

**CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES
CHURCHILL COUNTY, NEVADA
553 S. MAINE STREET
Fallon, Nevada 89406
(775) 423-7581**

Email: cellovd@churchillcountylibrary.org

******NOTICE OF PUBLIC MEETING******

PLEASE POST

PLACE OF MEETING: Churchill County Library 553 South Maine Street Fallon, Nevada 89406

DATE AND TIME: April 22, 2021 at 3 p.m.

TYPE OF MEETING: Regularly scheduled meeting of the Library Board of Trustees

Churchill County Library is inviting you to a scheduled Zoom meeting.

Topic: Churchill County Library Board of Trustees Monthly Meeting

Time: Apr 22, 2021 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83236564814?pwd=RHYYd1dGUGZQT0I0YWJFc2VLUDRJdz09>

Meeting ID: 832 3656 4814

Passcode: 280869

One tap mobile

+13462487799,,83236564814# US (Houston)

+16699006833,,83236564814# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 832 3656 4814

Find your local number: <https://us02web.zoom.us/j/83236564814?pwd=RHYYd1dGUGZQT0I0YWJFc2VLUDRJdz09>

Notes

- I. These meetings are subject to the provisions of the Nevada Open Meeting Law (NRS Chapter 241. Except as otherwise provided for by law, these meetings are open and public.**
- II. Action will be taken on all agenda items, unless otherwise noted.**
- III. The agenda is a tentative schedule. Agenda items may be acted upon in a different order than is stated in this notice so as to affect the people's business in the most efficient manner possible.**
- IV. The Library Board of Trustees may combine two or more agenda items for consideration, remove an item from the agenda, or delay discussion relating to an item on the agenda at any time.**
- V. Public Comment: Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter under this item of the agenda**

unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the Chairperson may prohibit comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

- VI. Any statement made by a member of the Library Board of Trustees during the public meeting is absolutely privileged.

Public Comment

AGENDA

1. Call to order
2. Pledge of Allegiance
3. Roll call of members
4. Verification of the posting of the agenda
5. Review and adoption of agenda: Action to approve the agenda as submitted or revised.
6. Review and adoption of minutes: Action to approve minutes of the Library Board of Trustees meeting on March 25, 2021.
7. Library Board of Trustees' Report
8. Library Director's Report
 - October 23, 2021, Saturday-Author David Durham, *The Risen: A Novel of Spartacus*-CAC-5-9pm
 - May 7, 2022, Saturday-Author Mindy Nettifee, Poet, *Open Your Mouth Like a Bell*-CAC-5-7 p.m.
 - Statistics
 - Opening update
 - Technical Services librarian position

Set date and time of regular/special Library Board meetings: Next meeting scheduled for Thursday May 27, 2021 at 3 p.m. at the Library Annex 507 South Maine Street Fallon, NV 89406 Rear Entrance.

OLD BUSINESS

1. Review and for possible action re: Action to approve any ideas related to library marketing and publicity.

NEW BUSINESS.

1. Review and for possible action re: Action to approve the monthly budget reports for March 2021.
2. Review and for possible action re: Action to approve the Library Gift Fund.
3. Review and for possible action re: Action to approve the Bylaws of the Library Board of Trustees.
4. Review and for Possible Action: Review of Churchill County Library Five Year Plan 2018-22

Public Comment

Adjournment.

AFFIDAVIT OF POSTING

State of Nevada)
 : ss
County of Churchill)

Maria Gill, an employee of Churchill County Nevada, being duly sworn, says: That on the 15th day of April 2021 AD, she posted a notice, of which the above is a copy, at Churchill County Administration 155 N. Taylor, Fallon, NV; Fallon City Hall 55 W. Williams Ave. Fallon, NV; Churchill County Library 553 S. Maine Street Fallon, NV; Churchill County Website www.churchillcounty.org and the Nevada State Website <https://notice.nv.gov/>.

Maria Gill

State of Nevada)
 : ss
County of Churchill)

On the 15th day of April, 2021 before a Notary Public, personally appeared Maria Gill, known to me to be the person described in and who executed the foregoing instrument. In witness whereof, I have hereunto set my hand and affixed by official seal this 15th day of April 2021.

Julie A. Gilmore

Endnotes:

Disclosures:

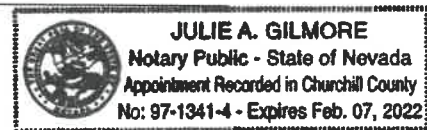
Churchill County is an equal opportunity provider and employer.

Accommodations:

Churchill County Library will make all reasonable efforts to assist and accommodate physically handicapped person desiring to attend. Persons who are disabled and require special assistance may contact the Churchill County Library Director, in writing at 553 S. Maine St., Fallon, Nevada 89406, or by calling (775) 423-7581 or the TDD Nevada relay number 711.

Procedures:

- The public meetings may be conducted according to rules of parliamentary procedure.
- Persons providing public comment will be asked to state their name for the record.
- The Library Board of Trustees reserves the right to restrict participation by persons in the public meeting where the conduct of such persons is willfully disruptive to the people's business.
- All supporting materials for this agenda are available by requesting a copy from the Library Director at 775-423-7581 prior to the meeting. During the meeting, there will be one copy available for public inspection. Additional copies are available by making the request from the Library Director. You are entitled to one copy of the supporting materials free of charge.
- In accordance with Federal law and U.S. Department of Agriculture policy, Churchill County is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability, (not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Equal Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800)795-3972 (voice) or (202)720-6382 (TDD).



March 25, 2021

The Churchill County Library Board of Trustees held a public meeting on Thursday, March 25, 2021 at the Churchill County Library located at 553 South Maine Street, Fallon, Nevada. The meeting was scheduled to begin at 3:00 p.m. The meeting was available for remote participation through Zoom.

REGULAR AGENDA ITEMS

Call to Order: Chair Marilyn Hedges-Hiller @ 3:00 pm

Roll call of members:

Present were: Chair Marilyn Hedges-Hiller, Trustees Kelli Kelly, Bill Williams, Ashlee McGarity, Jo Petteruti; Library Director Carol Lloyd; Commissioner Greg Koenig; Deputy District Attorney Joe Sanford

Verification of the posting of the agenda: Verified by Library Director Carol Lloyd

Review and adoption of agenda: A revision was made to the agenda to reflect that February budget reports will be presented. A motion was made to adopt the revised agenda by Kelli Kelly, seconded by Bill Williams. All in favor.

Review and adoption of February 25, 2021 minutes: Two revisions were made correcting typographical errors. A motion was made to adopt the revised minutes by Jo Petteruti, seconded by Ashlee McGarity. All in favor.

Board of Trustees Report:

Kelli reported that she is reading her first non-fiction book of the year: Animal, Vegetable, Junk. Carol is also reading this book.

Jo reported that she has joined a book club. She will report back after their first meeting.

Greg reported that he is on book 3 of his series - making great progress.

Library Directors Report

- October 23, 2021 - Author David Durham - this event has been rescheduled from 2020. The author is a lecturer at UNR - so this was an easy shift to facilitate. In collaboration with CAC.
- May 7, 2022 – planned reading with poet Mindy Nettifee in collaboration with CAC.
- Statistics were presented - virtual events have been a win and will continue for perpetuity.
- COVID-19 update – The library opened for in person access by patrons by appointment on March 1st. The goal is still to increase open access in phases and cautiously in order to NOT have to take steps backwards. Decisions about scope of access to the library will be based on guidance from the county board of health.

- It was reported that the county has been working with the senior center to formulate their reopening plan. The library should anticipate the expectation from commissioners that a full reopening plan is in place.
- Current guidance from the governor is 75% occupancy, masks, and social distancing.
- Concerns about not being able to enforce mask requirements.
- Next steps includes: opening up for general access, with in person events down the road
 - There is no way to regulate story hour to ensure 3' distancing between kids.
- Co-op Budget - Churchill County contribution is \$21k. Carol had budgeted for \$28k. The difference represents our portion of a \$75k transfer from the co-operative emergency fund held by the state. Some savings to the expenses of the co-operative included the director shifting to work-from-home. No longer leasing office space at the state library.

Set Date and Time for the regular Library Board Meeting: The next regular meeting of the Library Board of Trustees is set for Thursday, April 22, 2021 at 3:00 pm at the Churchill County Library at 553 South Maine Street, Fallon, NV and will be available for virtual participation. The location for the meeting might shift to the library annex dependent upon the re-opening plan & timeline.

OLD BUSINESS

Library Marketing and Publicity: Hot Off the Press Co-op Newsletter – strong Churchill County library presence. Lahontan Valley News article about “Why You Matter” flags

NEW BUSINESS

Review and Adoption of the Monthly Budget Report:

Motion was made to approve the monthly budget report by Bill Williams, seconded by Jo Petteruti. All in favor.

Review and Adoption of Library Gift Fund Report:

Motion was made to approve the library gift fund report by Bill Williams, seconded by Jo Petteruti. All in Favor.

Action to approve bylaws:

- Question about the language on terms and terming-out. Is a director prohibited from serving more than two **consecutive** terms OR is a director termed out after serving two terms? Joe Sanford will investigate the statute.

A motion was made to table any action on the bylaws until the next regular meeting of the library board of trustees by Kelli Kelly, seconded by Jo Petteruti. All in Favor.

Review of Churchill County Library 5 year plan 2018-2022

- Most measurable goals have been met.
- The library is at a crossroads - last year changed a lot of the plan.
- Please see Carol with any questions or thoughts.

Public Comment: None

Adjournment: 3:41 pm

Respectfully submitted,

A handwritten signature in cursive script that reads "Kelli Mae Kelly". The signature is written in dark ink and is positioned below the text "Respectfully submitted,".

Kelli Kelly
March 26, 2021

STATISTICS

March 2021

	March 2021	March 2020
Circulation	5,676	8,948
Patron Visits	2,268	N/A
Daily Average (Patrons)	99	N/A
Programs	16	34
Program Attendance	1,708	463

Programs:

Program count is library YouTube views of storytimes,
database tutorials, informational videos (new book, etc) & a few homebound

Grab and Go STEAM	265
Volunteers	2
Volunteer Hours	14
Meeting Room	0
Tests Proctored	0

Covid-19 Library Closes March 16, 2020

Curb Service 5/11/20

Library by Appointment 6/8/20

Curb Service 11/16/20

Library by Appointment 3/1/21

COVID-19 Reopen to Work Plan Outline

Department Name: Library

April 1, 2021

May 1, 2021

Open around May 1, 2021 based on current data.

- Masks required for public and staff on public floor
- Encourage people to not linger
- Seating at computers only
- Basic computer help available with all staff
- Computer help available by appointment with Joe
- Rest rooms open
- Clean surfaces every 2 hours and computers between use
- Curbside available
- Home delivery available
- Book drop and self-check-in inside building open
- No quarantining materials
- Drinking fountain open

June 1, 2021

Open with based on current date

- Masks required for public and staff on public floor



Churchill County, NV

Detail vs Budget Report

Account Detail

Date Range: 03/01/2021 - 03/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240 - PUBLIC LIBRARY							
Category: 400 - DIRECT SALARY EXPENSE							
Department: 551 - PUBLIC LIBRARY							
Function: 070 - CULTURE AND RECREATION							
<u>240-551-40100</u>	SALARIES-DEPT HEAD						
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
03/12/2021	PYPKT00740	PYPKT00740 - 02/22/2021...		PYPKT00740 - 02/22/2021-03/07/2021 (03/...			3,828.80
03/26/2021	PYPKT00742	PYPKT00742 - 03/08/2021...		PYPKT00742 - 03/08/2021-03/21/2021 (03/...			3,828.80
							27.87 %
<u>240-551-40200</u>	OTHER SAL & WAGES-REG						
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
03/12/2021	PYPKT00740	PYPKT00740 - 02/22/2021...		PYPKT00740 - 02/22/2021-03/07/2021 (03/...			6,219.20
03/26/2021	PYPKT00742	PYPKT00742 - 03/08/2021...		PYPKT00742 - 03/08/2021-03/21/2021 (03/...			6,219.20
							43.94 %
<u>240-551-40250</u>	SAL & WAGES - PART-TIME						
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
03/12/2021	PYPKT00740	PYPKT00740 - 02/22/2021...		PYPKT00740 - 02/22/2021-03/07/2021 (03/...			285.52
03/26/2021	PYPKT00742	PYPKT00742 - 03/08/2021...		PYPKT00742 - 03/08/2021-03/21/2021 (03/...			248.16
							69.61 %
<u>240-551-40270</u>	PART-TIME PERS SAL & WAGE						
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
03/12/2021	PYPKT00740	PYPKT00740 - 02/22/2021...		PYPKT00740 - 02/22/2021-03/07/2021 (03/...			890.50
03/26/2021	PYPKT00742	PYPKT00742 - 03/08/2021...		PYPKT00742 - 03/08/2021-03/21/2021 (03/...			890.50
							25.49 %
070 - CULTURE AND RECREATION Totals:							
			343,152.00	185,648.09	22,414.68	208,062.77	135,089.23
							39.37 %
551 - PUBLIC LIBRARY Totals:							
			343,152.00	185,648.09	22,414.68	208,062.77	135,089.23
							39.37 %
400 - DIRECT SALARY EXPENSE Totals:							
			343,152.00	185,648.09	22,414.68	208,062.77	135,089.23
							39.37 %
Category: 450 - EMPLOYEE BENEFITS							
Department: 551 - PUBLIC LIBRARY							
Function: 070 - CULTURE AND RECREATION							
<u>240-551-45100</u>	RETIREMENT						
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
03/12/2021	PYPKT00740	PYPKT00740 - 02/22/2021...		PYPKT00740 - 02/22/2021-03/07/2021 (03/...			3,199.51
03/26/2021	PYPKT00742	PYPKT00742 - 03/08/2021...		PYPKT00742 - 03/08/2021-03/21/2021 (03/...			3,199.51
							37.87 %

Account

Date Range: 03/01/2021 - 03/31/2021

AV/eBOOKS/eAUDIO - Continued

240-551-50900

Post Date

[240-551-5091](tel:240-551-5091)

Post Date

Detail vs Budget Report

Date Range: 03/01/2021 - 03/31/2021

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240-551-50910	BOOKS/PERIODICALS-CHILD - Continued	10,230.00	3,587.55	227.57	3,815.12	6,414.88	62.71 %
Post Date 03/19/2021	Packet Number APPKT00697	Source Transaction L1064504 (02/28/21)	Pmt Number 125551	Description 2035757986-NECK AND NECK	Vendor 1718 - BAKER & TAYLOR	Project Account	Amount 108.19
240-551-51630	NEVADA LIBRARY CoOp	20,460.00	14,926.49	0.00	14,926.49	5,533.51	27.05 %
240-551-51640	COLLECTION DEVELOPMENT	0.00	3,000.00	872.00	3,872.00	-3,872.00	0.00 %
Post Date 03/05/2021	Packet Number APPKT00687	Source Transaction 500071610	Pmt Number 125416	Description A GENTLEMAN IN MOSCOW/STORM OF SW...	Vendor 18029 - MIDWEST TAPE	Project Account	Amount 872.00
240-551-52400	CONTRACTED SERVICES	13,020.00	10,180.41	796.00	10,976.41	2,043.59	15.70 %
Post Date 03/19/2021	Packet Number APPKT00697	Source Transaction 03-03 21189	Pmt Number 125660	Description (4)REUPHOLSTER CUSHIONS(2)REUPHOLSTE...	Vendor 961073 - SILVER STATE INDUSTRIES	Project Account	Amount 796.00
240-551-52403	PLAT FORM FEE	3,720.00	1,000.00	495.00	1,495.00	2,225.00	59.81 %
Post Date 03/19/2021	Packet Number APPKT00697	Source Transaction L1061554 (02/28/21)	Pmt Number 125551	Description NS21020013-4/01/21-3/31/22 TS360 SUBSC...	Vendor 1718 - BAKER & TAYLOR	Project Account	Amount 495.00
240-551-52520	CONTRACT SERVICE/PROGRAM	1,162.00	0.00	0.00	0.00	1,162.00	100.00 %
240-551-55400	MEMBERSHIPS	623.00	100.00	0.00	100.00	523.00	83.95 %
240-551-55720	COPIER MAINTENANCE/USAGE	1,395.00	493.22	216.27	709.49	685.51	49.14 %
Post Date 03/05/2021	Packet Number APPKT00687	Source Transaction AR275809	Pmt Number 125423	Description #7297 BASE RATE CHARGE 02/22/21-03/21/...	Vendor 287 - OFFICE PRODUCTS, INC.	Project Account	Amount 36.99
Post Date 03/05/2021	Packet Number APPKT00687	Source Transaction AR275809	Pmt Number 125423	Description #7297 OVERAGE CHARGE 01/22/21-02/21/21	Vendor 287 - OFFICE PRODUCTS, INC.	Project Account	Amount 63.84
Post Date 03/26/2021	Packet Number APPKT00700	Source Transaction AR276966	Pmt Number 125732	Description BASE RATE 032221-042121, COPIER #7297	Vendor 287 - OFFICE PRODUCTS, INC.	Project Account	Amount 36.99
Post Date 03/26/2021	Packet Number APPKT00700	Source Transaction AR276966	Pmt Number 125732	Description OVERAGE 022221-032121, COPIER #7297	Vendor 287 - OFFICE PRODUCTS, INC.	Project Account	Amount 78.45
240-551-55800	OPERATING SUPPLIES	6,510.00	1,345.94	146.45	1,492.39	5,017.61	77.08 %
Post Date 03/05/2021	Packet Number APPKT00687	Source Transaction 6163244 022021	Pmt Number 125384	Description WATER	Vendor 15396 - ALHAMBRA	Project Account	Amount 36.93
Post Date 03/31/2021	Packet Number APPKT00705	Source Transaction ENDING 02/28/21	Pmt Number 412	Description *2240-Andriobo plug	Vendor 14779 - WELLS FARGO COMMERCIAL CARD	Project Account	Amount 12.85
Post Date 03/31/2021	Packet Number APPKT00705	Source Transaction ENDING 02/28/21	Pmt Number 412	Description *2240-Signteck transmitter	Vendor 14779 - WELLS FARGO COMMERCIAL CARD	Project Account	Amount 96.67
240-551-55840	MARKETING	930.00	354.00	0.00	354.00	576.00	61.94 %
240-551-58080	LSTA FED GRANT EXP	0.00	39,388.68	0.00	39,388.68	-39,388.68	0.00 %

Detail vs Budget Report

Account

Name

Date Range: 03/01/2021 - 03/31/2021

240-551-58400

TELEPHONE

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
03/19/2021	APPKT00697	750501-001 02/28/21	125560	020121-022821, LIBRARY	3,720.00	2,257.66	315.60	2,573.26	1,146.74	30.83 %
				Vendor 4000 - CC COMMUNICATIONS				Project Account		Amount 315.60

240-551-58600

TRAVEL AND SUBSISTANCE

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
03/26/2021	APPKT00700	02/01/21-03/18/21 TRAV...	125716	(30.6)MILES	2,325.00	84.43	17.14	101.57	2,223.43	95.63 %
				Vendor 16511 - GILL, MARIA				Project Account		Amount 17.14

240-551-58700

TRAINING

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
03/19/2021	APPKT00697	8.1750.00 03/10/21	125574	553 SOUTH MAINE STREET	20,460.00	10,818.17	1,255.80	12,073.97	8,386.03	40.99 %
03/19/2021	APPKT00697	8.1800.12 03/10/21	125574	507-A SOUTH MAINE STREET				Project Account		Amount 1,087.48
03/19/2021	APPKT00697	8.1801.05 03/10/21	125574	507-B SOUTH MAINE STREET				Project Account		Amount 126.19
				540 - CITY OF FALLON				Project Account		Amount 42.13

240-551-59200

UTILITIES-ELEC/MTR/SEWER

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
03/26/2021	APPKT00700	2710022040022 03/11/21	125739	553 S MAINE ST	3,255.00	2,463.15	517.75	2,980.90	274.10	8.42 %
03/26/2021	APPKT00700	2710022073030 03/11/21	125739	507 S MAINE ST				Project Account		Amount 412.60
				205 - SOUTHWEST GAS CORPORATION				Project Account		Amount 105.15

240-551-59400

UTILITIES-GAS

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
03/26/2021	APPKT00700	2710022040022 03/11/21	125739	553 S MAINE ST	2,790.00	783.91	32.94	816.85	1,973.15	70.72 %
03/26/2021	APPKT00700	2710022073030 03/11/21	125739	507 S MAINE ST				Project Account		Amount 32.94

240-551-59750

COMPUTERS & PRINTERS

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
03/31/2021	APPKT00705	ENDING 02/28/21	412	*2240-Internal Hard Drive	465.00	118.26	0.00	118.26	346.74	74.57 %

240-551-59760

COMPUTER SOFTWARE

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
03/31/2021	APPKT00705	ENDING 02/28/21	412	*2240-Internal Hard Drive	465.00	118.26	0.00	118.26	346.74	74.57 %

070 - CULTURE AND RECREATION Totals:

551 - PUBLIC LIBRARY Totals:

500 - SERVICES & SUPPLIES Totals:

240 - PUBLIC LIBRARY Totals:

320 - LIBRARY GIFT FUND

Category: 500 - SERVICES & SUPPLIES

Department: 691 - LIBRARY GIFTS & DONATION

Function: 070 - CULTURE AND RECREATION

320-691-52400

CONTRACTED SERVICES

320-691-52400

CONTRACTED SERVICES

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
03/26/2021	APPKT00700	2710022040022 03/11/21	125739	553 S MAINE ST	9,300.00	0.00	0.00	0.00	9,300.00	100.00 %

Detail vs Budget Report

Account

320-691-59915

Name
F. N. MORGAN TRUST EXP.

Date Range: 03/01/2021 - 03/31/2021

Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
23,250.00	0.00	0.00	0.00	23,250.00	100.00 %

320-691-59916

CHC LIBRARY ASSOCIATION

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
03/31/2021	APPKT00705	ENDING 02/28/21	412	*0470-Wooden Beads, Pony Beads - Craft su...	14779 - WELLS FARGO COMMERCIAL CARD		23.65
03/31/2021	APPKT00705	ENDING 02/28/21	412	*0470-Necklace Cord, Flower Beads - Craft S...	14779 - WELLS FARGO COMMERCIAL CARD		25.55
03/31/2021	APPKT00705	ENDING 02/28/21	412	*0470-(50)Gift Bags, Markers - Craft Supplies	14779 - WELLS FARGO COMMERCIAL CARD		26.88
03/31/2021	APPKT00705	ENDING 02/28/21	412	*0470-Pipe Cleaners,Stickers,Boxes-Craft Su...	14779 - WELLS FARGO COMMERCIAL CARD		47.55
03/31/2021	APPKT00705	ENDING 02/28/21	412	*0470-Skittles - Craft supplies	14779 - WELLS FARGO COMMERCIAL CARD		14.19
03/31/2021	APPKT00705	ENDING 02/28/21	412	*0470-Yarn, Book Marks - Craft Supplies	14779 - WELLS FARGO COMMERCIAL CARD		18.26
03/31/2021	APPKT00705	ENDING 02/28/21	412	*0470-Sealer,Spronge paint brush - Craft Su...	14779 - WELLS FARGO COMMERCIAL CARD		24.58

070 - CULTURE AND RECREATION Totals:	37,200.00	2,612.11	180.66	2,792.77	34,407.23	92.49 %
691 - LIBRARY GIFTS & DONATION Totals:	37,200.00	2,612.11	180.66	2,792.77	34,407.23	92.49 %
500 - SERVICES & SUPPLIES Totals:	37,200.00	2,612.11	180.66	2,792.77	34,407.23	92.49 %
320 - LIBRARY GIFT FUND Totals:	37,200.00	2,612.11	180.66	2,792.77	34,407.23	92.49 %
Report Total:	689,493.00	403,670.96	42,820.40	446,491.36	243,001.64	35.24 %

Detail vs Budget Report

Date Range: 03/01/2021 - 03/31/2021

Account Summary

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240 - PUBLIC LIBRARY							
Category: 400 - DIRECT SALARY EXPENSE							
Department: 551 - PUBLIC LIBRARY							
Function: 070 - CULTURE AND RECREATION							
<u>240-551-40100</u>	SALARIES-DEPT HEAD	97,531.00	62,692.80	7,657.60	70,350.40	27,180.60	27.87 %
<u>240-551-40200</u>	OTHER SAL & WAGES-REG	206,728.00	103,454.39	12,438.40	115,892.79	90,835.21	43.94 %
<u>240-551-40250</u>	SAL & WAGES - PART-TIME	16,227.00	4,394.26	537.68	4,931.94	11,295.06	69.61 %
<u>240-551-40270</u>	PART-TIME PERS SAL & WAGE	22,666.00	15,106.64	1,781.00	16,887.64	5,778.36	25.49 %
070 - CULTURE AND RECREATION Totals:		343,152.00	185,648.09	22,414.68	208,062.77	135,089.23	39.37 %
400 - DIRECT SALARY EXPENSE Totals:							
		343,152.00	185,648.09	22,414.68	208,062.77	135,089.23	39.37 %
Category: 450 - EMPLOYEE BENEFITS							
Department: 551 - PUBLIC LIBRARY							
Function: 070 - CULTURE AND RECREATION							
<u>240-551-45100</u>	RETIREMENT	95,625.00	53,016.70	6,399.02	59,415.72	36,209.28	37.87 %
<u>240-551-45150</u>	SOCIAL SECURITY	1,006.00	272.46	33.34	305.80	700.20	69.60 %
<u>240-551-45200</u>	PACT (INDUSTRIAL INS)	7,377.00	3,661.25	1,019.36	4,680.61	2,696.39	36.55 %
<u>240-551-45400</u>	GROUP INSURANCE	53,675.00	27,874.88	3,598.16	31,473.04	22,201.96	41.36 %
<u>240-551-45500</u>	MEDICARE	4,975.00	2,614.69	328.83	2,943.52	2,031.48	40.83 %
<u>240-551-45700</u>	COMPENSATED ABSENCES	3,431.00	0.00	0.00	0.00	3,431.00	100.00 %
070 - CULTURE AND RECREATION Totals:		166,089.00	87,439.98	11,378.71	98,818.69	67,270.31	40.50 %
551 - PUBLIC LIBRARY Totals:		166,089.00	87,439.98	11,378.71	98,818.69	67,270.31	40.50 %
450 - EMPLOYEE BENEFITS Totals:		166,089.00	87,439.98	11,378.71	98,818.69	67,270.31	40.50 %
Category: 500 - SERVICES & SUPPLIES							
Department: 551 - PUBLIC LIBRARY							
Function: 070 - CULTURE AND RECREATION							
<u>240-551-50400</u>	AV/eBOOKS/eAUDIO	20,460.00	20,157.13	2,565.05	22,722.18	-2,262.18	-11.06 %
<u>240-551-50900</u>	BOOKS AND PERIODICALS	30,690.00	16,886.78	1,388.78	18,275.56	12,414.44	40.45 %
<u>240-551-50910</u>	BOOKS/PERIODICALS-CHILD	10,230.00	3,587.55	227.57	3,815.12	6,414.88	62.71 %
<u>240-551-51630</u>	NEVADA LIBRARY COOP	20,460.00	14,926.49	0.00	14,926.49	5,533.51	27.05 %
<u>240-551-51640</u>	COLLECTION DEVELOPMENT	0.00	3,000.00	872.00	3,872.00	-3,872.00	0.00 %
<u>240-551-52400</u>	CONTRACTED SERVICES	13,020.00	10,180.41	796.00	10,976.41	2,043.59	15.70 %
<u>240-551-52403</u>	PLAT FORM FEE	3,720.00	1,000.00	495.00	1,495.00	2,225.00	59.81 %
<u>240-551-52520</u>	CONTRACT SERVICE/PROGRAM	1,162.00	0.00	0.00	0.00	1,162.00	100.00 %
<u>240-551-55400</u>	MEMBERSHIPS	623.00	100.00	0.00	100.00	523.00	83.95 %
<u>240-551-55720</u>	COPIER MAINTENANCE/USAGE	1,395.00	493.22	216.27	709.49	685.51	49.14 %
<u>240-551-55800</u>	OPERATING SUPPLIES	6,510.00	1,345.94	146.45	1,492.39	5,017.61	77.08 %
<u>240-551-55840</u>	MARKETING	930.00	354.00	0.00	354.00	576.00	61.94 %
<u>240-551-58080</u>	LSTA FED GRANT EXP	0.00	39,388.68	0.00	39,388.68	-39,388.68	0.00 %
<u>240-551-58400</u>	TELEPHONE	3,720.00	2,257.66	0.00	2,257.66	1,462.34	39.31 %

Detail vs Budget Report

Date Range: 03/01/2021 - 03/31/2021

Account

240-551-58600
240-551-58700
240-551-59200
240-551-59400
240-551-59750
240-551-59760

Name

TRAVEL AND SUBSTANCE
TRAINING
UTILITIES-ELEC/WTR/SEWER
UTILITIES-GAS
COMPUTERS & PRINTERS
COMPUTER SOFTWARE

320 - LIBRARY GIFT FUND

Category: 500 - SERVICES & SUPPLIES

Department: 691 - LIBRARY GIFTS & DONATION

Function: 070 - CULTURE AND RECREATION

320-691-52400
320-691-59915
320-691-59916

CONTRACTED SERVICES
F. N. MORGAN TRUST EXP.
CHC LIBRARY ASSOCIATION

	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
070 - CULTURE AND RECREATION Totals:	143,052.00	127,970.78	8,846.35	136,817.13	6,234.87	4.36 %
551 - PUBLIC LIBRARY Totals:	143,052.00	127,970.78	8,846.35	136,817.13	6,234.87	4.36 %
500 - SERVICES & SUPPLIES Totals:	143,052.00	127,970.78	8,846.35	136,817.13	6,234.87	4.36 %
240 - PUBLIC LIBRARY Totals:	652,293.00	401,058.85	42,639.74	443,698.59	208,594.41	31.98 %
070 - CULTURE AND RECREATION Totals:	37,200.00	2,612.11	180.66	2,792.77	34,407.23	92.49 %
691 - LIBRARY GIFTS & DONATION Totals:	37,200.00	2,612.11	180.66	2,792.77	34,407.23	92.49 %
500 - SERVICES & SUPPLIES Totals:	37,200.00	2,612.11	180.66	2,792.77	34,407.23	92.49 %
320 - LIBRARY GIFT FUND Totals:	37,200.00	2,612.11	180.66	2,792.77	34,407.23	92.49 %
Report Total:	689,493.00	403,670.96	42,820.40	446,491.36	243,001.64	35.24 %

Account Summary

Date Range: 03/01/2021 - 03/31/2021

Fund Summary

Fund		Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240 - PUBLIC LIBRARY		652,293.00	401,058.85	42,639.74	443,698.59	208,594.41	31.98 %
320 - LIBRARY GIFT FUND		37,200.00	2,612.11	180.66	2,792.77	34,407.23	92.49 %
Report Total:		689,493.00	403,670.96	42,820.40	446,491.36	243,001.64	35.24 %

<u>LIBRARY GIFT FUND</u>	
Total as of March 31, 2021	
<u>Balance</u>	
Building Fund-Churchill County	\$1,084.40
Gift Fund	\$12,260.93
Churchill Library Association	\$2,897.06
Morgan Trust	\$61,589.35
TOTAL	\$77,831.74

Bylaws of Churchill County Library Board of Trustees

I. Organization

This organization shall be called "Churchill County Library Board of Trustees" existing by virtue of the provisions of Chapter 379 of the Nevada Revised Statutes, and exercising the powers and duties delegated to it under the Statute.

The Board shall consist of five members appointed by Churchill County Board of Commissioners to serve a partial (when a Trustee resigns mid-term) and terms of four years, not to exceed two consecutive terms.

In accordance with Nevada Revised Statute 379.020: "The Board of County Commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees."

The Board of Trustees will notify the Board of County Commissioners of the nonattendance of any board member and request action by taken.

II. Officers

Officers of the Board shall be a chair, vice-chair, and secretary elected from among the appointed trustees at the annual meeting of the Board.

Officers shall serve a term of one year from the annual meeting at which they are elected.

Officers shall carry out the duties and responsibilities of their office.

III. Meetings

Board meetings shall be posted in accordance with the open meeting law, Nevada Revised Statute 241.

Regular meetings shall be held on the fourth Thursday of each month in the Churchill County Library or such other time and place as the Board may determine.

The annual meeting will coincide with the first meeting of the fiscal year.

For the transaction of business at any meeting a majority of the Board members must be present for a quorum.

The order of business at all regular meetings shall be as follows:

- Public comment
- Call to Order
- Pledge of Allegiance
- Roll call of members
- Verification of agenda posting
- Adoption of agenda
- Review and adoption of minutes
- Library Board of Trustees' Report
- Library Director's Report
- Set time of regular/special meeting
- Old business
- New business
- Public comment
- Adjournment

Proceedings of all meetings shall be governed by Robert's Rules of Order.

IV. Library Director

The Director shall: execute the policies adopted by the Board; be responsible for the direction and supervision of all staff members in the performance of their duties; submit to the Board monthly and annual reports; and recommend to the Board such policies and procedures as in the opinion of the Director will promote the efficiency of the Library in its service to the people of the community.

V. Amendments

The bylaws may be amended by the majority of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members prior to the meeting.

Adopted:

December 18, 2014

Amended-April 22, 2021

CHURCHILL COUNTY LIBRARY

FIVE YEAR PLAN

2018-22

Mission: Educating, entertaining and enriching our community.

Vision: The community's knowledge base powered by the magic of traditional resources and pioneering technologies with a passion for learning.

Goal 1: The Churchill County Library will identify, create, and maintain collaborations community wide.

- Identify, create and maintain partnerships with the business community
 - Collaborate with librarians, educators, community organizations and county departments.
1. Create Churchill County Museum as a branch library and catalog its book collection into the library database. Completed-July 2019
 2. Build an online Business Resource Center in collaboration with Churchill Economic Development Authority (CEDA). Completed 2018
 3. Identify all community outreach opportunities. 23 organizations identified December 2019

Goal 2: The Churchill County Library will develop and implement an effective marketing strategy for the library.

- Maintain a prominent and user-friendly website.
 - Update and expand on traditional methods of marketing; handouts, displays, etc to increase usage.
 - Determine best practices for social media.
 - Promote the library through community engagement.
1. Create a Social Media Policy. Completed August 2018
 2. Investigate professional marketing firms to assist in facilitating a marketing plan.
 3. Conduct a website usability study and update as appropriate. Ongoing
 4. Determine who is not utilizing the library and how best to promote library services. Chamber Award for Social Media-2018

Goal 3: The Churchill County Library will evaluate and create a building plan based on changing public needs.

- Evaluate current utilization of facility.
 - Assess and develop a plan for expansion of the physical plant.
 - Consider safety needs of both staff and the public.
 - Develop a financial plan to facilitate changes to the physical plant.
1. Revise the Churchill County Library Safety Manual.
 2. Assess space allocation of building based on public services and needs.
Completed-November 2019
 3. Explore options for space allocation based on future public services and needs.
Compete-November 2019
 4. Consider options for utilization of the property to the north of the library and the Annex. Compete-November 2019
 5. Work with the Churchill Library Association to enhance the Endowment Fund.
Established 2018
 6. Explore financial opportunities for expansion projects.

Goal 4: The Churchill County Library will provide educational and cultural opportunities to the community.

- Expand and strengthen early literacy to promote school readiness.
 - Identify, implement and expand programs to promote Nevada's Read by Grade Three Program.
 - Implement programs dedicated to science, technology, engineering, art and math (STEAM).
 - Create programs to support workforce development.
 - Identify and create services to promote literacy for all ages.
1. Utilize Extended Reality/Virtual Reality in STEAM programming and other opportunities as appropriate. Ongoing
 2. Create and execute a library card drive for all ages.
 3. Utilize Annex computer lab for classes. Nevada Technology Academy to begin offering classes February 2020

Approved by the Churchill County Library Board of Trustees August 23, 2018.

Updates approved by the Churchill County Library Board of Trustees January 30, 2020.