,722.87	\$ 7,500.00	\$ 2,777.13	63%	37%	8
Cleaning	\$ 198.80	\$ 2,753.03	\$ 4,500.00	\$ 1,746.97	61%	39%	8
5321 Advertising		\$ 1,582.10	\$ 3,000.00	\$ 1,417.90	53%	47%	8
5322 Postage	\$ 61.08	\$ 122.16	\$ 2,000.00	\$ 1,877.84	6%	94%	8
5331 Travel			\$ 500.00	\$ 500.00	0%	100%	8
5335 Training			\$ 500.00	\$ 500.00	0%	100%	8
5341 Communications							
Telephone		\$ 3,412.64	\$ 6,000.00	\$ 2,587.36	57%	43%	8
Internet	\$ 185.00	\$ 1,362.25	\$ 2,000.00	\$ 637.75	68%	32%	8
5342 Utilities							
Power	\$ 2,978.24	\$ 17,787.63	\$ 37,500.00	\$ 19,712.37	47%	53%	8
Water	\$ 611.82	\$ 4,641.85	\$ 9,500.00	\$ 4,858.15	49%	51%	8
Trash	\$ 155.28	\$ 1,453.00	\$ 2,500.00	\$ 1,047.00	58%	42%	8
5352 Building	\$ 1,700.00	\$ 18,832.72	\$ 35,500.00	\$ 16,667.28	53%	47%	8
5354 Equipment	\$ 481.32	\$ 4,284.03	\$ 15,500.00	\$ 11,215.97	28%	72%	8
5361 Professional		\$ 790.00	\$ 1,500.00	\$ 710.00	53%	47%	8
5365 Subscriptions & Due		\$ 390.00	\$ 2,000.00	\$ 1,610.00	20%	80%	8
5369 Other Contractual Ser.							
Pest Control	\$ 150.00	\$ 1,060.00	\$ 2,000.00	\$ 940.00	53%	47%	8
Alarm		\$ 1,931.83	\$ 2,500.00	\$ 568.17	77%	33%	8
Computer Assit.	\$ 186.47	\$ 11,246.87	\$ 16,500.00	\$ 5,253.13	68%	32%	8
Destiny			\$ 2,000.00	\$ 2,000.00	0%	100%	8
Accountant	\$ 2,380.00	\$ 2,380.00	\$ 12,000.00	\$ 9,620.00	20%	80%	8
5371 Property Insurance			\$ 27,000.00	\$ 27,000.00	0%	100%	8
Total	\$ 13,198.87	\$ 114,363.20	\$ 250,000.00	\$ 135,636.80	46%	54%	8
5110 Salaries							
Benefits	\$ 36,678.52	\$ 300,937.16	\$ 500,000.00	\$ 199,062.84	60%	40%	8
	\$ 16,785.79	\$ 121,766.74	\$ 203,000.00	\$ 81,233.26	60%	40%	8
Total	\$ 66,663.18	\$ 537,067.10	\$ 953,000.00	\$ 415,932.90	56%	44%	8
Capital Projects	\$ 11,495.00	\$ 455,837.00	\$ 700,000.00	\$ 244,163.00	65%	35%	8
Grants	\$ 534.67						

Pahrump Library Revenues FY 2023 Cumulative

	August	September	October	November	December	January	February	March	April	May	June	Budget
TAXES												
Property	11,870.93	368,187.63	553,247.96	547,484.27	581,957.92	705,592.06	816,015.44					953,000.00
INTERGOVERNMENTAL												
Consolidated Tax			13,979.28	28677.19	44,443.65	59,144.48	73,751.32					
SCCRT Loss												
Grants				19,307.30	21,381.74	41,375.74	41,375.74					
FINES												
Fines and Forfeiture			1,570.72	1,570.72	2,455.62	2,750.52	3,189.82					
CHARGES FOR SERVICES												
Photo Copies/Fax/ Notary	3,071.85	5,316.82	6,701.92	8,057.02	9,052.12	10,047.22	11,456.82					12,000.00
Miscellaneous/Books	2,616.76	4,861.73	6,765.88	8,564.78	10,292.78	11,680.32	12,834.05					22,000.00
Total Revenues	17,559.54	378,366.18	582,265.76	613,661.28	648,202.09	830,590.34	958,623.19	0.00	0.00	0.00	0.00	987,000.00
Expenditures												
Salaries and Benefits	85,420.37	163,749.89	214,099.95	263,984.20	316,555.25	369,239.59	422,703.92					
Services and Supplies	22,407.29	42,147.17	60,173.74	95,496.60	107,416.39	123,823.01	133,133.81					
Total Expenditures	107,827.66	205,897.06	274,273.69	359,480.80	423,971.64	493,062.60	555,837.73	0.00	0.00	0.00	0.00	
Revenue minus expense	-90,268.12	172,469.12	282,015.66	254,180.48	224,230.45	337,527.74	402,785.46					
End of year												
Cash in Hand												

Vanja Anderson

Vendor Name	Item	Amount
A to Z Databases	Databases	\$
ALA	Membership	\$
Amazon	Books/Equipment	\$ 135.99
AT&T	Phone	\$
Awards Plus	Supplies	\$
Baker & Taylor	Books	\$ 1476.72
Blackstone Audio	Audio	\$ 548.94
Book Page	Magazine	\$
C&S Waste Solutions	Trash	\$ 155.28
Center Point Large Print	Books	\$
Cutting Edge Lawn Care	Lawn	\$ 180.00
Daniel C. McArthur	Accountant	\$ 2380.00
Demco	Supplies	\$
DP Air	Labor	\$
EBSCO	Databases	\$
Findaway	Audio	\$ 848.76
Follet	ebooks	\$ 649.83
Gale	Books	\$ 365.12
Genuine Pest Control	Pest Control	\$ 150.00
Great Basin Water	Water	\$ 611.82
Grey House Publishing	Books	\$
Las Vegas Review Journal	Ads	\$
Johnson Controls	Alarm	\$
Mark's Service Center	Supplies	\$ 198.80
Nevada Library Cooperative	ebooks	\$
Network Savants	IT	\$ 186.47
Office1	Copies	\$ 481.32
Public Agency Compensation Trust	Workers Comp	\$
Pahrump Valley Disposal	Trash	\$
Petty Cash	Misc.	\$ 2053.48
Pitney Bowes	Supplies	\$ 61.08
Proquest	Database	\$
Sprint	Hotspots	\$
Staples	Supplies	\$ 200.86
State of Nevada Legislative Counsel Bureau	Books	\$ 594.50
Statewide Fire Protection	Inspection	\$ 1520.00
Summit	Fire Protection	\$
Valley Electric	Power	\$ 2978.24
Valley Electric	Internet	\$ 187.78
Vortex	Doors	\$

Total	\$ 15,964.99
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See Authorization to Pre-Pay Letter

David Ochenreider

Brian Shoemake

John Shewalter

Dee Mounts

Vendor Name	Item	Recurrence	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1000 Bulbs	Lights	As Needed		\$ 124.18								
A and H Insurance	Insurance	Annual	\$ 25,866.89									
ALA	Professional Org	Annual		\$ 50.00						\$ 175.00		
Amazon	Books/Equipment	As needed	\$ 1,069.74	\$ 1,070.24	\$ 792.83	\$ 623.81	\$ 491.34	\$ 1,937.28	\$ 510.41	\$ 202.75	\$ 517.01	\$ 135.99
AT&T	Phone	Monthly	\$ 172.20	\$ 172.20	\$ 1,471.26	\$ 376.44	\$ 184.53			\$ 1,780.00		
AT&Z databases	Database Service	Annual	\$ 1,780.00									
Awards Plus	Supplies	As Needed						\$ 79.50				
Baker & Taylor	Books	Monthly	\$ 5,034.85	\$ 2,575.50	\$ 1,438.84	\$ 1,749.70	\$ 975.15	\$ 792.95	\$ 1,325.68	\$ 1,184.47	\$ 1,057.95	\$ 1,476.72
Blackstone Audio	Audio	Monthly	\$ 616.09	\$ 401.17	\$ 75.45	\$ 672.89	\$ 470.14	\$ 115.25	\$ 569.83	\$ 195.75		\$ 548.94
Book Page	Magazine	Yearly							\$ 390.00			
C&S Waste Solutions	Trash	Monthly								\$ 2,869.20		\$ 155.28
Center Point Large Print	Books	Yearly/ As Needed										
Custom Home	Media	As Needed	\$ 9,085.00									
Cutting Edge Lawn Care	Lawn	Monthly	\$ 225.00	\$ 180.00	\$ 180.00	\$ 225.00	\$ 445.00	\$ 445.00	\$ 405.00	\$ 360.00	\$ 180.00	\$ 180.00
Daniel C. McArthur	Accountant	As Needed	\$ 8,264.00									\$ 2,380.00
Demco	Supplies	As Needed	\$ 499.61			\$ 217.43	\$ 475.51	\$ 17,221.65	\$ 280.84			
DP Air Corp	Labor	As Needed	\$ 1,575.00		\$ 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	\$ 388.88	\$ 733.76	\$ 428.88	\$ 434.88	\$ 736.82	\$ 412.88	\$ 412.88		\$ 385.88	\$ 848.76
Follet	ebooks	Yearly										\$ 649.83
Gale	Books	Monthly	\$ 591.77	\$ 500.23	\$ 365.42	\$ 592.47	\$ 532.18	\$ 510.19	\$ 493.30	\$ 481.84		\$ 365.12
Genuine Pest Control	Pest Control	Monthly	\$ 130.00	\$ 130.00	\$ 150.00	\$ 150.00		\$ 160.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Great Basin Water	Water	Monthly		\$ 507.48	\$ 504.08	\$ 570.69	\$ 514.57	\$ 586.63	\$ 610.43	\$ 610.43	\$ 632.94	\$ 611.82
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
Johnson Contoris	Alarm	As Needed					\$ 1,931.83			\$ 942.37		
Las Vegas Review Journal	Ads	Monthly	\$ 244.00	\$ 183.00	\$ 238.05	\$ 146.00	\$ 268.00		\$ 740.20	\$ 220.00	\$ 220.00	
Legislative Counsel Bureau	Database	Bi-Annual		\$ 125.00								
Mark's Service Center	Supplies	As Needed			\$ 108.05	\$ 211.85	\$ 387.45		\$ 187.73	\$ 42.50	\$ 776.60	\$ 198.80
Nevada Library Cooperative	ebooks	Annual	\$ 3,959.00	\$ 4,000.00								
Network Savants	IT	As Needed	\$ 623.25	\$ 7,005.47	\$ 652.25	\$ 247.33	\$ 9,915.62	\$ 244.45			\$ 186.47	
Office1	Copies	Monthly	\$ 512.35	\$ 87.00	\$ 186.75	\$ 398.65	\$ 87.00	\$ 426.00		\$ 96.00	\$ 650.47	\$ 481.32
Public Agency Compensation Trust	Workers Comp	As Needed		\$ 2,718.75								
Pahrump Valley Disposal	Trash	Monthly	\$ 310.73	\$ 163.75	\$ 163.75		\$ 491.35		\$ 160.14	\$ 160.14		
Petty Cash	Misc.	Monthly	\$ 2,683.77	\$ 1,983.36	\$ 1,412.23	147.23	\$ 182.34		\$ 3,169.68	\$ 1,033.00	\$ 896.21	\$ 2,053.48
Pitney Bowes	Supplies	As Needed				\$ 61.08	\$ 32.00	\$ 93.08				\$ 61.08
Proquest	Database	Annual	\$ 1,503.96									
Sprint	Hotspots	Monthly	\$ 690.10	\$ 1,379.80	\$ 687.70	\$ 690.70	\$ 690.70	\$ 691.30	\$ 691.10	\$ 689.50		
Staples	Supplies	As Needed	\$ 404.21	\$ 38.94	\$ 38.94		\$ 360.82	\$ 439.82	\$ 805.46	\$ 726.46		\$ 200.86
State of Nevada Legislative Counsel Bureau	Books	As Needed							\$ 490.00	\$ 280.50	\$ 95.00	\$ 1,520.00
Statewide Fire Protection	Inspection	As Needed/ Quarterly		\$ 95.00	\$ 95.00				\$ 280.00			
Summit	Fire Protection	As needed										
Valley Electric	Power	Monthly	\$ 2,160.82	\$ 2,626.67	\$ 2,641.11	\$ 2,769.63	\$ 2,160.82	\$ 1,921.21	\$ 2,042.67	\$ 2,847.20	\$ 2,637.95	\$ 2,978.24
Valley Electric	Internet	Monthly	\$ 632.00	\$ 147.75	\$ 152.25	\$ 150.00	\$ 150.00	\$ 277.25	\$ 150.00	\$ 150.00	\$ 150.00	\$ 187.78
Vortex	Doors	As Needed						\$ 2,035.00				

Capital Projects Invoices

Feb-23

Vendor Name	Item	Amount
Industrial Light and Power	Lights	11,495.00

Total	\$ 11,495.00
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See Authorization to Pre-Pay Letter

David Ochenreider

Brian Shoemake

John Shewalter

Dee Mounts

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 – Trustee
Dave Ochenreider – Trustee

LIBRARIAN'S REPORT

March 13, 2023

The book club continues to go well. Also, our CPR class is doing very well especially after there was an article in the paper on the event that drew additional interest. We are looking to set up a train display in the display shelves in the back corner of the library by the adult non-fiction section. VITA cancelled on us with short notice so we don't have any in house tax help. That said we still have and are provided the necessary tax forms.

BUILDING NEWS: We are continuing to have issues with our HVAC. I recommend that we have JonAir and/or any other HVAC contractor do a presentation so we can have another contract signed so we can began work.

EMPLOYEES: Andrew is continuing with his ESL class. We could use additional attendees.

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
TOTAL USAGE	5910	6816	5919	5374	5360	5084	6635	6233
Childrens' (in-house)	1708	1974	1656	1462	1309	1130	1424	1481
Adults' (in-house)	3597	4131	3611	3289	3426	3290	3827	3442
TOTAL USAGE (in-house)	5305	6105	5267	4751	4735	4420	5251	4923
OverDrive (digital media)	587	696	636	611	614	633	1362	1277
Mango Languages (digital learning)	18	15	16	12	11	31	22	33
TOTAL USAGE (digital)	605	711	652	623	625	664	1384	1310
% childrens' (in-house)	0.32	0.32	0.31	0.31	0.28	0.26	0.27	0.30
% adults' (in-house)	0.68	0.68	0.69	0.69	0.72	0.74	0.73	0.70
TOTAL MATERIALS ADDED	209	352	161	170	199	170	226	215
in-house materials added	209	331	161	163	189	159	201	195
eAudio titles added	0	16	0	4	6	6	11	9
eBook titles added	0	5	0	3	4	5	14	11
streaming video titles added	0	0	0	0	0	0	0	0
Patron Count	4952	5094	4885	5289	4623	4869	5232	5003
Swaps	424	427	417	479	468	458	515	488
Internet users (website)	728	853	769	808	692	646	946	725
Sessions	1245	1374	1189	1298	1174	1094	1419	1195
Internet/computer usage	395	618	602	674	617	592	565	557
Wireless	298	506	468	545	601	675	811	652
General Questions	493	227	322	411	353	580	972	776
Ref Questions	95	50	69	69	59	48	47	68

Curbside Pickups	66	82	61	56	59	71	71	34	
Curbside Returns	78	82	55	55	57	57	68	56	
Patrons	28	29	24	21	23	27	25	20	
S.T.E.A.M.	0	0	0	85	68	35	110	120	
Babytime	88	0	0	160	61	90	76	172	
Story Time	0	0	0	130	53	73	72	158	
Special Events Blind Date						46		35	
Library Game Day	69	0	0	0	0	26	0	0	
Holiday Parties	0	0	0	71	0	84	0	0	
Teen Club	49	16	12	30	21	0	19	18	



2770 E Charleston Park Ave.
Pahrump, NV 89048
775-751-2372 Fax 775-751-2399
service@jonaire.com
License # 54922 Limit 950,000.00

March 1, 2023

Pahrump Valley Library
701 East St
Pahrump, NV 89048

Scope of work: Preventative Maintenance for 2023

- 1- Visual inspection of all HVAC (4) Packaged Units
- 2- Visual inspection Mini Split unit and Wash Filter
- 3- Replace all Air Filters (40 Filters) MERV 8.
- 4- Replace or adjust all blower drive belts.
- 5- All PM's are done during normal business hours.

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of \$ 860.00 Eight Hundred Sixty Dollars and No Cents. Each Quarter (March-June-September -December)

Annual Coil cleaning addition \$400.00 _____ Initial to except

Exclusion: Does not Include Replacement of any parts without authorization (Motors, Capacitors, or Contactors, etc.).

A report will be furnished at the time of inspections detailing any findings and recommended repairs.

Contract can be canceled by either party with 30-day written notice.

Terms: Net 30

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, and other necessary insurance. Our workers are fully covered by workers compensation insurance. All materials are property of JonAire Inc. until Paid in full. Should JonAire Inc. bring suit in court to enforce the terms of this contract any judgments awarded to JonAire Inc. will include cost and attorney's fees any part of contract not paid in specified time will be subject to monthly finance charge of 1.75%.

Authorized signature Mary Waseleski Office Manager, JonAire Inc.

Note: This proposal may be withdrawn by us if not accepted within 30 days
Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of acceptance