



**CHURCHILL COUNTY
LIBRARY BOARD OF TRUSTEES
CHURCHILL COUNTY, NEVADA**

155 N. Taylor Street, Suite 110

Fallon, Nevada 89406

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

AGENDA

PLEASE POST

PLACE OF MEETING: Churchill County Administrative Complex, 155 N. Taylor Street,
Commission Chambers, Fallon, Nevada 89406

DATE & TIME: June 27, 2024 at 3:00 PM

TYPE OF MEETING: Regularly Scheduled Library Board of Trustees Meeting

Live Webcasting:

<https://www.youtube.com/@churchillcounty/streams>

Notes:

- I. These meetings are subject to the provisions of 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. The Library Board of Trustees may act upon Agenda items 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. A uniform time limit of 3 minutes will be imposed upon matters devoted to public comment.***
- V. Any statement made by a member of the Library Board of Trustees during the public meeting is absolutely privileged.***
- VI. All persons participating in the meetings are put on notice that an audio and/or video recording is made of these meetings.***

AGENDA:

- 1. Call to Order.**
- 2. Pledge of Allegiance.**

3. **Public Comment.**
4. **Roll call of members.**
5. **Verification of the Posting of the Agenda.**
6. **Consideration and possible action re: Approval of Agenda as submitted or revised.**
7. **Consideration and possible action re: Approval of Minutes of the meeting held on:**
 - A. May 9, 2024.
 - B. May 16, 2024.
 - C. May 23, 2024.
 - D. May 31, 2024 - Special Meeting.
 - E. June 13, 2024 - Special Meeting.
8. **Library Board of Trustees' Report.**
9. **Library Director's Report.**
 - A. The Library Director will provide an update on staffing and operations.
10. **Old Business.**
11. **New Business.**
 - A. Consideration and possible action re: Action to approve the monthly budget reports.
 - B. Consideration and possible action re: Action to approve the Library Gift Fund Report.
12. **Set date and time of regular Library Board meeting on July 25, 2024 at 3:00 PM:**
13. **Public Comment.**
14. **Adjournment.**

STATE OF NEVADA)
 : ss.
 County of Churchill)

*I, **Pamela D. Moore, Deputy Clerk of the Board**, do hereby affirm that I posted, or caused to be posted, a copy of this notice of public meeting, on or before the **21st of June, 2024**, between the hours of **1:00 and 3:00 PM**, at the following locations in Churchill County, Nevada:*

1. *Public Library;*
2. *The Churchill County Website @ www.churchillcounty.org;*
3. *The State of Nevada Website @ <https://notice.nv.gov/>.*

Pamela D. Moore, Deputy Clerk of the Board

Pamela D. Moore, Deputy Clerk of the Board, who was subscribed and sworn to before me this 21st day of June, 2024.

Renae Paholke

Renae Paholke, Deputy Clerk

Endnotes:

Disclosures:

**Churchill County is an equal opportunity provider and employer.*

Accommodations/Nondiscrimination:

**In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies or complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency [(775)423-4092] or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the Complaint Form, call (866)632-9992. Submit your completed form or letter to USDA by:*

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202)690-7442; or
3. Email: program.intake@usda.gov.

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, previous Agendas, or Minutes are available by requesting a copy from the Clerk's office, 775-423-4092. During the meeting, there will be one copy available for public inspection. Additional copies are available by making the request from the Clerk's office. You are entitled to one copy of the supporting materials free of charge.



Churchill County Agenda Report

Date Submitted: June 18, 2024

Agenda Item #: 7.A.

Meeting Date Requested: June 27, 2024

To: Library Board of Trustees
From: Pamela D. Moore, Deputy Clerk of the Board
Subject Title: May 9, 2024.

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to approve the Minutes of the meeting held on May 9, 2024 as presented.

Discussion: The Minutes of the meeting held on May 9, 2024 are submitted for the board's consideration and approval.

Alternatives: Make edits or changes as deemed appropriate.

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Pam Moore, Deputy Clerk to the Board

Reviewed By:

Date: June 21, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: Approve

1) Ashlee McGarity Aye: 4

2) Tara Price Nay: 0

(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406

May 9, 2024

Call to Order:

The special meeting of the Library Board of Trustees was called to order at 4:00 PM on May 9, 2024.

Pledge of Allegiance:

The Pledge of Allegiance was recited by the board and public.

Public Comment:

Chair Kelly asked if there was any public comment. Gaylene Drinkut said I guess this is the best place for me to express my concerns of what I saw yesterday at the Library. When I drove up with my granddaughter, there were several kids outside in the front and, before I even got out of my car, they were cussing and shoving each other etc. I was thinking they are just middle school kids or whatever. I got out of the car and got my granddaughter out of the car and they ran into the Library and I thought they would calm down but that was not the case. When I went into the Library, it was chaos. It was not the Library I am used to going to, starting first with my children and now with my grandchildren. There was one Librarian. She was trying to keep as much order as she could by herself because the other one was on a break. I could not believe what I saw. I know I only have three minutes but it was to the level that it looked like their behavior was pretty comfortable and this must have been going on for quite some time to be allowed to do what they were doing. We had kids on the table, yelling and screaming and throwing boxes at each other. Kids were running around. There were some playing grabby-pants over in the corner. I wondered what was going on. My granddaughter had run ahead of me, so she went into the kids' area. I even told some kids on my way over to that area to be quiet because they were in the Library. I could see the Librarian trying to get some order back but they were not listening. I called the police because it was so out of control. The police came in and did a sweep and told some kids to be quiet. The kids were starting to argue with them and then ended up leaving. I am watching this and then some kids started up again, so I called one of the officers over and he said they couldn't make anyone leave unless the staff said it was okay for us to tell them to leave. These kids had pretty much taken over the place. There were a few elderly people there and someone who was trying to study. It was just not the Library that I was used to seeing. As I was leaving, the Librarian who had been on break was making excuses and was saying it is a public place and they need a place to go and they are here until their parents pick them up. It was disheartening to see what has happened to the Library. What I mean when I say it must have been for some time because unless it has been allowed and tolerated, behaviors will just keep escalating unless you get control of the behaviors. I just wanted to bring this to your attention. It was disheartening. I am sorry to see that.

Civil Deputy DA Weed said, before our next public comment, I just wanted to indicate that there were a number of written public comments that were submitted to the Clerk/Treasurer's

office and those have been included in the record. Copies have been provided to the members of the board and made available to the public today. Please let the record reflect that these have been received and are part of this record. Trustee Petteruti said do you have plans to read those into the record today? Mr. Weed said I was not going to read them into the record because they have been made a part of the record and have been provided for anyone who wishes to read them. Trustee Petteruti said will those be available when the packet is published after the meeting? Deputy Clerk Moore said the packet that is posted on our website right now includes all of these comments.

Marilyn Hedges-Hiller said I have been using the Churchill County Library for the last 17 years. I have served on the Churchill Library Association and on the Churchill County Library Board of Trustees. I started working with Carol Lloyd about 4 months after she arrived and then continuously for the next 9 years. I watched the video of the last meeting. C.L. comes in here with a good evaluation and then Kelli Kelly throws a monkey wrench into things and tries to get you to change your opinion. I am asking you to stand by your original opinion. Kelli just gave you general allegations with no specifics or anything except complaint, complaint, complaint. I had a complaint about Hoopla and I know others shared that. I went and talked to C.L. and it was resolved. I think that is what you do as an adult – you talk face to face with the person you have a complaint with. You don't go behind their back. This is serious business because you are talking about her professional reputation and her livelihood. I know it is tough because C.L. is following in Carol's footsteps and Carol was a fabulous and well-liked Librarian. That is a very high standard that she has to meet. If she were following in the footsteps behind the other prior Librarian, you would have a very different view of her. Even Carol had a rocky start in the beginning. Things were not perfect for her either. She had to learn the ins and outs of this county, of the budget, and she had complaints too, so this is not new. I want to say that C.L. is not Carol's clone. She is a unique personality just like the rest of us and she does bring strengths that I have personally experienced at the Library. She is knowledgeable, helpful, pleasant, and available. She actually has done two things that have impacted me, which are the Wowbrary Newsletter. I have always wondered how I could find out about new books and things and now, finally, it is easy. She also started a monthly book club that I participate in. I have had direct experience of some of the positives from C.L. and I am really here to ask the board to stand by its original opinion. There is nothing that happened between March and April except Kelli found complaints. I think it is important that I am able to trust you to be fair. I think C.L. probably thinks the same thing since she got the evaluation before she came here and now she is blind-sided. All I can ask is that you do your job.

Chair Kelly asked if there was any further public comment. Reid Sewell said do not live in Fallon but I am a patron of the Fallon Library and have been for 12 years. I made a statement to Pam Moore and she said she would memo each one of you but I have wanted this statement that was not included in my statement to Pam Moore. About 3 or 4 weeks ago, I noticed in the new book section at the Library when I walked in, that all I saw were female authors in the fiction section of the new books. I was a little bit concerned but I didn't say anything to anybody. I noticed, the next time I went, which was probably about 10 days later, when I counted the books, there were 100 new fiction books and 95 were by female authors and 5 were by male authors. I happen to read male authors because I read detective and mystery novels. I decided

that I would ask the Director what the problem was. When I went into her office, the door was open, and she asked me if she could help me. I said that I just had a little problem but maybe she could explain to me because I noticed that there was a preponderance of female authors in the fiction section. I asked if there was some kind of problem. She explained to me that she ordered male authors but they never seem to come in. I thought to myself, you mean the female authors come in when she orders them but not the male authors? I came very close to going into the men's room and looking in the mirror to see if my face really registered that kind of stupidity. I didn't feel that was an adequate answer. That is all I have to say. Oh, by the way, I have a witness to that conversation in case there is any problem with the truthfulness of that conversation.

Gaylene Drinkut tried to come forward for another public comment but Civil Deputy DA Weed said that, if you have already made public comment, the time for public comment is over. She said she only had a question and asked if that pertains to a question. Mr. Weed said that is correct. Trustee Petteruti said we have a second public comment period at the end of the meeting should you like to stay around.

Kieran Kalt said a lot of you probably knew my Dad, John Hanifen, who was a lifetime community member here. He was on the board forever. I have lived my whole life here and I am flabbergasted at what is going on. We need to give C.L. an opportunity here. She has not been here that long. I thought we were a loving, kind community and, if there are situations that people don't agree with, maybe she can learn from that and move on. One year is not a long time. We need to give these people time to improve, suggest what they can do in that instance, and move on from there. I feel she is very qualified. She worked in Florida, New Jersey, although you probably know her background. She has 12 years of experience. What is going to happen when we get a new person in her position that doesn't have all of that, unless you have someone in your mind already. I am not sure. I would like to mention three prominent points. First of all, I am going to piggyback on the comments about the Library. I have been there a few times and I was there today. I saw kids and parents happy and smiling. I interviewed them about what they were doing, which was art activities and reading books. It was a amazing. As a teacher, I would go there everyday with my kids. These kids were reading, doing games, interacting with each other. I think it was a wonderful experience. Now, with the situation of middle schoolers, that is a very tough situation. Maybe we can get some county resources there. I do think there should be a police officer over there. They go to the schools, so why can't they go there and see what is happening? Maybe she needs some support. You can't expect her to do everything with 1 or 2 people there. We need support, we need compassion, we need kindness. That is what our community is all about. Next, I want to address the AAUW involvement she has had. I saw in the newspaper that she doesn't get along with others, she doesn't do community service, she doesn't do this, but I would like to tell you a few positive things she has done. She goes to the AAUW meetings and was one of our guest speakers. She gave us new ideas, technology, monthly calendar events, book clubs, sites to visit, and free books. Everyone was amazed. It was just wonderful. Further, I have attended a few of her book clubs. There are a variety of themed books. Sure, there are women authors but that is probably because it was women's history month. There is probably a men's history month. This time when I went in, it was all about fire fighters and fires. She does do thematic themes very effectively. I think it was

a wonderful atmosphere with everyone contributing in the Library when I have gone in the past. Mr. Weed said your 3 minutes is up. Chair Kelly said we will have another period of public comment. Ms. Kalt said I might not be here because I have another meeting to attend but I hope that, from the bottom of your hearts, you support our Librarian.

Chair Kelly asked if there was any further public comment but there was not.

Roll call of members:

PRESENT: Trustee Kelli Kelly
Trustee Jo Petteruti
Trustee Ashlee McGarity
Trustee Jessica Rowe
Trustee Tara Price-Gritzmacher
Library Director C.L. Quillen
Civil Deputy District Attorney Jeff Weed
Deputy Clerk to the Board Pamela D. Moore

ABSENT: Commissioner Harry Scharmann

Verification of the Posting of the Agenda:

It was verified by Pamela D. Moore, Deputy Clerk to the Board, that the Revised Agenda for this meeting was posted on the 3rd day of May, 2024, between the hours of 2:00 and 5:00 PM at all of the locations listed on the Agenda, in accordance with NRS 241.

Consideration and possible action re: Approval of Agenda as submitted or revised:

Trustee Petteruti asked who composed the Agenda. Civil Deputy DA Weed said it was done through the county through the District Attorney's office and Clerk's office in association with the board Chair who put this together and published it.

Trustee Petteruti said I cannot vote in favor of this Agenda. I want to tell you up front why. I think the wording here is egregious. I think that we have done a disservice to the Library and to C.L. Quillen. I have to vote against it just because of the wording. We have never done this with the prior Director. As a matter of fact, you took issue with the way she had the Agenda worded last month. When I looked back at the Agendas that Carol wrote, they were worded the exact same way. I am not sure why you took issue with all of that. I can't vote in favor of this. Besides the fact that we are not here to consider appointments today. We have two matters of old business and one matter of new business. That is why I asked who wrote this Agenda because I would have thought it would have been done more in line with what we normally do. Would you like to speak to that seeing as you had a hand in it?

Chair Kelly said, at the last meeting, when I talked about the Agenda item and how it was written, that was as a result of being advised by the District Attorney's office. I can't speak to past Agendas and that conversation but that was as a result of being advised by the county's legal representation. Trustee Petteruti said but you specifically said that it should have been worded differently and you disagreed with C.L. when she said that was how it was written in

the past. If you do not remember how they were written, I have copies of the last one that Carol wrote. I would be happy to submit it for the record so that it might jog your memory a little bit. Chair Kelly said, to be clear, I did not disagree about the way that previous Agendas had been written. Trustee Petteruti said you disagreed with last month's Agenda. Chair Kelly said all I did was say that, because of the way it was written, after having heard from our District Attorney representation, that we were limited in what we could take action on. I don't know if Jeff Weed would like to weigh in on that further but it was through the advisement of the DA's office that I made that statement. Trustee Petteruti said so you came in thinking that we were going to take a termination action when all we had to do was approve her annual evaluation? We wouldn't have had to take any action if we weren't going to consider a termination. We could have just voted on her evaluation. Chair Kelly said it would have been within our purview, based on the information that I received from the District Attorney's office, to take a vote on approval of the evaluation. Trustee Petteruti said why would you have sought the approval of the District Attorney's office? It was a matter of course. We have done this every year for the past years that you and I have sat on this board. Chair Kelly said I received the information from the DA's office. Trustee Petteruti said you are not going to answer my question, I can tell. Do you want to take a vote on this Agenda because I am happy to vote against it right now? Chair Kelly said that is fine. I will note that the language for Item A is pulled from statute and that is where that language comes from. Trustee Petteruti said it didn't have to be there, as I said. Chair Kelly asked if there was any further discussion of the Agenda as presented. Hearing none, I will accept a motion to approve the Agenda as submitted.

Trustee McGarity made a motion to approve the Agenda as submitted. There was no second to the motion. Trustee Petteruti said would you prefer to call for a motion to reject the Agenda as submitted? Chair Kelly said I am a little puzzled as to what to do at this juncture. We have the ability to revise the Agenda. We can pass the Agenda as submitted or revised. In the absence of an Agenda, frankly, I don't know what that looks like. Trustee Petteruti said I am sure the Assistant District Attorney can guide you, which seems to have been happening.

Trustee Rowe said, to weigh in just briefly, what would it look like to revise the Agenda in such a way that you would then feel it was more in keeping with what you had asked for at the last meeting so that we could move on? Civil Deputy DA Weed said this Agenda item is primarily there to allow for if an Agenda item wants to be taken off. For example, if there were 15 items on the Agenda and someone is waiting for item 15 and the board has decided we are not going to talk about item 15, it is on there to say we are not going to address item 15 so we revise it. You can't change the wording or things like that. I do not think the going forward of today's meeting is contingent on an approval of the board to approve the Agenda. I think is more about consideration of whether something needs to be revised here. If there is not a motion, I think you can move past this item. I don't think it is contingent upon the approval of the board to continue through the Agenda items.

Trustee Petteruti said you are of the opinion, to make sure I understand, that if we do not approve our Agenda, we can still move forward with the meeting that does not have an approved Agenda? Mr. Weed said the going forward of the meeting is not – this Agenda item is to decide if there is anything you want to pull from the meeting. If not, let's approve it and go

forward. If not, we will pull it and then approve the Revised Agenda. If there is no Revised Agenda, I think that the board can proceed with the Agenda items. Trustee Petteruti said I would prefer to pull the Agenda item.

Civil Deputy DA Weed said I can provide some information. I was planning to provide it when we got to Agenda Item A but I can provide it now. This Agenda item is ajenized to allow the board to perform any number of things, whether it is from approval of the current evaluation up to and including termination. The Agenda items provides for that. In order for the board to take action on that today or to discuss all of that today, certain notifications have to be provided. For this specific instance, it is the Library Director. The Library Director needs to be noticed both: (A) that there is going to be discussion of professional competence, which Chris Spross provided that notification last week; (B) that there could potentially be administrative action taken. She was not provided that notice. While it is ajenized this way, this board cannot take administrative action today. That would be the up to and including termination type of language. She has been notified for next week's meeting, so my recommendation to the board today would be to treat this meeting as an information-gathering meeting. There have been a number of public comments presented today. There have been a number of written public comments provided and there is a lot of information that has been presented today. My recommendation is to treat this meeting today as an information-gathering meeting. I think if you skip past Agenda item A today, that would be something you could do. It will be ajenized on next week's regular board meeting. Notice has been provided. For today's meeting, the point might be moot, whether it is on there or not because my recommendation would be not to have any discussion or action taken on this specific item. Whether it is on the Agenda or not, my recommendation would be that we can move past that item. Trustee Petteruti said it is not moot, Jeff. That is the problem. Mr. Weed said I am talking about just for this specific issue of whether it will be on the Agenda or not today. I do not mean in the grand scheme of things, please do not misunderstand me on that. Trustee Petteruti said I appreciate that but it is just that reputations have already been destroyed between *The Fallon Post* news article and the wording of this Agenda. This is out in the public because we never used this language before to review a Library Director's performance evaluation, it just immediately implies that there is an issue and that is not right. I am sorry, that is wrong. We are supposed to be advocates for the Library, the library system, and for the lady that we chose. She was your choice to begin with – shame on you. Mr. Weed said I would advise again that I do not think there should be discussion or action taken on this. We are not in the Agenda item.

Mr. Weed said the other thing I was going to address was that I think last time, I believe it was you, Jo, had mentioned a closed session. There was some sort of discussion about that, although I don't remember exactly how it happened. Trustee Petteruti said I remember asking about that. Mr. Weed said I wanted to reiterate that, generally, boards, when they are talking about the character or professional competency, can hold closed sessions. When you have a position where the statute reads that when you discuss these things for a person who serves at the pleasure of the public body, such as this, and they are the head of that department, which we have here as the Library Director, the law prohibits a closed session for that. I know that was a question that was raised and I answered it just briefly last time. I wanted to let you know that I looked into it further and that is why the meetings happened this way and not in closed session.

I also wanted to put that on the record for you. Trustee Petteruti thanked him and said I did follow up and read that section, as well. Mr. Weed said, again, if the board wants to pull Item A, it will be ajenized at the meeting next week and notification has been provided. You can pull Item A and still address Items B and C if the board wants to talk about those. My recommendation would be to let this be an information-gathering meeting for you. Last week, a member of the board said they didn't feel comfortable moving forward because they didn't have enough information or something like that. I think it would be appropriate today to gather the information and, again, it will be ajenized and notification has been provided for next week's regular meeting.

Chair Kelly said to Trustee Petteruti are you making a motion to remove Item 7-A from the Agenda and then move forward with its approval? Trustee Petteruti said that is your call, Madam Chair. This is your show. I'm sorry but I told you that I was really upset with you and this is the outcome. If you want to talk about it, I have plenty of things to discuss, so let's talk about it so then we can get this stuff out more into the public domain. Chair Kelly said as our District Attorney lead identified, we are not in a position to deliberate or discuss at this meeting without putting ourselves in a position of a gray area with the Open Meeting Law or potentially having an adverse impact on compliance with that. Trustee Petterui said that is not what he said. He said we couldn't take any action on it but that doesn't mean that we can't discuss it. If we can't discuss it, then we might as well pull it. Mr. Weed said my advice would be not to discuss it either. If we are going to tread into that world of discussing it, again, notice has been provided for next week's meeting and it can be ajenized there and then it can be discussed there. Public comment and those kinds of things can all come before the board but regarding discussion, deliberation, or action, I would advise to keep that at zero today and then move on to the other Agenda items.

Member Jo Petteruti made a motion to revise the Agenda to remove Appointment Item 7-A and proceed with Item 7-B and 7-C. Member Tara Price-Gritzmacher seconded the motion, which carried by unanimous vote.

Appointments:

A- Consideration and possible action re: Evaluation of the job performance of the Library Director, C.L. Quillen, which can include consideration of the Library Director's character, any alleged misconduct, professional competence, and physical or mental health, and take administrative action, which can include action to approve the annual evaluation and authorize a one step merit increase from Grade 72 Step 1 to Grade 72 Step 2, or action up to and including termination of C.L. Quillen's employment as the Library Director.

This item was removed from the Agenda.

B- Consideration and possible action re: Update on the filled and unfilled Library employee positions, including steps and approval for recruitment and hiring of unfilled positions.

The Board of Trustees may discuss and take action regarding any of the unfilled positions at the Library.

FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Civil Deputy DA Weed said the board can discuss this item. I know that Chris Spross from HR is here. If he has some information regarding what the current status of the Library staff positions are, that may be an appropriate place to start.

Chris Spross, Assistant County Manager/HR Director, said the current staffing at the Library, to give you an idea of positions that have been vacated over the last several months is that Diane Wargo, Librarian, left at the beginning of February; Jennifer Taylor, a Page, left March 6th; at the last meeting, you heard from Joe Salisman, the IT Librarian, who left to take another position; Ashley Brown has tendered her resignation and her last day is tomorrow; and then we had one more Librarian give her two-week notice several days ago. What remains at the Library right now, in terms of positions, is one Librarian, one part-time Page, and then a newly hired part-time Page starts tomorrow. Right now, aside from the Director, there are 3 positions at the Library.

Trustee Petteruti said I wanted to point out for the record that Diane Wargo retired. She had her retirement notice submitted. It makes it sound like there was a run on staffing when, in fact, we were told by the county that positions were frozen and we couldn't fill Diane's position. I guess we just filled the Page position. This is a terrible quandary that we are in. We do not have the staffing. I don't know how we are going to pull this off with two part-time Pages and a Library Director. Budget cuts have fed into all of this, thank you very much.

Mr. Spross said, as far as Diane's position, you are correct. We were in the process of lining out interviews when the budget cut information was passed down to us. As far as the other 3 positions, those happened after the information on budget cuts was already available. I have received information that we can proceed and reinstate the recruitment for Diane's position. As far as the other 3 that have been recently vacated, I do not have any information on when we can proceed with those.

Trustee Petteruti asked C.L. if we had any interviews in the pipeline. Ms. Quillen said there are no interviews in the pipeline, as of yet. I do want to make a couple of corrections to those statements. Jennifer Taylor resigned on April 6th, not March 6th and she stayed additional time from her original resignation that she had submitted to me because she knew that I was going out of town and she did not want to leave us in a crunch. She was listed as one of the other 3, which is not actually accurate since we just filled a Page position. Mr. Spross said I was just merely listing the positions that have been vacated. You are correct and I apologize. I have April 6th written down here, as well.

Trustee Petteruti said, Chris, we are given permission to fill one position out of four? Mr. Spross said that is all that I have authorization for right now. It is not my authorization. I am just the vehicle that does the posting, setting up of interviews, and things like that. Trustee Petteruti said where do I take my complaint? Your boss? The County Commissioners? How do we shake more money out of this tree? Mr. Spross said it will have to be the County Commissioners, ultimately, as they are the ones who are responsible for approving the budget. Trustee Petteruti said you realize that we have not seen an adulterated version of our budget lately, right? The county has been working on it. Mr. Spross said, yes, we have a tentative budget and the budget hearing is scheduled. Mr. Weed said I would caution talking too much about the budget at this point because it is not agenized that way. We are agenized to talk about the positions.

Trustee Petteruti said we had 6.3 employees at one point when C.L. did the last staffing hours analysis for us before we lost some of these people. We are open 55 hours per week. I think you were here when we talked about that last month, right? I am still puzzled how we can carry 55 hours a week with half the number of people on staff. I don't see how we are going to do it. I know that is not your issue to resolve. That is our issue as a board, along with the Library Director. If we don't have permission to fill any more positions, it doesn't leave this board with very many choices. We can't ask C.L. to work 55 hours a week. We need 2 people on at all times. I don't see how we are going to do it. Anyone else have feelings on this? We are here to talk about this, right? I'm not straying too far away? Mr. Weed said the Agenda can be taken in any order or combined. You can talk about 7-B and 7-C together. Again, it is agenized for the board to talk about and take whatever direction the board wants to on that.

Trustee Rowe said, before we leave the Agenda item of positions, one of the questions that we had in the last meeting was about some of the tools that the county has at their disposal to lend some support to the Library. I did get a chance to talk to Jim about it but you are here and you might be able to give me some perspective on not just what the county can do but what the county is able and willing to do in a situation like this, such as things like overtime, tasking employees from other departments in the county to see if they want to pick up extra hours. You might already have employees in your hopper that you could task our way while we try to solve this problem because we are going to have this crunch soon and we have to keep the lights on soon. Do you have any ways that you can think of that you would prefer in the interim to help us temp this out while we solve the bigger problem?

Mr. Spross said the difficult part is the part-time employee and the overtime. The Library has two part-time employees and one full-time employee. Overtime or comp time, obviously, is something that would be available to a full-time employee. When you start looking at part-time hours, once you exceed a certain number of hours, it takes you out of the classification for being part-time and then there are additional costs in terms of benefits that need to be applied. That is always a juggling act. I know that C.L. and HR have had conversations on how far you can push that boundary to get to the point to maximize those hours before it triggers another set of benefits. In terms of other departments, everybody is in the same boat. They are all going through the same budget cuts and a lot of them also, if you look a something like the Museum, I

have had the same conversation with the Museum Director as far as how far those boundaries can be pushed before an employee gets into the next classification of benefits. I think there may be some employees out there that may want to work some overtime, The problem becomes are they the right people to work in a library? Just because you have somebody who says they are willing to work the overtime, it may not be the right fit for somebody to work in the library. It is a special talent to work in a library and you can't just take somebody that runs a motor grader and say I am going to put you in the library because you want some overtime. I think things like that can be explored but we have to be very careful when it comes to the hours. Again, everybody is going through the same crunch when it comes to the budget cuts.

Trustee Rowe said I appreciate that, Chris. That was kind of the impression I was getting after my conversation but I felt that it was better coming from you for the record. The other follow up question to that would be, is there a mechanism for temping? Can we do some sort of a temp hire that you could put out in the short-term like this with the understanding that this is temporary and not a permanent county employee that we could move more quickly or an emergency hire system? Mr. Spross said that is certainly something that we can look at. I will be honest, I haven't. I can certainly take feedback from the board and see if there is something to that effect that may be able to come in be able to fill some of those spots. I am certainly happy to take that information and get together with C.L. and see if there is anything that we can make work.

Trustee Rowe said I have a feeling that the next question about hours is also going to be attendant upon what we can do with the human power situation that we have going on. I appreciate it.

Trustee Petteruti said do we have any discussion about steps and approval for recruitment, hiring of unfilled positions? Have you given this any thought? Trustee Rowe said it sounds to me like there are some things that need to be answered but, at least, the first step of opening up that Adult Librarian services, let's start the hiring process and move as quickly as we can with that one. With the rest of these, it sounds like there is a willingness to explore the options but we do not have the answers yet, so we will need to take it up in the next meeting. Trustee Petteruti said, Chris, when can we start interviewing for that Senior Librarian position? Mr. Spross said it has been probably 4 weeks since the interviews were set up for the vacated position back in February. We can reach out to those people. They were all from out of state. We can reach out and see if they would still be interested in interviewing if they haven't taken another job. If that pool is greatly reduced because people have taken other jobs or they are not interested anymore, then we would likely have to start the recruitment process all over again with a posting and then receiving applications and doing the subject matter expert review and that sort of thing. Trustee Petteruti said, technically, it could start as quickly as tomorrow? Mr. Spross said it could. The calls could be made to see if people are available, yes. Trustee Petteruti said the posting could go up tomorrow, as well, right? Mr. Spross said it could go up tomorrow. Trustee Petteruti said that would be fabulous, thank you.

Chair Kelly said since it seems like there is additional information that needs to be gathered, would you be available to have some answers or strategies at the meeting scheduled next week? Mr. Spross said I can give you options but I don't feel right about giving you strategies. Strategies are the responsibility of this board. I could say we have found a half a dozen people that would be willing to put in some time at the library but I am uncomfortable giving any sort of strategies to this board. I would be happy to see if I can find some people who would be willing to do that. Chair Kelly said is it reasonable for you to also look into some sort of emergency or temp hire that could be employed? Mr. Spross said the way the county works, specifically, and I am going to use Manpower as an example because that is what I am familiar with, Manpower does not go through Human Resources. It goes through the department. Every department is responsible for reaching out to Manpower to try to fill their needs. What I can do is get verification that that is something that we should be doing and then give that information to C.L. to follow up with. Unless I am wrong, that has been the county's policy to have it done within the department. Chair Kelly said that seems like it is something that could be pretty nimble then too. Trustee Petteruti asked C.L. if she was okay with getting in touch with Manpower, which she agreed to.

Chair Kelly asked if there was any other discussion about this Agenda item. She asked if we have any idea, since I know that C.L. has filed the waivers for the gapping of positions at least for 2 positions, the Library Assistant and the IT Librarian position, I am guessing you have these already for the other position that Chris mentioned, so do we have an idea about the timeline for those? Mr. Spross said the Position Review Board is made up of four people. I don't want to say it has been a struggle but I also don't want to call a meeting every single time we get a waiver, so I have gotten 2 or 3 together and then tried to pull the board together. I can reach out to the board and see what their availability is and work through that. Again, I can pull the board together, I can present the waiver and, obviously, C.L. will be there, as well, but there is no guarantee what kind of position the board will take. That will be up to C.L. and how the board feels about that. I will see what I can pull together as far as putting a meeting together. There was no further board discussion on this item.

C- Consideration and possible action re: Update on Library schedule and hours, including action to ensure the Library maintains the current schedule and hours or action to reduce or modify the Library hours and schedule.

The Board of Trustees can discuss the library hours and schedule, including taking action to limit or reduce the hours the library is open.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Trustee Petteruti said I can restate my concern that I do not see that we can stay open 55 hours a week with not even two full-time employees. Maybe the Pages are 4 hours a day. What do you all think?

Trustee Rowe said, given the most recent resignation, I think we are in a situation where, at least for a period of time, we may need to consider doing a reduction for a temporary amount of time. It was difficult and this came onto our Agenda last time because it is difficult to staff with the number and it sounds like it is going to become rapidly more difficult. It has become a different problem. Do you have a plan that you would like to put in place knowing what you know? C.L. Quillen said, as I mentioned at the last meeting, I would rather maintain some of our evening and Saturday hours because I think that that is important for the community. Not everybody can get there Monday-Friday from 9:00 - 5:00. That was one of the suggestions that staff had mentioned to me. I think if we could do Tuesdays and Wednesdays with 8 hours, ending at 7:00 PM, and then the other days 9:00 - 5:00, we should be able to do that with a Tuesday through Saturday with the staffing we have. It may be tight or difficult if people have vacation or need to take sick time. I am not sure what else to do. Full-time staff need to get their 40 hours in. I want to make sure that we are open enough hours for that to happen and to try to serve the community as fast as possible given the circumstances. One Page is willing to work some additional hours. She has been doing a great job and has been very flexible with that. I think she would welcome the opportunity to continue to work some additional hours but it is a matter of negotiating what the board feels is important in terms of the hours and then what the staff are able to manage.

Trustee McGarity said, when we had the COVID emergency, if I remember correctly, our Library went to just parking lot pick up services with just one person on staff. Is there a way that we could supplement the services that we offer outside of programming and things like that with a similar set up? C.L. said that is certainly an option. That is not something that I had considered because I was not here but, having worked in other libraries, I did parking lot pick up and I know how much people don't like it because they want to come in and browse and see what is there and flip through the books and do all of those things. Of course, it doesn't help people who are coming in to use the computers or people who just need a space to just be, but it is certainly an option. There are other options. One of the things that I had put in the waivers was that we could look into lockers. A lot of libraries are employing lockers. They are not inexpensive and, of course, they would have to be ordered and installed, so there would be a period of delay in doing something like that. However, that would be another option to provide people with the ability to pick up their items whenever it was convenient for them, which isn't a bad idea just in general outside of this situation.

Trustee Price-Gretzmacher said I agree and think it is really important to have the evening and Saturday hours as a priority. I know that I can't get to the Library during a normal workday, usually, and I am sure there are a lot of other people that can't. I think Saturdays are hugely important. However we can manage that would be very important.

Trustee Rowe said I also think that, since we have another meeting coming up in a week and since you have the resignation tendered but you have two weeks with the individual, that does give you time to call the temp service and see if there is anything that could be tasked on a short form and what the budget might be on that. That would be information that we could use.

Trustee Rowe said I do have another question. How do we use our volunteers in some of these situations? Are there tasks that they can fulfill that would assist us here? Ms. Quillen said we use our volunteers to the fullest extent that we possibly can. Volunteers have been helping more with shelving books and preparing for the summer reading program. The philosophy in the past, which I agree with, is that due to patron confidentiality, we can't have the volunteers on our computer systems checking people in and out, looking people up and those kinds of things but, certainly, where we can, we can utilize the volunteers. We have one Page that is just starting tomorrow, so she will be brand new. The Page that has been with us for the last year has assisted at the desk. I wonder if there is not some way that we couldn't give her, although this may be a question for HR, some sort of a temporary increase in salary or something because she is just making right around minimum wage and I feel like it is not fair to take advantage of her willingness and ability and not pay her what we would be paying somebody who is covering the desk. I don't know if that is a possibility to give a temporary increase while she is assisting with doing some of those things. Trustee Rowe said that helps.

Trustee Rowe said the thought that I was having on the hour question was would it be possible for a volunteer to extend the reach while one Librarian who was on rather than two to give you lunch times or to give you a little bit of spread. If it is not possible, advise me, as I am new. That was my thinking for this Agenda item. C.L. said while they would not be able to cover lunch if someone needed to be out at the desk, if the board is comfortable with a volunteer being the second person in the building and being responsible for any situations that might arise, then that is certainly a possibility. We do have people here for a longer period of time but I also have somebody on vacation from Tuesday through Saturday of next week. I currently have myself scheduled for all of the hours that the Library is open or staffed because staff come in an hour before the Library opens. I have myself scheduled from either 8:00 - 6:00 or 8:00 - 7:00 every day next week. Depending on where we go and what we do, I may not even be able to leave the building to take a short break. I may have to stay in the building and I do understand that, as a salaried employee, you do what it takes sometimes to make things work.

Trustee Petteruti said I have another suggestion now that we are talking about hours or potential hours that we could be open. If we slid our open times from Monday – Friday to start at 12:00 noon instead of 9:00 AM each day and we stayed 12:00 – 7:00 Monday, Tuesday, Wednesday, stayed until 6:00 on Thursday and Friday, and then a full day on Saturday, that would be 41 hours that we would be open, which is just a little bit more than one full-time position. I don't know if that type of of a schedule is acceptable or if it could even be possible. C.L. said we are not currently open until 7:00 on Mondays. We close at 6:00 PM on Mondays, currently. The issue would then be for the staff to get the hours, they would have to work 6 days a week rather than 5. Trustee Petteruti said I am only proposing this while we only have you as the full-time person. If we can get the schedule down to something that is more manageable, we can't have you working 12 hours a day or whatever that amounts to 6 days a week. That is just not doable. C.L. Quillen said our Children's Librarian is still on the staff. Trustee Petteruti said I forgot about her, thank you. That is just an option if we can trim the hours per day, start a little later. You make a good point.

Trustee Rowe said is there anything you need from us today to help you get through the upcoming week until we can have our regular board session? Do you need to make changes now to your schedule that we need to be able to review and approve or are you going to be alright until we meet again? Ms. Quillen said it is hard to say. This has been a very stressful last few weeks. I am doing the best that I can. The staff are doing the best that they can, as well. It is hard to say. If someone were to get sick and call out, that would totally upset the apple cart. That happened today. The staff member called out for both today and tomorrow and, with somebody else out on vacation, that is causing it to be more difficult. Neither myself or the other full-time staff member who is there today left the building at all, until I came here. Trustee Rowe said I know that it is stressful. Let me rephrase it a little bit. Do you need us to take action on the hours today or would the current schedule hold with the exception of needing to, for staffing purposes, close the Library because somebody is sick? You don't need to change your schedule now? Ms. Quillen said I think we can manage as best as possible next week. I don't think it is fair to the community either to not give them notice of a closure, so that is part of my concern. I would hate to see people coming to the Library only to discover, during normal hours, that there is a big sign up that we are closed.

Chair Kelly said, with that, I would feel more comfortable decision-making around a change to the schedule if there were a couple of options to consider. Understanding that the Library is short-staffed at this juncture, do you feel like that is something that you can bring next week, with Option A, B, C? Ms. Quillen said I can, however, if it does need to go into the packet by tomorrow, because DA Weed had asked that I have all of the information available because he is doing the Agenda and I am still working to put together some of that information. I am going to go back to the Library to pick up my computer to work from home this evening to gather the rest of that information so that it is available for him for the packet. Mr. Weed said this can be ajenized the same way that it is today for next week. It just needs to be ajenized. The packet and information contained therein can be updated and it doesn't have to be posted by the 3 business days by 9:00 AM before the meeting. If it ajenized this way, things can be added and updated to the packet, whether it is some sort of options or whatever. We can give the board the same ability that they had today and to consider things like the board is talking about. Chair Kelly said is my understanding correct that so long as the information is made available to members of the board at the same time that it is made available to the public, then that is acceptable? Mr. Weed said yes. If the Agenda has been published and, obviously, typically, there is a packet with it, if it is provided and it can be added to the packet and then it would just be updated and, therefore, available to both the public online and to the board at the same time. Chair Kelly said that sounds like there is a little bit more flexibility in the deadline. Ms. Quillen said would you like me to make these options assuming a 40 hour week open to the public? That would help to guide me in giving you a variety of options to consider.

Chair Kelly said, from my perspective, I get very concerned about conversations about cutting library hours period. I worry that, when you cut something, it is a lot easier to cut it and to say it is temporary and it will be reinstated after a certain amount of time or when staffing allows. It is a lot easier to cut things than it is to put them back. With that being said, I am not interested in saying to you to build the schedule this way or within these limitations. I think that there have been some interesting ideas brought up, like the idea of having parking lot pick up with just a

single staff member on, and those things could potentially be used at the start of the day between this hour and that hour and then it opens for business. I don't want to put a constraint on you as far as how you can creatively approach the schedule in a way that has as little impact on patron access as possible, while also being something that is manageable, especially taking into consideration some of the temp hiring situations or potential from cross-over from other county departments for overtime. Ms. Quillen said I understand. I am just looking at what we currently have, which is about 110 hours just with a brand new employee in place and, yes, hopefully, Manpower will come through and we would be able to start somebody very soon if that works out. I am happy to provide several different options. I just wanted to have some parameters.

Chair Kelly said it sounds to me like this is just a discussion and that the decision-making will happen next week. Is that how others are feeling? Trustee Rowe said it sounds like that is the direction that we can go, unless there is an emergency situation. That gives us a chance to review a variety of variables and some material that you will have time to bring to us. Our help is available to you, so if you need to task us in any of the calls or to help you in gathering information, we are happy to do so.

Trustee Petteruti said I think we could also bring some suggestions ourselves for discussion. We don't have to dump it all on C.L., do we? Maybe if we collectively come up with suggestions, like Ashlee said with the COVID hours, maybe that will provide more options for consideration and will help. C.L. was not here for COVID, so she doesn't know what we did.

Chair Kelly said I also feel like library hours and patron access is certainly something that I think our patrons and our public care very deeply about, so if we were to decide that we were going to be making a decision at this juncture, I would want to make sure to open it up for public comment to hear additional perspectives from patrons and from the community who will, ultimately, be impacted. Trustee Petteruti said that is a good point because we might not even be able to resolve it next week as a board to actually vote on something.

Chair Kelly asked if there were any other thoughts about Item 7-C but there were none.

Public Comment:

Chair Kelly asked if there was any public comment. Kieran Kalt said I was just talking to Zip Upham. As a teacher, I would always have military members come in to help volunteer. I was wondering if we could look into that. Some of them might even want to volunteer a lot of their time. You just never know. I would be willing to ask them with somebody if you would like. I have a good rapport with them out there. Also, high school or Oasis school students have to do community service. Did anybody look into that prospect? I could help with that also being a community involvement person and even with the Fallon Youth Club. The other thing is that I know there was an individual who talked about security and safety with the kids getting out of school and causing havoc at the Library itself. We have a Safety Officer at the middle school and high school. Could they drive by or check in to see if things are okay? There is no way that you can expect two people at the Library trying to adjust all of that, so that would be my guidance. Hopefully, you can look into that and we can solve a few matters.

Katelyn Hansen said we can talk as much as you would like about cutting hours and whatnot to try to make the Library work but I think the real issue is why is there a mass exodus of employees? There have been 5 employees to leave since the beginning of this year, leaving only 3 left, including C.L. I think that is the main issue that needs to be discussed and resolved. If we don't have employees leaving, we are not having an issue with the hours that the Library is open.

Doris Dwyer said I am a retired Professor of history at Western Nevada College and former Library Board member. I would like to return to Agenda Item 7-A. I reviewed the videotape of the last board meeting so that I would have some background about this. I am concerned with the anonymity of so many of these comments. Two of the board members, at the last meeting, referred to a number of communications that they had received. Kelli was more specific and said that there was a Churchill County departmental comment that she had received. I would hope that these people who are contacting board members would be encouraged by the board members to attach their names to the comments that they have because I am very concerned, as the stakes are very high for C.L. I don't think anonymous comments should be considered in any shape or form. Part of my concern was addressed with some of the public comments that I read but the ones that I had access to today there was no consensus, by any means, on this issue. My other concern is the speed with which this has come up. I hope that I have the timeline right. Correct me if I'm wrong but C.L.'s probationary period was one year and the evaluation is based on that year. It seems like most of these comments have come in after the probationary period. Am I right? Chair Kelly said we are limited. You have the opportunity to make public comment but we don't respond. Ms. Dwyer said these comments that are coming in now should be considered in the next evaluation because the first evaluation is based on her first year. These comments seem to be coming in after that. I am a little bit concerned about that. I didn't hear everything because I don't have my hearing aides in. Is there going to be a reconsideration of this 7-A issue or are you going into closed session? I could not hear. Chair Kelly said our DA's representative identified that these conversations are mandated by statute to be done in open meeting. We removed Item 7-A from the Agenda and will be considering that next week at the May 16th meeting at 3:00 PM. There were no further public comments.

Chair Kelly said I want to say to everyone here and to those watching online thank you. I know that while our opinions might vary, we are all here because we care about the Library deeply. That is something that has occurred to me very strongly over the last few weeks.

Adjournment:

The meeting was adjourned at 5:17 PM.


Vice-Chair Jo Petteruti

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ATTEST:


Pamela D. Moore, Deputy Clerk to the Board



Churchill County Agenda Report

Date Submitted: June 18, 2024

Agenda Item #: 7.B.

Meeting Date Requested: June 27, 2024

To: Library Board of Trustees
From: Ashlee McGarity, Secretary/Board Member
Subject Title: May 16, 2024.

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to approve the Minutes of the meeting held on May 16, 2024 as presented.

Discussion: The Minutes of the meeting held on May 16, 2024 are submitted for the board's consideration and approval.

Alternatives: Make edits or changes as deemed appropriate.

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Pam Moore, Deputy Clerk to the Board

Reviewed By:

Date: June 21, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: Approve

- | | |
|------------------------|---------------|
| 1) <u>Tara Price</u> | <u>Aye: 4</u> |
| 2) <u>Jessica Rowe</u> | <u>Nay: 0</u> |

(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

May 16, 2024

The Churchill County Library Board of Trustees held a public meeting on Thursday May 16, 2024, at the Churchill County Administration Building, Commissioner's Chambers, 155 N. Taylor Street, Fallon, NV. The meeting was scheduled to begin at 3:00pm.

REGULAR AGENDA ITEMS

- 1. Call to Order:** @ 3:00pm, Kelli Kelly
- 2. Pledge of Allegiance**
- 3. Public Comment?** Chairperson Kelli Kelly opened the floor to anyone wishing to make a public comment.

Jim Barbee, Churchill County Manager, gave some clarity regarding the adjustments to the library budget. He made clear that there are no budget adjustment requests directed at personnel positions as those are flat in terms of funding. The only adjustments that need to be made is in regards to services and supplies, a difference of \$26,595, or an adjustment from \$177300 to \$150,705.

Zip Upham is the current president of the Churchill County Library Association but did not come to speak in that capacity. Upham noted that he served two terms on the Churchill County Library Board of Trustees in the past and was part of the hiring process that brought Director Quillen onboard. He has worked with Director Quillen on fundraising for the library and has had no issues with communication or other problems from her. Upham included that Director Quillen has been forthcoming and communicative with his board. Upham also commented that he understands that the NRS requirements for open meeting law, including the public discussion involving the annual evaluation of the director. Upham added that the meeting for the annual evaluation shouldn't be the only time that the Director receives direction and guidance from the board, it should be an iterative process throughout the year. Upham finished his public comment by offering his support for Director Quillen's continuing performance.

Deputy District Attorney Jeff Weed noted that there were a number of written public comments submitted that were included in the packet for today's meeting and are part of the public record.

4. Roll Call of Members:

Present were: Trustees, Kelli Kelly, Ashlee McGarity, Jo Petteruti, Tara Price-Gritzmacher, and Jessica Rowe; Library Director C.L. Quillen; and Deputy District Attorney Jeff Weed.

Absent: County Commissioner Bus Scharmann

- 5. Verification of the posting of the agenda:** Verified by Pam Moore, posted on May 9th
- 6. Consideration and possible action – Approval of agenda:** Revision: None

A motion was made to approve the agenda as submitted by Tara Price Gritzmacher, seconded by Jo Petteruti. All in favor.

7. Consideration and possible action – Approval of minutes, April 25, 2024:

A motion was made to adopt the minutes from the March 28, 2024 meeting as submitted by Tara Price-Gritzmacher, seconded by Ashlee McGarity. All in favor

8. Board of Trustees Report

Chairperson, Trustee Kelli Kelly started her report by thanking Director Quilling for informational articles she shared regarding states advancing legislation around downloadable and e-materials contracts. Those articles have been circulated to legislators around our state to see if there is interest to join that effort.

9. Library Directors Report

- Statistics – Director Quillen stated that statistics are in the packet and reminded the board that the reporting has been a little different so that it is more in line with the state requirements. Directory Quillen noted that the difference between attendance for the All Ages programs between April 2023 and April 2024 is due to the Empty Bowls program that has been moved to the fall for this year. Trustee Kelly asked whether the All Ages Programs and Attendance included totals from the Children’s Programs and Attendance. Director Quillen responded that the two programs are separate and the Children’s Programs for ages 0-5 are not included in the counts for All Ages. All Ages programs for 2023 included the now separated programming for ages 6-11, 12-18, and Adult Programs.
- Library Budget – There is no new information regarding the budget. The County is working to finalize the budget and an update will be provided when it is available.
- Coin Machine for Print Release Station – The machine is still broken, with the problem being the plunger. Envisionware initially said they didn’t have a part and that the library would need to purchase the part. The representative, who is from Fallon, is trying to make arrangements for a replacement part. Director Quillen also noted concerns regarding the software update to be used for printing, specifically in regards to confidentiality and sensitive documentation.
- Gate Count – Envisionware has shipped a part needed to repair the gate. The Co-Op director is hoping to be in Fallon to install the part soon. If this doesn’t work out, Envisionware will send a tech to complete the installation.
- Memory Kits – Kits are in and being cataloged. They’ll be a great resource for people with memory and cognitive issues. There are 20 kits that were covered by grant funding through the Nevada State Library. Trustee Kelly asked if there was a timeline for having the kits available. Director Quillen answered that she expects them to be available by the end of next week (May 24). Trustee Petteruti expressed thanks to Director Quillen for following up on the kits, and stated that she’s sure they will be well received in our community.

- Library Closure Due to Illness – Director Quillen stated that she received some questions regarding sanitization of the library space after being closed Monday, May 13th for staff illness. She reassured that the closure was linked to understaffing, that regular cleaning is still happening and there were no concerns or needs for extreme measures.

Next Board Meeting

The next board meeting will be held Thursday, June 27th, 2024 at 3pm in the Churchill County Administration Building 155 N. Taylor Street, Commission Chambers.

OLD BUSINESS –

- A. Consideration and possible action re: Evaluation of the job performance of the Library Director, C.L. Quillen, which can include consideration of the Library Director’s character, any alleged misconduct, professional competence, and physical or mental health, and take administrative action, which can include action to approve the annual evaluation and authorize a one-step merit increase from Grade 72 Step 1 to Grade 72 Step 2, or action up to and including termination of C.L. Quillen’s employment as the Library Director. The Board of Trustees may take a recess during consideration and discussion of the Agenda item.**

Chris Spross, Churchill County Human Resources Director, addressed the Board. HR Director Spross stated that Title 3 of the Churchill County Code stipulates that all employees will be evaluated at least once per year by their supervisors. The library director reports directly to the Library Board of Trustees and therefore the evaluation is completed by the Library Board of Trustees. HR Director Spross continued, adding that NRS 241.031 requires that any discussion regarding the professional competence of a chief executive or administrative officer be done in an open session, therefore the performance evaluation of the Library Director must be done in this open session. On March 28th, Jeff Weed distributed copies of the evaluation paperwork to the Board. After receiving several requests, HR Director Spross emailed the evaluation paperwork so that they could be completed digitally. Only 4 evaluations were completed due to a vacancy in the fifth Trustee spot.

The evaluations were used to complete 2 composite reports. The first report was used in discussion with the Library Director and it was a comprehensive report containing all of the comments from each evaluation as well as individual ratings for each of the categories in the evaluation. This report was hand delivered to the Library Director on April 16th. HR Director Spross noted that there was a comment about him not spending time talking about the report. He then reiterated that it was not his evaluation of the Director and he did not want to put words in anybody’s mouth by expanding on any of the ratings or comments.

The second composite report was for this Board. This report did not contain any of the comments and contained only the average scores for each one of the categories. HR Director Spross expanded on that, adding that every section was given a number, with Excellent being 5, Good being 4, etc. Each category's scores were added up and divided by 4 (4 trustees=4evaluations) to give the average score included in this report. This is what is included in the packet and what is being reviewed. HR Director Spross then invited any questions on the performance evaluation process or the report.

Trustee Kelly invited Board discussion after pointing out the pieces of public comment submitted that pertain to this discussion.

Board discussion included the current short staffing issue and how it came about, Director Quillen's contributions to the library and its community outreach successes as well as perceived struggles with staff management and other community stakeholder concerns, and consideration of public comments and opinions that have been shared in other avenues regarding library leadership. The discussion also involved discussion around the evaluation process itself and some differing opinions on how they are to be completed.

HR Director Spross made clear that the performance evaluation process is the same for all county employees, the only exceptions being the Library Director because this position reports directly to the Churchill County Library Board of Trustees, and the County Manager because they report directly to the Board of County Commissioners.

During discussion of what the approval motion would include, Director Quillen was invited to contribute her perspective. As part of that contribution, Director Quillen shared about her excitement upon first accepting the position, her previous experience as a library director, achievements in the library world as an author and speaker, accomplishments achieved since she came on board, and support she has received from community members. The statement also included comments that were critical of how the current situation has been handled and how she's been targeted unfairly by staff and board members.

A motion was made by Jo Petteruti to approve Library Director C.L. Quillen's performance review, to include a step increase from Grade 72 Step 1 to Step 2, retroactively effective to April 25th 2024, with a follow-up review without a step increase conducted in the next 6 months, and the implementation of Employee Assistance programs that include conflict mediation training and involvement of a mediator. The motion was seconded by Tara Price-Gritzmacher. Those who approve the motion are Jo Petteruti and Tara Price-Gritzmacher. Those who oppose are Kelli Kelly, Ashlee McGarity, and Jessica Rowe. Motion failed.

Trustee Rowe shared that she voted nay due to the timeline, adding that, with the current state of things, the reevaluation would need to be sooner than 6 months.

Trustee McGarity shared that she voted nay due to the inclusion of the merit increase, considering that the merit, or conduct, is what seems to be in question to begin with.

The Board continued discussion on how to move forward in improvement, including supporting mediation for the director and remaining staff and other training.

The Board took a recess from 4:48pm-5:05pm

Upon return from recess, the Board discussed the idea of including progress updates of the improvement plan as part the monthly Director's Report, to which Deputy DA Weed followed up with a reminder to the Board of the notification requirements when discussing or evaluating performance. Additionally, planning for an agendaized discussion in three months' time with potential action, in accordance with the NRS statute, including deliberation and potentially administrative action.

A motion was made by Jessica Rowe to approve the annual performance evaluation for Director Quillen with the step increase retroactively applied to April 25, 2024, with a three-month improvement plan to include mediation with staff and conflict management training on which she will report monthly as part of her Director's Report, and with a follow-up conversation at the August meeting potentially including administrative action. The motion was seconded by Jo Petteruti. Those who approve the motion are Jo Petteruti, Jessica Rowe, Tara Price-Gritzmacher, and Ashlee McGarity. Those who oppose include Kelli Kelly. Motion passes.

B. Consideration and possible action re: Update on the filled and unfilled Library employee positions, including steps and approval for recruitment and hiring of unfilled positions and authorization to hire temporary employees and/or paid student interns.

Director Quillen created and presented a reopening plan that is part of the packet, including staffing needs and hours. Discussion included issues that have arisen with Manpower, possibility of student interns, and other options to address staffing both short term and long term. In the area of Manpower and temporary staffing, HR Director Spross and Deputy DA Jeff Weed gave some direction regarding areas of care needed to assure compliance with employment best practices and laws.

Trustee McGarity had to leave the board meeting during this discussion.

Director Quillen is actively working with Churchill County HR to fill open positions as soon as possible, including the Adult Services Librarian position, as well as addressing the issues with Manpower and temporary staffing.

C. Consideration and possible action re: Update on Library schedule and hours, including action to ensure the Library maintains the current schedule and hours or action to reduce or modify the library hours and schedule.

Director Quillen's reopening plan includes options for possible hours of operation as well as programming schedules, etc. Additional Board discussion included community needs and ideas to address those needs with as little disruption as possible.

A motion was made by Jessica Rowe to cut Library hours to 48 hours per week on a schedule determined by the Library Director for a six-week period, being revisited at the next regularly scheduled Library Board of Trustees meeting on June 27, 2024. Those who approve the motion are Jo Petteruti, Tara Price-Gritzmacher, and Jessica Rowe. Those who oppose include Kelli Kelly. Motion passes.

NEW BUSINESS

A. Consideration and possible action – Action to approve monthly budget report.

A motion was made to approve the monthly budget report as presented by Tara Price-Gritzmacher, seconded by Jo Petteruti. All in favor.

B. Consideration and possible action – Action to approve the Library Gift Fund.

A motion was made to approve the Library Gift Fund by Jo Petteruti, seconded by Tara Price-Gritzmacher. All in favor.

C. Consideration and possible action – Action to approve \$5000 from the Morgan Trust-Gift Fund for books, DVDs, and digital items for the remainder of FY24.

A motion was made to approve \$5,000 from the Morgan Trust-Gift Fund for books, DVDs, and digital items for the remainder of FY24 by Jo Petteruti, seconded by Tara Price-Gritzmacher. All in favor

Public Comment –

Trustee Petteruti made a request for the following agenda items for the next meeting: notes from the staff meeting attended by Trustees Kelly and McGarity; revisiting the Board's bylaws with the purpose of building in new categories including director responsibilities, and the handling of the termination of board members by the board in lieu of terms expiring.

Adjournment: Kelli Kelly, 5:55pm

Respectfully submitted,

Ashlee McGarity

June 16, 2024



Churchill County Agenda Report

Date Submitted: June 18, 2024

Agenda Item #: **7.C.**

Meeting Date Requested: June 27, 2024

To: Library Board of Trustees
From: Ashlee McGarity, Secretary/Board Member
Subject Title: May 23, 2024.

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to approve the Minutes of the meeting held on May 23, 2024 as presented.

Discussion: The Minutes of the meeting held on May 23, 2024 are submitted for the board's consideration and approval.

Alternatives: Make edits or changes as deemed appropriate.

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Pam Moore, Deputy Clerk to the Board

Reviewed By:

Date: June 21, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: Approve

1) Tara Price **Aye: 4**

2) Ashlee McGarity **Nay: 0**

(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

May 23, 2024

The Churchill County Library Board of Trustees held an emergency public meeting on Thursday May 23, 2024, at the Churchill County Administration Building, Commissioner's Chambers, 155 N. Taylor Street, Fallon, NV. The meeting was scheduled to begin at 8:00am.

REGULAR AGENDA ITEMS

- 1. Call to Order:** @ 8:00am, Jo Petteruti
- 2. Pledge of Allegiance**
- 3. Public Comment?** Any written public comments that have been submitted for the meeting are included in the meeting packet. Acting Chairperson Jo Petteruti opened the floor to anyone wishing to make a public comment.

Katelynn Hansen made a public comment that was critical of Director Quillen's leadership and of the Library Board for letting the situation deteriorate to its current state.

4. Roll Call of Members:

Present were: Trustees Ashlee McGarity, Jo Petteruti, Tara Price-Gritzmacher, and Jessica Rowe; Library Director C.L. Quillen; and Deputy District Attorney Jeff Weed.

Other officials present: Churchill County Commissioner Myles Getto, Churchill County Manager Jim Barbee, and Churchill County Human Resources Manager Chris Spross

Absent: County Commissioner Bus Scharmann

- 5. Verification of the posting of the agenda:** Verified by Pam Moore, in accordance with Emergency Meeting statutes.
- 6. Consideration and possible action – Approval of agenda:** Revision: None
Deputy DA Jeff Weed clarified for the record that this meeting is an emergency meeting to address short staffing issues at the Churchill County Library and the impact on the health and safety of the public and remaining staff.

A motion was made to approve the agenda as presented by Tara Price Gritzmacher, seconded by Jessica Rowe. All in favor.

7. New Business

- A. Consideration and possible action – Update on Library schedule and hours, including action to ensure the Library maintains the current schedule and hour or action to reduce or modify the library hours and schedule up to and including temporary closure of the Library.**

Trustee Rowe opened the discussion by asking for ideas regarding a possible plan. Director Quillen shared ideas that included a previous employee returning as a volunteer, as well as continued discussion regarding a temp hire from Manpower. She added that the previous employee/volunteer plans to apply for an open position as appropriate, and the Manpower contract situation is unclear but still being pursued.

Additionally, Director Quillen noted her workers compensation situation limits time on her feet to 10% of the day.

As far as hours are concerned, Director Quillen suggested the library be closed an extra day. Her recommendation was that the library be open Tuesday-Saturday, and close Sunday and Monday.

Further discussion included time needed to address administrative needs and programming. Director Quillen shared that she does not have a background as a children's librarian and could not run story time, and that another staff member has been managing volunteers so she would need extra time to do that along with her other regular administrative duties.

HR Manager Spross expressed concern over safety of staff and patrons given the proposed staffing and hours, noting specifically Director Quillen's workers comp restrictions and the inconsistency of volunteers. He also noted concerns that programs would suffer and cause negative feelings that linger. HR Manager Spross suggested "ripping off the Bandaid" and closing until the problem is addressed.

Trustee Petteruti shared the idea of closing for June and coming back full force. Commissioner Getto reminded the Board that the personnel positions are not effected by the budget cut requests. Additionally, after being asked by Trustee Rowe for a timeline for the hiring process, HR Manager Spross said that it depends on many factors but it can take a minimum of 30-45 from the time a position closes to have an employee in place. He shared with the Board that there are currently 6 applications for the current opening.

Further discussion included thoughts of forwarding the previous employee volunteer to Manpower, and taking time the library is closed to train volunteers and completing other immediate administrative needs like contracting with Manpower.

A motion was made by Jessica Rowe to close the library May 24-31, until we receive updates at the special meeting next week, with that time closed being used to train volunteers and contract with Manpower.

8. Set date and time of regular/special Library Board meetings:

The next board meeting will be a special meeting held Friday, May 31, 2024 at 3pm, with the location to be determined and posted publicly as soon as it is available.

Public Comment –

Katelyn Hansen made an additional public comment pleading for the Board to address the underlying issue.

Director Quillen commented to clarify that the staff who left included one employee who retired and one who is trying to return.

Adjournment: 8:38am, Jo Petteruti

Respectfully submitted,

Ashlee McGarity

June 12, 2024



Churchill County Agenda Report

Date Submitted: June 18, 2024

Agenda Item #: **7.D.**

Meeting Date Requested: June 27, 2024

To: Library Board of Trustees
From: Pamela D. Moore, Deputy Clerk of the Board
Subject Title: May 31, 2024 - Special Meeting.

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to approve the Minutes of the special meeting held on May 31, 2024 as presented.

Discussion: The Minutes of the special meeting held on May 31, 2024 are submitted for the board's consideration and approval.

Alternatives: Make edits or changes as deemed appropriate.

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Pam Moore, Deputy Clerk to the Board

Reviewed By:

Date: June 21, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: Approve

- | | |
|------------------------|---------------|
| 1) <u>Tara Price</u> | <u>Aye: 4</u> |
| 2) <u>Jessica Rowe</u> | <u>Nay: 0</u> |

(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406

May 31, 2024

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on May 31, 2024.

Pledge of Allegiance:

The Pledge of Allegiance was recited by the board and public.

Public Comment:

Vice-Chair Petteruti asked if there was any public comment. Donna March said I have been part of this community for decades. She shared a little history of the Library, which started in a storefront downtown. She worked in a school Library, partnered with the community Library, and volunteered with the county Library for several years. She expressed kudos for the support staff and volunteers, especially the most recent staff, who are greatly loved and missed.

Mattie Serna said please open the Library ASAP. The cost of living in Churchill County is too high and the Library helps community members cover gaps in any deficiencies. She mentioned that Bus Scharmann wasn't aware that the Library was closed. She wondered if there are possible discretionary funds with the county that could be used for the Library or museum.

Ken Thomas said he has a Navy connection. He wanted to express that his grandchildren love the Library. He mentioned that, if an organization isn't sufficient or growing under the current management, then fire the manager. There were no further public comments.

Roll call of members:

PRESENT: Member Jo Petteruti, Vice-Chair
Member Ashlee McGarity
Member Jessica Rowe
Member Tara Price-Gritzmacher
Civil Deputy District Attorney Jeff Weed
C.L. Quillen, Library Director
Deputy Clerk to the Board Pamela D. Moore

ABSENT: Commissioner Harry Scharmann

Verification of the Posting of the Agenda:

It was verified by Pamela D. Moore, Deputy Clerk to the Board, that the Agenda for this meeting was posted on the 24th day of May, 2024, between the hours of 1:00 and 3:00 PM at all of the locations listed on the Agenda, in accordance with NRS 241.

Consideration and possible action re: Approval of Agenda as submitted or revised:

Member Tara Price-Gritmacher made a motion to approve the Agenda as submitted. Member Jessica Rowe seconded the motion, which carried by unanimous vote.

Letters Received:

A- Kelli Kelly's resignation as a member and the Chair of the Churchill County Library Board of Trustees dated May 16, 2024.

Kelli Kelly submitted her resignation as a member and the Chair of the Churchill County Library Board of Trustees dated May 16, 2024.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

This item was presented for informational purposes only and no action was taken.

New Business:

A- Consideration and possible action re: Evaluation of the job performance of the Library Director, C.L. Quillen, which can include consideration of the Library Director's character, any alleged misconduct, and professional competence, and take administrative action, which can include action up to and including termination of C.L. Quillen's employment as the Library Director. The Board of Trustees may take a recess during consideration and discussion of this Agenda item.

Pursuant to NRS 379, county Library trustees, among other duties, establish, supervise, and maintain a Library, as well as appoint, evaluate the performance of and, if necessary, dismiss a librarian/executive director. NRS 241.031 prohibits holding a closed meeting to consider the character, alleged misconduct, or professional competency of a person who is an appointed public officer or who serves at the pleasure of public body as a chief executive or administrative officer or in a comparable position, such as the Library Director. A copy of the proof of service regarding the written notice of the time and place of the meeting provided to the Library Director has been included in the Agenda Packet. The Board of Trustees may evaluate the Library Director's job performance and take administrative action up to and including terminating C.L. Quillen's employment as the Library Director.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

C.L. Quillen provided a brief update about the Library.

Member Tara Price-Gritmacher made a motion to terminate C.L. Quillen's employment, effective immediately. Member Ashlee McGarity seconded the motion, which carried by majority vote, with Member Jo Petteruti voting nay.

B- Consideration and possible action re: Update on Library schedule and hours, including action to open the Library and set the schedule and hours of operation or action to continue the temporary closure of the Library.

The board will consider an update on Library schedule and hours, including action to open the Library and set the schedule and hours of operation or action to continue the temporary closure of the Library.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Chris Spross, Assistant County Manager/Human Resources Director, said the county certainly cares about the Library. In the event that something like this were to happen, as happened today, we have been working to make sure that we had a way forward. In short, we have reached out to Carol Lloyd, the previous Library Director, and she has agreed to come back on an interim basis. She will not be back in state until the third week in June. Mel Glover, the Museum Director, has graciously volunteered to give a little bit of oversight for the Library during that period. I reached out to a couple of staff members who had recently tendered resignations and they are willing to come back. I have not spoken to them as to what day because I did not know whether the Library would be open tomorrow or whether it would be open on Monday. I am sure they are listening and, if not, I told them that I would contact them after the meeting to talk about when the Library could be open.

We have received applications for the Librarian position. Both the Director and myself have reviewed those. We had not scheduled any interviews in the event that something like this may happen. We recently also advertised for the Library Assistant position, which just went out a couple of days ago, so that will take some time to get applications in and go through the process. We have some staff. I believe that our one part-time Page, who tendered her resignation, her last day was yesterday. I have not been able to reach her to see if she is interested in coming back. I do not know the circumstances as to why she left. We have two Librarians who are willing to come back. With that, we would have two Librarians and a part-time Page for staff. Vice-Chair Petteruti asked when he would anticipate them starting. Mr. Spross said they didn't really say but I think, if the Library were to open on Monday, as I mentioned, I will reach out to them after we are done here and see if Monday would work for them. I didn't want to make any presumptions as to when the Library may or may not be open, so I didn't want to set a day until I knew. I told them that I would let them know after the meeting when the schedule was decided upon.

Vice-Chair Petteruti asked if he had a proposal for how we will cover the Summer Reading Program tomorrow, as we have a bunch of scheduled trucks coming for the opening. Mr. Spross said I do not have anything for tomorrow. I did the best I could to find people or previous staff that had worked there that would be willing to come back. As far as who can cover this or that, I think tomorrow is pretty fast to try to put something together, with it being 3:30 on a Friday afternoon. I will reach out to Mr. Glover to see what he has. I will reach out to the two staff that want to come back and see what their thoughts are on what we can do.

Vice-Chair Petteruti asked if the board members had any questions for Mr. Spross. Member Rowe said I do and you may or may not have an answer to this. If you have already been in conversation with Carol, is she able to consult on some of the hiring, even from afar? Mr. Spross said that is a good question. Carol said she will make herself available, although she is out of state. She said she would be more than happy to look at applications and give her opinion on any sort of hiring potential. That would be the Librarian position that we recently just evaluated. I know nothing about being in the Library, so we like to have two or more people reviewing. I did the best that I could but she will certainly be involved in looking at applications, to the point where she would be involved in the search and recruitment of a potential Director. Member Rowe said that helps a lot and part of the reason why I am asking is because she is going to be coming back into an Interim Director position, so she will need to be vetting the staff that will be coming through. If she is willing to be part of the conversation about how we staff, that might allow us to keep moving forward on filling that position without having to delay. Mr. Spross said I think Carol is more than willing to work from afar, so to speak, and see what we can do to move things forward.

Vice-Chair Petteruti said seeing as how these last two people maybe are the ones who are willing to come back and because it is such a short time period since they left, is it easy for them to just come back in or is there a whole interview or a more elongated process? Mr. Spross replied that both of them left last week, so there is really no re-hiring process. We are still in a window where paperwork hasn't been completely filed and filled out, so we are able to just say if you want to come back, you can come back. Vice-Chair Petteruti said they will come back into their existing positions or the positions they left? Mr. Spross confirmed they will return to their positions.

Member Price-Gritzmacher said I have a question about Mr. Glover. Would he have the ability to also help with hiring or scheduling the staff? How will it look for him being in that role? Mr. Spross said I think this is similar to the situation when we lost our Museum Director and the Library Director had 40,000 foot oversight as to what was happening at the Museum. I would value Mr. Glover's input. County Manager Barbee said Mr. Glover will be standing in just to give the staff that is coming back someone to interact with. We will be relying really on Carol to do the review and to do that hiring process. In the conversation that I had with Carol, she is looking to arrive back in state between the 17th-19th. On the county side, we have a process to bring Carol on, which would have to go through the Board of County Commissioners' meeting next week declaring that as a critical need position and then bringing her forward to you in a special meeting to then hire her into that position. She is willing to do something like 6 months to get everything back up and running. I think, while she is on the road traveling back from the east coast, she would be willing to interact and communicate and work with folks on reviewing those applications. I think that is what we would really want, as she has the expertise in evaluating those positions and doing those components. It may be Mel one day, it might be me another day checking in, and perhaps Chris on another day just trying to not have necessarily a defined role as Interim or Acting Director. To get anyone as Interim or Acting Director, because that authority lies with this board, we have to tee all of that and bring that up to you. As county

staff outside the authorities that exist with this board, we would be trying to assist and help out at our own ability and availability.

Member Rowe said how can the board assist? It sounds like there is a plan in place. You mentioned the two eyes need to be on the vetting of the candidates. Mr. Spross said two at a minimum. Ms. Rowe said I am sure that, with Carol running point, she can let us know what sort of assistance she needs but we are willing to help there. If you need us in any other mechanism, let us know. Mr. Spross said absolutely. The complication becomes, when you act individually from the board, you are acting individually and not representing the board. I can't just simply say, "Hey, can one or all of you review these applications?" There is a complication with the quorum and then you couldn't consult with one another about what you thought about each applicant. If there is something that is needed, I will certainly reach out to you individually and ask for any sort of assistance. Vice-Chair Petteruti said it is a delicate situation just because we are not supposed to be involved with staffing. That is the responsibility of the Director, so we oversee the Director but we don't have a hand in what the staff-level choices are. It could be difficult. I know we were involved in the selection of the Director and probably will be again. Member Rowe said I understand and thank you for that clarification. It was more of a question of what the county might need from us in order to help them with the plan that they have established in an effort to move forward because we do have a timeliness factor there and we would like to be able to help. Vice-Chair Petteruti said I think they would welcome all of us as volunteers from time to time to help through the transition, so that may be something. Mr. Spross said we would love that.

Mr. Spross added that, as stated, it is very difficult at this time to determine what the schedule is going to be. I think tomorrow is probably unrealistic, although I am not ruling it out but, every time a schedule is set, this board has to convene to either provide input or approve. That will be really difficult starting Monday morning as to what the days are going to be. We have two Librarians and one part-time Page. We are still in the same situation where we can't be open all the time, so I would ask, although if I am crossing the line, please tell me, that maybe the board give Mel or Mr. Weed some sort of flexibility in what that schedule might look like because I do not want to have to call another meeting on Monday for the following Monday to talk about what the schedule is. We are closed for another week, so this is a very awkward time. There is going to be some headache through this process but I think every time we need to adjust a schedule, it will be very difficult to try to do that in a fluid motion when we have to convene the board every time we have to talk about that.

Civil Deputy DA Weed said the District Attorney's office does not want any flexibility and we do not want to be involved in any decision making, nor should we be, other than just providing legal opinions and advice. As far as providing some sort of authorization on a temporary basis to determine what those hours might be, I think that would be appropriate, as long as it is not our office. Vice-Chair Petteruti said the most recent schedule that we adopted was a 48 hour week and I think we were closed on Sunday and Monday, although I am not sure I remember it too well. It was a shortened schedule, as opposed to the 55 hours. I don't know if that will help to use as a starting point. Mr. Spross said I think that is a good starting point. We will have two Librarians who can work and, obviously, split their shifts. We have one Page left but, if there

are volunteers, those volunteers can do some of the duties that the Pages typically do and then the Librarians can cover that 48 hours. I don't claim to be a scheduler for the Library, so this is difficult for me to see who has to be where. I think, between the two Librarians, one part-time Page, and then a couple of volunteers we may be able to meet, and I believe the Library is still working with Manpower, that is turning out to take a little longer than we anticipated, we may be able to meet that schedule. I would really like for Mr. Glover, myself, and the remaining staff to have a sit-down and get their input on what they think it is going to take to keep the Library open for that minimum of 48 hours. The reason I was asking for some of that flexibility or to remain a little more fluid is, if we sit down and they say that 48 hours is really a stretch until we get this other Librarian or until we get this Library Assistant, we would feel more comfortable with 40 hours and these are the days and hours that we are thinking about. We are not saying take it from 48 hours to 12 – this would be a small adjustment and allow remaining stuff and Mr. Glover to have that latitude to make that decision.

Member Price-Gritzmacher said I would like to make a motion to authorize Mr. Glover to act in that interim role and to have the flexibility, working with HR and staff, to set the schedule as they can with the staffing available so that the Library can open this next week, if at all possible. Then, if we have to come back quickly after we get more information to talk about more hours until Carol returns, we can do that. Does that make sense? Mr. Spross said that is what we are looking for is some sort of motion from the board to allow for that fluidity.

Member Tara Price-Gritzmacher made a motion to authorize Mr. Glover to act in that interim role, until Carol comes on board, and to have the flexibility, working with HR and staff, to set the schedule to be open as much as possible with the staffing available so that the Library can open.

Mr. Weed said the only thing I would add is that I believe, at the last meeting, the Library was closed temporarily through today. Obviously, through this motion, the ability to modify that schedule is in place. In talking today with some co-workers, I know that tomorrow morning, at 10:00 AM, there is a Summer Reading Program kick-off event. I think this motion can go through and we can still talk about some things. I just wanted the board to be aware that there are things scheduled for tomorrow. Ms. Petteruti said we do need to discuss that.

Member Tara Price-Gritzmacher made a motion to approve Mel Glover, Museum Director, to act in the interim, until Carol Lloyd returns, and to have the flexibility to work with HR and the Library staff to coordinate a schedule moving forward in which the Library can be open as much as possible. Member Jessica Rowe seconded the motion, which carried by unanimous vote.

Member Rowe said, to handle the question of tomorrow, would you like to have a secondary motion. Vice-Chair Petteruti said I would like to entertain a secondary motion to address how we will handle the Summer Reading Program kick-off event tomorrow.

Member Jessica Rowe made a motion to allow Mr. Spross and Mr. Glover to discuss the feasibility to safely run what is scheduled for tomorrow in such manner as they deem appropriate and, if deemed to be a safety risk, they have the latitude to make that decision. Mr. Weed said, if that is the way that the board wants to go, I think that is already included in the previous motion. I don't think we need another motion. I just wanted to make sure that we all knew there is an event tomorrow. Vice-Chair Petteruti said, in that case, should we state that the Summer Reading Program event is off tomorrow? Now, it is 3:40 PM the day before and it will be hard to get the word out. I hate to disappoint the little kids. If we can all show up and drag Mel down there and, perhaps, enlist a few people who are here today as volunteers, maybe we can pull this off. We just have to have people to handle check in and watch over the kids and check in the trucks. We maybe could do it ourselves. We have all been at events together in the past. Mr. Weed said the board has authorized Mel to work with HR to figure these things out, so I think that would be appropriate. As you said, it is 3:40 in the afternoon. Board members can be at places together. You can't deliberate or take action or things of that nature. You can be at things together but there are certain limitations. County Manager Barbee said, to be clear, Mel has committed to nothing. We are saying we are going to fill in where we can. I can't guarantee him for tomorrow, because I have not had a conversation with him. I agree, we want to do what we can but that is a pretty heavy lift to just say, "Tag, you're it." We are willing to be right there and assist where possible and communicate through Chris. It may be a bit of volunteers from folks in this room because, honestly, I can't commit Mel if I have not had a conversation with him about tomorrow. Ms. Petteruti said thank you. It is a heavy lift all the way around. Member Rowe asked how long is the event scheduled? She replied that she believed it was from 10:00 AM to 12:00 PM. Last year, when we did the carnival, it ran a little later than noon, until about 2:00, so that was a long event. This event has the trucks, so kids can come out and see those trucks. We could probably do it for just a couple of hours. I think we need to be there by at least 9:00 AM to check in the trucks or maybe a little earlier. We can figure that out if you ladies are willing. Member Rowe said I am unavailable tomorrow during that time, I am so sorry, but I can find a really good proxy for me. Member Price-Gritzmacher said I can give a few hours in the morning, as did Member McGarity.

Member McGarity said how are we going to have access to the Library itself if all of us are volunteers and there aren't any staff members? County Manager Barbee said we will grant you access one way or another, whether that is with Facilities or with keys or whatever. One way or another, we will work that out. We will make sure that somebody is there and it is open.

C- Consideration and possible action re: Update on the filled and unfilled Library employee positions, including steps and approval for recruitment and hiring of unfilled positions.

The board will consider an update on the filled and unfilled Library employee positions, including steps and approval for recruitment and hiring of unfilled positions.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

County Manager Barbee said I know nothing on this item, other than the positions have been released. Mr. Spross is out right now in the hallway working on trying to get people for tomorrow. Let's give him a few minutes. Member Price-Gritzmacher said Mr. Spross already answered a lot of these questions. I feel like we are good on that according to his report earlier. Vice-Chair Petteruti said that is true. I just didn't want to skip over it. The board took a brief recess to wait for Mr. Spross.

Upon his return, Mr. Spross said he had nothing further to add other than what he had already reported. There was no action taken.

Set date and time of regular/special Library Board meeting(s) :

There were no special meetings scheduled, so the next regular meeting is June 27th at 3:00 PM in the Chambers.

Public Comment:

Vice-Chair Petturuti asked if there was any public comment but there was none.

Audio File:

The audio recording file failed to record the entire meeting due to a mechanical failure. The record should reflect that a good faith effort to comply with the provisions of subsections 4 and 5 of NRS 241.035 were made, but the county was prevented from doing so because of factors beyond the county's reasonable control, including, without limitation, a power outage, a mechanical failure, or other unforeseen event, and such failure does not constitute a violation of the provisions of this statute.

Adjournment:

The meeting was adjourned at 3:51 PM.



Vice-Chair Jo Petteruti

ATTEST:



Pamela D. Moore, Deputy Clerk to the Board



Churchill County Agenda Report

Date Submitted: June 18, 2024

Agenda Item #: 7.E.

Meeting Date Requested: June 27, 2024

To: Library Board of Trustees
From: Ashlee McGarity, Secretary/Board Member
Subject Title: June 13, 2024 - Special Meeting.

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to approve the Minutes of the special meeting held on June 13, 2024 as presented.

Discussion: The Minutes of the special meeting held on June 13, 2024 are submitted for the board's consideration and approval.

Alternatives: Make edits or changes as deemed appropriate.

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Pam Moore, Deputy Clerk to the Board

Reviewed By:

Date: June 21, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: Approve

- | | |
|---------------------------|---------------|
| 1) <u>Ashlee McGarity</u> | <u>Aye: 4</u> |
| 2) <u>Tara Price</u> | <u>Nay: 0</u> |

(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

June 13, 2024

The Churchill County Library Board of Trustees held a special public meeting on Thursday June 13, 2024, at the Churchill County Administration Building, Commissioner's Chambers, 155 N. Taylor Street, Fallon, NV. The meeting was scheduled to begin at 4:00pm.

REGULAR AGENDA ITEMS

- 1. Call to Order:** @ 4:00pm, Jo Petteruti
- 2. Pledge of Allegiance**
- 3. Public Comment?** Public comments submitted via email, etc. are included in the packet for today's meeting and are part of the public record.

Acting Director Mel Glover reported that he was at the library when the doors opened on Tuesday (after being closed to the public for over a week) and there was a crowd of patrons ready to use their library. He added that people were cheerful and staff morale high. The Summer Reading Program has 275 signed up and 60 currently active. The NV Wildlife Fish and Game department did a presentation about owls and this program had 121 in attendance.

4. Roll Call of Members:

Present were: Trustees Ashlee McGarity, Jo Petteruti, Tara Price-Gritzmacher, and Jessica Rowe; CC Museum (Acting Library Director) Mel Glover; and Deputy District Attorney Jeff Weed.

Absent: County Commissioner Bus Scharmann

- 5. Verification of the posting of the agenda:** Verified by Pam Moore, posted on June 6, 2024
- 6. Consideration and possible action – Approval of agenda:** Revision: None
A motion was made to approve the agenda as submitted by Jessica Rowe, seconded by Tara Price-Gritzmacher. All in favor.

7. NEW BUSINESS

- A. Consideration and possible action re: Carol Lloyd for the position of Library Director for the Churchill County Library at an advanced step placement of step 13, with a starting date of June 17, 2024.**

HR Manager Chris Spross gave the review of the current status and the contingency plan currently in motion, including offering the Director position to retired Director Carol Lloyd until the search and hiring process is completed for a new director. HR Director Spross gave an additional update on the status of other positions, specifically the Adult Services Librarian position will have interviews starting June 21, 2024 and the interview panel will include Mel Glover. HR Director Spross noted that he expects the Director position to be posted relatively quickly once Carol Lloyds has a chance to settle and assess the needs of the library.

A motion was made to approve the job offer to Carol Lloyd for the position of Library Director for the Churchill County Library at an advanced step placement of step 13, with a starting date of June 17, 2024 by Tara Price-Gritzmacher, seconded by Ashlee McGarity. All in favor.

8. Public Comment

Luke Hansen shared praise for Carol Lloyd and shared his appreciation for the Board for bringing her back.

Adjournment: 4:09pm, Jo Petteruti

Respectfully submitted,

Ashlee McGarity

June 16, 2024



Churchill County Agenda Report

Date Submitted: June 18, 2024

Agenda Item #: 9.A.

Meeting Date Requested: June 27, 2024

To: Library Board of Trustees

From: Carol Lloyd, Library Director

Subject Title: The Library Director will provide an update on staffing and operations.

Type of Action Requested: None; Informational Only

Does this action require a Business Impact Statement? No

Recommend Board Action: None; informational only.

Discussion: The Library Director will provide an update on staffing and operations.

Alternatives: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Pam Moore, Deputy Clerk to the Board

Reviewed By:

Date: June 21, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: _____

1) None	_____	Aye: 0
2) None	_____	Nay: 0

(Vote Recorded By)

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Churchill County Agenda Report

Date Submitted: June 18, 2024

Agenda Item #: **11.A.**

Meeting Date Requested: June 27, 2024

To: Library Board of Trustees
From: Carol Lloyd, Library Director
Subject Title: Consideration and possible action re: Action to approve the monthly budget reports.

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to approve the monthly budget report as presented.

Discussion: The monthly budget report will be presented for the board's consideration and approval.

Alternatives: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Pam Moore, Deputy Clerk to the Board

Reviewed By:

Date: June 21, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: Approve

- | | |
|------------------------|---------------|
| 1) <u>Tara Price</u> | <u>Aye: 4</u> |
| 2) <u>Jessica Rowe</u> | <u>Nay: 0</u> |

(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.



Churchill County, NV

Detail vs Budget Report

Account Detail

Date Range: 05/01/2024 - 06/18/2024

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							
240-551-40100	SALARIES-DEPT HEAD	121,584.00	71,206.80	12,410.16	83,616.96	37,967.04	31.23%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	PYPKT01724	PYPKT01724 - 04/15/20...		PYPKT01724 - 04/15/2024-04/28/2024 (05...			3,476.00
05/17/2024	PYPKT01733	PYPKT01733 - 04/29/20...		PYPKT01733 - 04/29/2024-05/12/2024 (05...			3,476.00
05/31/2024	PYPKT01741	PYPKT01741 - 05/13/20...		PYPKT01741 - 05/13/2024-05/26/2024 (05...			3,476.00
06/14/2024	PYPKT01754	PYPKT01754 - 05/27/20...		PYPKT01754 - 05/27/2024-06/09/2024 (06...			1,982.16
240-551-40200	OTHER SAL & WAGES-REG	276,702.00	183,897.11	20,503.62	204,400.73	72,301.27	26.13%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	PYPKT01724	PYPKT01724 - 04/15/20...		PYPKT01724 - 04/15/2024-04/28/2024 (05...			6,860.01
05/17/2024	PYPKT01733	PYPKT01733 - 04/29/20...		PYPKT01733 - 04/29/2024-05/12/2024 (05...			4,733.21
05/31/2024	PYPKT01741	PYPKT01741 - 05/13/20...		PYPKT01741 - 05/13/2024-05/26/2024 (05...			4,455.20
06/14/2024	PYPKT01754	PYPKT01754 - 05/27/20...		PYPKT01754 - 05/27/2024-06/09/2024 (06...			4,455.20
240-551-40250	SAL & WAGES - PART-TIME	12,729.00	13,043.35	2,227.34	15,270.69	-2,541.69	-19.97%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	PYPKT01724	PYPKT01724 - 04/15/20...		PYPKT01724 - 04/15/2024-04/28/2024 (05...			503.36
05/17/2024	PYPKT01733	PYPKT01733 - 04/29/20...		PYPKT01733 - 04/29/2024-05/12/2024 (05...			612.30
05/31/2024	PYPKT01741	PYPKT01741 - 05/13/20...		PYPKT01741 - 05/13/2024-05/26/2024 (05...			650.72
06/14/2024	PYPKT01754	PYPKT01754 - 05/27/20...		PYPKT01754 - 05/27/2024-06/09/2024 (06...			460.96
240-551-40270	PART-TIME PERS SAL & WAGE	26,755.00	20,411.45	1,979.85	22,391.30	4,363.70	16.31%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	PYPKT01724	PYPKT01724 - 04/15/20...		PYPKT01724 - 04/15/2024-04/28/2024 (05...			994.85
05/17/2024	PYPKT01733	PYPKT01733 - 04/29/20...		PYPKT01733 - 04/29/2024-05/12/2024 (05...			985.00

Detail vs Budget Report

Date Range: 05/01/2024 - 06/18/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240-551-40300	OTHER SAL & WAGES O/T	0.00	20.89	42.78	63.67	-63.67	0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/17/2024	PYPKT01733	PYPKT01733 - 04/29/20...		PYPKT01733 - 04/29/2024-05/12/2024 (05...			42.78
070 - CULTURE AND RECREATION Totals:		437,770.00	288,579.60	37,163.75	325,743.35	112,026.65	25.59%
551 - PUBLIC LIBRARY Totals:		437,770.00	288,579.60	37,163.75	325,743.35	112,026.65	25.59%
400 - DIRECT SALARY EXPENSE Totals:		437,770.00	288,579.60	37,163.75	325,743.35	112,026.65	25.59%
Category: 450 - EMPLOYEE BENEFITS							
Department: 551 - PUBLIC LIBRARY							
Function: 070 - CULTURE AND RECREATION							
240-551-45100	RETIREMENT	142,389.00	91,511.16	11,689.38	103,200.54	39,188.46	27.52%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	PYPKT01724	PYPKT01724 - 04/15/20...		PYPKT01724 - 04/15/2024-04/28/2024 (05...			3,795.83
05/17/2024	PYPKT01733	PYPKT01733 - 04/29/20...		PYPKT01733 - 04/29/2024-05/12/2024 (05...			3,080.07
05/31/2024	PYPKT01741	PYPKT01741 - 05/13/20...		PYPKT01741 - 05/13/2024-05/26/2024 (05...			2,656.96
06/14/2024	PYPKT01754	PYPKT01754 - 05/27/20...		PYPKT01754 - 05/27/2024-06/09/2024 (06...			2,156.52
240-551-45150	SOCIAL SECURITY	790.00	808.70	138.10	946.80	-156.80	-19.85%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	PYPKT01724	PYPKT01724 - 04/15/20...		PYPKT01724 - 04/15/2024-04/28/2024 (05...			31.21
05/17/2024	PYPKT01733	PYPKT01733 - 04/29/20...		PYPKT01733 - 04/29/2024-05/12/2024 (05...			37.96
05/31/2024	PYPKT01741	PYPKT01741 - 05/13/20...		PYPKT01741 - 05/13/2024-05/26/2024 (05...			40.35
06/14/2024	PYPKT01754	PYPKT01754 - 05/27/20...		PYPKT01754 - 05/27/2024-06/09/2024 (06...			28.58
240-551-45200	PACT (INDUSTRIAL INS)	10,975.00	7,978.24	1,851.04	9,829.28	1,145.72	10.44%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	PYPKT01724	PYPKT01724 - 04/15/20...		PYPKT01724 - 04/15/2024-04/28/2024 (05...			506.79
05/17/2024	PYPKT01733	PYPKT01733 - 04/29/20...		PYPKT01733 - 04/29/2024-05/12/2024 (05...			861.96
05/31/2024	PYPKT01741	PYPKT01741 - 05/13/20...		PYPKT01741 - 05/13/2024-05/26/2024 (05...			271.76
06/14/2024	PYPKT01754	PYPKT01754 - 05/27/20...		PYPKT01754 - 05/27/2024-06/09/2024 (06...			210.53
240-551-45400	GROUP INSURANCE	54,948.00	38,564.09	1,372.46	39,936.55	15,011.45	27.32%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	PYPKT01724	PYPKT01724 - 04/15/20...		PYPKT01724 - 04/15/2024-04/28/2024 (05...			-927.94
05/17/2024	PYPKT01733	PYPKT01733 - 04/29/20...		PYPKT01733 - 04/29/2024-05/12/2024 (05...			2,300.40
240-551-45444	HSA HEALTH SAVINGS	1,992.00	4,731.00	996.00	5,727.00	-3,735.00	-187.50%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	PYPKT01724	PYPKT01724 - 04/15/20...		PYPKT01724 - 04/15/2024-04/28/2024 (05...			498.00
06/14/2024	PYPKT01754	PYPKT01754 - 05/27/20...		PYPKT01754 - 05/27/2024-06/09/2024 (06...			166.00

Detail vs Budget Report

Date Range: 05/01/2024 - 06/18/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240-551-45444	HSA HEALTH SAVINGS - Continued	1,992.00	4,731.00	996.00	5,727.00	-3,735.00	-187.50%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
06/14/2024	PYPKT01758	PYPKT01758 - Optum (H...		PYPKT01754 - 05/27/2024-06/09/2024 (06...			332.00
240-551-45500	MEDICARE	6,348.00	4,268.36	749.17	5,017.53	1,330.47	20.96%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	PYPKT01724	PYPKT01724 - 04/15/20...		PYPKT01724 - 04/15/2024-04/28/2024 (05...			178.90
05/17/2024	PYPKT01733	PYPKT01733 - 04/29/20...		PYPKT01733 - 04/29/2024-05/12/2024 (05...			288.38
05/31/2024	PYPKT01741	PYPKT01741 - 05/13/20...		PYPKT01741 - 05/13/2024-05/26/2024 (05...			124.44
06/14/2024	PYPKT01754	PYPKT01754 - 05/27/20...		PYPKT01754 - 05/27/2024-06/09/2024 (06...			157.45
240-551-45700	COMPENSATED ABSENCES	4,378.00	4,378.00	0.00	4,378.00	0.00	0.00%
070 - CULTURE AND RECREATION Totals:		221,820.00	152,239.55	16,796.15	169,035.70	52,784.30	23.80%
551 - PUBLIC LIBRARY Totals:		221,820.00	152,239.55	16,796.15	169,035.70	52,784.30	23.80%
450 - EMPLOYEE BENEFITS Totals:		221,820.00	152,239.55	16,796.15	169,035.70	52,784.30	23.80%

Category: 500 - SERVICES & SUPPLIES

Department: 551 - PUBLIC LIBRARY

Function: 070 - CULTURE AND RECREATION

240-551-50400	AV/eBOOKS/eAUDIO	40,000.00	5,060.58	215.90	5,276.48	34,723.52	86.81%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/03/2024	APPKT01553	505316707	141870	(1)DVD BEEKEEPER, THE/(1)DVD DRIVE-A...	18029 - MIDWEST TAPE		44.98
05/17/2024	APPKT01565	505225617	142087	LIBRARY 03/22/24 DVD ORDER	18029 - MIDWEST TAPE		27.73
05/17/2024	APPKT01565	505348381	142087	LIBRARY 04/17/24 DVD ORDER	18029 - MIDWEST TAPE		94.46
05/17/2024	APPKT01565	505405049	142087	LIBRARY 05/02/24 DVD ORDER	18029 - MIDWEST TAPE		48.73
240-551-50450	E-MATERIALS	0.00	25,500.00	0.00	25,500.00	-25,500.00	0.00%
240-551-50900	BOOKS AND PERIODICALS	35,000.00	30,455.54	2,692.51	33,148.05	1,851.95	5.29%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/17/2024	APPKT01565	81727548	142069	02/26/24 BOOK ORDER	1074 - INGRAM LIBRARY SERVICES		105.66
05/24/2024	APPKT01571	L1061534 04/30/24	142153	2038252228	1718 - BAKER & TAYLOR		225.10
05/24/2024	APPKT01571	L1061534 04/30/24	142153	2038221955	1718 - BAKER & TAYLOR		607.12
05/24/2024	APPKT01571	L1061534 04/30/24	142153	2038194661	1718 - BAKER & TAYLOR		565.40
05/24/2024	APPKT01571	L1061534 04/30/24	142153	2038246731	1718 - BAKER & TAYLOR		260.21
05/24/2024	APPKT01571	L4496984 04/30/24	142153	2038245426	1718 - BAKER & TAYLOR		178.87
05/24/2024	APPKT01571	L4496984 04/30/24	142153	2038197573	1718 - BAKER & TAYLOR		435.84
05/24/2024	APPKT01571	L4496984 04/30/24	142153	2038218522	1718 - BAKER & TAYLOR		67.33
05/24/2024	APPKT01571	L4496984 04/30/24	142153	2038185822	1718 - BAKER & TAYLOR		76.41
05/24/2024	APPKT01571	L4496984 04/30/24	142153	2038228829	1718 - BAKER & TAYLOR		37.35

Detail vs Budget Report

Date Range: 05/01/2024 - 06/18/2024

Account		Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240-551-50900		BOOKS AND PERIODICALS - Continued	35,000.00	30,455.54	2,692.51	33,148.05	1,851.95	5.29%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Books: Just for the Summer, #1 La...	14779 - WELLS FARGO COMMERCIAL CARD		76.88	
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Books: Burden of Proof, Magnificen...	14779 - WELLS FARGO COMMERCIAL CARD		35.63	
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Book: Buck 'Em!	14779 - WELLS FARGO COMMERCIAL CARD		13.98	
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Book: Ice Storm	14779 - WELLS FARGO COMMERCIAL CARD		6.73	
240-551-50910		BOOKS/PERIODICALS-CHILD	10,000.00	9,645.38	507.19	10,152.57	-152.57	-1.53%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/24/2024	APPKT01571	L1064504 04/30/24	142153	2038243582	1718 - BAKER & TAYLOR		95.06	
05/24/2024	APPKT01571	L1064504 04/30/24	142153	2038230143	1718 - BAKER & TAYLOR		130.13	
05/24/2024	APPKT01571	L1064504 04/30/24	142153	2038210090	1718 - BAKER & TAYLOR		282.00	
240-551-51630		NEVADA LIBRARY CoOp	22,000.00	16,820.00	0.00	16,820.00	5,180.00	23.55%
240-551-52400		CONTRACTED SERVICES	14,000.00	10,715.06	298.90	11,013.96	2,986.04	21.33%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/24/2024	APPKT01571	750501-001 04/30/24	142158	04/01/24-04/30/24, LIBRARY	4000 - CC COMMUNICATIONS		298.90	
240-551-52403		PLAT FORM FEE	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
240-551-52520		CONTRACT SERVICE/PROGRAM	1,200.00	662.15	0.00	662.15	537.85	44.82%
240-551-55400		MEMBERSHIPS	700.00	503.00	0.00	503.00	197.00	28.14%
240-551-55600		MISCELLANEOUS	0.00	20.45	0.00	20.45	-20.45	0.00%
240-551-55720		COPIER MAINTENANCE/USAGE	1,400.00	1,740.99	0.00	1,740.99	-340.99	-24.36%
240-551-55800		OPERATING SUPPLIES	9,000.00	6,818.60	209.50	7,028.10	1,971.90	21.91%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/24/2024	APPKT01571	6163244 041324	142147	WATER (33148666163244), 04/11/24	15396 - ALHAMBRA		32.97	
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Curtain Rod to use in front entry di...	14779 - WELLS FARGO COMMERCIAL CARD		21.24	
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Office Supplies -- 3 Ring Dividers (J...	14779 - WELLS FARGO COMMERCIAL CARD		19.05	
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Poster Frames for posters in childr...	14779 - WELLS FARGO COMMERCIAL CARD		119.73	
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Copier paper	14779 - WELLS FARGO COMMERCIAL CARD		69.22	
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Refund of poster frames -- wrong si...	14779 - WELLS FARGO COMMERCIAL CARD		-52.71	

Detail vs Budget Report

Date Range: 05/01/2024 - 06/18/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240-551-55840	MARKETING	900.00	2,828.15	0.00	2,828.15	-1,928.15	-214.24%
240-551-55870	PROGRAM SUPPLIES	0.00	1,361.13	0.00	1,361.13	-1,361.13	0.00%
240-551-58080	LSTA FED GRANT EXP	0.00	8,565.40	565.79	9,131.19	-9,131.19	0.00%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Hotel Room at PLA Conference	14779 - WELLS FARGO COMMERCIAL CARD		366.60
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Transportation from the Airport to ...	14779 - WELLS FARGO COMMERCIAL CARD		32.30
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Dinner at PLA conference	14779 - WELLS FARGO COMMERCIAL CARD		15.03
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Breakfast at PLA Conference	14779 - WELLS FARGO COMMERCIAL CARD		14.98
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Lunch at PLA Conference	14779 - WELLS FARGO COMMERCIAL CARD		15.28
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Lunch at PLA Conference	14779 - WELLS FARGO COMMERCIAL CARD		25.97
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Dinner in LV airport on way home f...	14779 - WELLS FARGO COMMERCIAL CARD		27.63
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Lunch at PLA Conference	14779 - WELLS FARGO COMMERCIAL CARD		20.00
05/31/2024	APPKT01574	ENDING 04/30/24	505	*2018-Parking at Reno Airport while at PL...	14779 - WELLS FARGO COMMERCIAL CARD		48.00
240-551-58400	TELEPHONE	3,700.00	2,999.60	166.58	3,166.18	533.82	14.43%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/24/2024	APPKT01571	750501-001 04/30/24	142158	04/01/24-04/30/24, LIBRARY	4000 - CC COMMUNICATIONS		136.97
05/24/2024	APPKT01571	991652124 04/21/24	142219	CELLULAR PHONE SERVICES	19755 - T-MOBILE		29.61
240-551-58600	TRAVEL AND SUBSISTANCE	3,000.00	1,802.69	108.89	1,911.58	1,088.42	36.28%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/24/2024	APPKT01571	04/01/24-04/06/24 TRA...	142200	(130)MILES - RENO AIRPORT	19516 - QUILLEN, CHRISTINE		87.10
05/24/2024	APPKT01571	04/01/24-04/06/24 TRA...	142200	UBER TRIP IN COLUMBUS, OH	19516 - QUILLEN, CHRISTINE		21.79
240-551-58700	TRAINING	800.00	1,224.84	0.00	1,224.84	-424.84	-53.11%
240-551-59200	UTILITIES-ELEC/WTR/SEWER	20,000.00	19,363.06	1,915.51	21,278.57	-1,278.57	-6.39%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/17/2024	APPKT01567	8.1750.00 05/10/24	142050	553 SOUTH MAINE STREET	540 - CITY OF FALLON		1,714.06
05/17/2024	APPKT01567	8.1800.12 05/10/24	142050	507-A SOUTH MAINE STREET	540 - CITY OF FALLON		161.23
05/17/2024	APPKT01567	8.1801.05 05/10/24	142050	507-B SOUTH MAINE STREET	540 - CITY OF FALLON		40.22
240-551-59400	UTILITIES-GAS	3,300.00	6,853.52	462.21	7,315.73	-4,015.73	-121.69%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
05/17/2024	APPKT01567	910001265821 05/09/24	142113	553 S MAINE ST	205 - SOUTHWEST GAS CORPORATION		383.91
05/17/2024	APPKT01567	910001265822 05/09/24	142113	507 S MAINE ST	205 - SOUTHWEST GAS CORPORATION		78.30

Detail vs Budget Report

Date Range: 05/01/2024 - 06/18/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240-551-59750	COMPUTERS & PRINTERS	4,000.00	5,092.31	0.00	5,092.31	-1,092.31	-27.31%
240-551-59760	COMPUTER SOFTWARE	600.00	713.62	0.00	713.62	-113.62	-18.94%
240-551-59918	NON-FEDERAL GRANT EXPENSE	0.00	5,790.29	0.00	5,790.29	-5,790.29	0.00%
070 - CULTURE AND RECREATION Totals:		171,600.00	164,536.36	7,142.98	171,679.34	-79.34	-0.05%
551 - PUBLIC LIBRARY Totals:		171,600.00	164,536.36	7,142.98	171,679.34	-79.34	-0.05%
500 - SERVICES & SUPPLIES Totals:		171,600.00	164,536.36	7,142.98	171,679.34	-79.34	-0.05%
240 - PUBLIC LIBRARY Totals:		831,190.00	605,355.51	61,102.88	666,458.39	164,731.61	19.82%
320 - LIBRARY GIFT FUND							
Category: 500 - SERVICES & SUPPLIES							
Department: 691 - LIBRARY GIFTS & DONATION							
Function: 070 - CULTURE AND RECREATION							
320-691-55800	OPERATING SUPPLIES	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
320-691-59915	F. N. MORGAN TRUST EXP.	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
070 - CULTURE AND RECREATION Totals:		35,000.00	0.00	0.00	0.00	35,000.00	100.00%
691 - LIBRARY GIFTS & DONATION Totals:		35,000.00	0.00	0.00	0.00	35,000.00	100.00%
500 - SERVICES & SUPPLIES Totals:		35,000.00	0.00	0.00	0.00	35,000.00	100.00%
320 - LIBRARY GIFT FUND Totals:		35,000.00	0.00	0.00	0.00	35,000.00	100.00%
Report Total:		866,190.00	605,355.51	61,102.88	666,458.39	199,731.61	23.06%

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							
240-551-40100	SALARIES-DEPT HEAD	121,584.00	71,206.80	12,410.16	83,616.96	37,967.04	31.23%
240-551-40200	OTHER SAL & WAGES-REG	276,702.00	183,897.11	20,503.62	204,400.73	72,301.27	26.13%
240-551-40250	SAL & WAGES - PART-TIME	12,729.00	13,043.35	2,227.34	15,270.69	-2,541.69	-19.97%
240-551-40270	PART-TIME PERS SAL & WAGE	26,755.00	20,411.45	1,979.85	22,391.30	4,363.70	16.31%
240-551-40300	OTHER SAL & WAGES O/T	0.00	20.89	42.78	63.67	-63.67	0.00%
070 - CULTURE AND RECREATION Totals:		437,770.00	288,579.60	37,163.75	325,743.35	112,026.65	25.59%
551 - PUBLIC LIBRARY Totals:		437,770.00	288,579.60	37,163.75	325,743.35	112,026.65	25.59%
400 - DIRECT SALARY EXPENSE Totals:		437,770.00	288,579.60	37,163.75	325,743.35	112,026.65	25.59%
Category: 450 - EMPLOYEE BENEFITS							
Department: 551 - PUBLIC LIBRARY							
Function: 070 - CULTURE AND RECREATION							
240-551-45100	RETIREMENT	142,389.00	91,511.16	11,689.38	103,200.54	39,188.46	27.52%
240-551-45150	SOCIAL SECURITY	790.00	808.70	138.10	946.80	-156.80	-19.85%
240-551-45200	PACT (INDUSTRIAL INS)	10,975.00	7,978.24	1,851.04	9,829.28	1,145.72	10.44%
240-551-45400	GROUP INSURANCE	54,948.00	38,564.09	1,372.46	39,936.55	15,011.45	27.32%
240-551-45444	HSA HEALTH SAVINGS	1,992.00	4,731.00	996.00	5,727.00	-3,735.00	-187.50%
240-551-45500	MEDICARE	6,348.00	4,268.36	749.17	5,017.53	1,330.47	20.96%
240-551-45700	COMPENSATED ABSENCES	4,378.00	4,378.00	0.00	4,378.00	0.00	0.00%
070 - CULTURE AND RECREATION Totals:		221,820.00	152,239.55	16,796.15	169,035.70	52,784.30	23.80%
551 - PUBLIC LIBRARY Totals:		221,820.00	152,239.55	16,796.15	169,035.70	52,784.30	23.80%
450 - EMPLOYEE BENEFITS Totals:		221,820.00	152,239.55	16,796.15	169,035.70	52,784.30	23.80%
Category: 500 - SERVICES & SUPPLIES							
Department: 551 - PUBLIC LIBRARY							
Function: 070 - CULTURE AND RECREATION							
240-551-50400	AV/eBOOKS/eAUDIO	40,000.00	5,060.58	215.90	5,276.48	34,723.52	86.81%
240-551-50450	E-MATERIALS	0.00	25,500.00	0.00	25,500.00	-25,500.00	0.00%
240-551-50900	BOOKS AND PERIODICALS	35,000.00	30,455.54	2,692.51	33,148.05	1,851.95	5.29%
240-551-50910	BOOKS/PERIODICALS-CHILD	10,000.00	9,645.38	507.19	10,152.57	-152.57	-1.53%
240-551-51630	NEVADA LIBRARY CoOp	22,000.00	16,820.00	0.00	16,820.00	5,180.00	23.55%
240-551-52400	CONTRACTED SERVICES	14,000.00	10,715.06	298.90	11,013.96	2,986.04	21.33%
240-551-52403	PLAT FORM FEE	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
240-551-52520	CONTRACT SERVICE/PROGRAM	1,200.00	662.15	0.00	662.15	537.85	44.82%
240-551-55400	MEMBERSHIPS	700.00	503.00	0.00	503.00	197.00	28.14%
240-551-55600	MISCELLANEOUS	0.00	20.45	0.00	20.45	-20.45	0.00%
240-551-55720	COPIER MAINTENANCE/USAGE	1,400.00	1,740.99	0.00	1,740.99	-340.99	-24.36%
240-551-55800	OPERATING SUPPLIES	9,000.00	6,818.60	209.50	7,028.10	1,971.90	21.91%

Account Summary

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240-551-55840	MARKETING	900.00	2,828.15	0.00	2,828.15	-1,928.15	-214.24%
240-551-55870	PROGRAM SUPPLIES	0.00	1,361.13	0.00	1,361.13	-1,361.13	0.00%
240-551-58080	LSTA FED GRANT EXP	0.00	8,565.40	565.79	9,131.19	-9,131.19	0.00%
240-551-58400	TELEPHONE	3,700.00	2,999.60	166.58	3,166.18	533.82	14.43%
240-551-58600	TRAVEL AND SUBSISTANCE	3,000.00	1,802.69	108.89	1,911.58	1,088.42	36.28%
240-551-58700	TRAINING	800.00	1,224.84	0.00	1,224.84	-424.84	-53.11%
240-551-59200	UTILITIES-ELEC/WTR/SEWER	20,000.00	19,363.06	1,915.51	21,278.57	-1,278.57	-6.39%
240-551-59400	UTILITIES-GAS	3,300.00	6,853.52	462.21	7,315.73	-4,015.73	-121.69%
240-551-59750	COMPUTERS & PRINTERS	4,000.00	5,092.31	0.00	5,092.31	-1,092.31	-27.31%
240-551-59760	COMPUTER SOFTWARE	600.00	713.62	0.00	713.62	-113.62	-18.94%
240-551-59918	NON-FEDERAL GRANT EXPENSE	0.00	5,790.29	0.00	5,790.29	-5,790.29	0.00%
070 - CULTURE AND RECREATION Totals:		171,600.00	164,536.36	7,142.98	171,679.34	-79.34	-0.05%
551 - PUBLIC LIBRARY Totals:		171,600.00	164,536.36	7,142.98	171,679.34	-79.34	-0.05%
500 - SERVICES & SUPPLIES Totals:		171,600.00	164,536.36	7,142.98	171,679.34	-79.34	-0.05%
240 - PUBLIC LIBRARY Totals:		831,190.00	605,355.51	61,102.88	666,458.39	164,731.61	19.82%
320 - LIBRARY GIFT FUND							
Category: 500 - SERVICES & SUPPLIES							
Department: 691 - LIBRARY GIFTS & DONATION							
Function: 070 - CULTURE AND RECREATION							
320-691-55800	OPERATING SUPPLIES	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
320-691-59915	F. N. MORGAN TRUST EXP.	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
070 - CULTURE AND RECREATION Totals:		35,000.00	0.00	0.00	0.00	35,000.00	100.00%
691 - LIBRARY GIFTS & DONATION Totals:		35,000.00	0.00	0.00	0.00	35,000.00	100.00%
500 - SERVICES & SUPPLIES Totals:		35,000.00	0.00	0.00	0.00	35,000.00	100.00%
320 - LIBRARY GIFT FUND Totals:		35,000.00	0.00	0.00	0.00	35,000.00	100.00%
Report Total:		866,190.00	605,355.51	61,102.88	666,458.39	199,731.61	23.06%

Fund Summary

Fund	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240 - PUBLIC LIBRARY	831,190.00	605,355.51	61,102.88	666,458.39	164,731.61	19.82%
320 - LIBRARY GIFT FUND	35,000.00	0.00	0.00	0.00	35,000.00	100.00%
Report Total:	866,190.00	605,355.51	61,102.88	666,458.39	199,731.61	23.06%



Churchill County Agenda Report

Date Submitted: June 18, 2024

Agenda Item #: **11.B.**

Meeting Date Requested: June 27, 2024

To: Library Board of Trustees
From: Carol Lloyd, Library Director
Subject Title: Consideration and possible action re: Action to approve the Library Gift Fund Report.

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: No action was taken as no report was provided.

Discussion: The Library Gift Fund Report is provided for the board's consideration and approval.

Alternatives: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Pam Moore, Deputy Clerk to the Board

Reviewed By:

Date: June 21, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: _____

1) None	_____	Aye: 0
2) None	_____	Nay: 0

(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

CHURCHILL COUNTY
LIBRARY BOARD OF TRUSTEES MEETING
JUNE 27, 2024

ATTENDANCE SIGN IN SHEET

PURSUANT TO CHAPTER 241 OF THE NEVADA REVISED STATUTES (OPEN MEETING LAW), A WITNESS WHO IS TESTIFYING BEFORE THE LIBRARY BOARD OF TRUSTEES IS ABSOLUTELY PRIVILEGED TO PUBLISH DEFAMATORY MATTER AS PART OF A PUBLIC MEETING, EXCEPT THAT IT IS UNLAWFUL TO MISREPRESENT ANY FACT KNOWINGLY WHEN TESTIFYING BEFORE THE BOARD. ANY PERSON DESIRING TO TESTIFY MUST BE SWORN IN AS A WITNESS.

PRINT NAME	AGENDA ITEM	TESTIFYING YES OR NO
Katelyn Hansen		
Dani Koelber		
Alan Warner		
Jo Petteruti		
Ashlee McGarity		
Tara Price-Gritzmacher		
Jessica Rowe		
Jeff Weed		
Carol Lloyd		
Pam Moore		

I UNDERSTAND THAT IF I TESTIFY BEFORE THE BOARD OF LIBRARY TRUSTEES THAT I AM UNDER OATH AND THE PAINS AND PENALTIES OF PERJURY.

WiFi Password: ChurchillCounty