LYON COUNTY LIBRARY BOARD OF TRUSTEES
TUESDAY, JUNE 27, 2023
9:30 AM
Fernley Branch Library
575 Silver Lace Blvd
Fernley, NV 89408

Join Zoom Meeting:
https://us06web.zoom.us/j/5101919192?pwd=UTdoWUt5VzRBT0xnZ1N1T2NpMU5pQT09

Meeting ID: 510 191 9192
Passcode: 1234561
1 669 900 6833

Meetings are open to the public and may be attended in person or via virtual Zoom, if available.

Virtual public comment may be given if you are attending the virtual Zoom meeting by raising your hand. This can occur in several ways, including by dialing *9 from your phone to raise your hand and request to speak for public comment. Then to unmute yourself, dial *6.

Written public comments may also be mailed to the Lyon County Clerk-Treasurer's Office at 27 S. Main Street, Yerington, Nevada 89447, or emailed to countyclerks@lyon-county.org, be sure to type, PUBLIC COMMENT in the subject line. Comments must be received the day prior to the date of the meeting by 4:00 P.M. for the comments to be included in the meeting. Any written public comments received after the aforementioned time will be compiled and added as supplemental materials to the County's website and distributed to the Commission within 24 hours after the meeting.

AGENDA

(Action will be taken on all items unless otherwise noted)
(No action will be taken on any item until it is properly angledized).

To avoid meeting disruptions, please place cell phones and beepers in the silent mode or turn them off during the meeting.

The Board reserves the right to take items in a different order to accomplish business in the most efficient
manner. Items may be combined for consideration and items may be pulled or removed from the agenda at anytime.

Restrictions on comments by the general public: Any such restrictions must be reasonable and may restrict the time, place and manner of the comments, but may not restrict comments based upon viewpoint.

1. Roll Call

2. Pledge of Allegiance

3. Public Participation (no action will be taken on any item until it is properly agendized) - It is anticipated that public participation will be held at this time, though it may be returned to at any time during the agenda. Citizens wishing to speak during public participation are asked to state their name for the record and will be limited to 3 minutes. The Board will conduct public comment after discussion of each agenda action item, but before the Board takes any action.

4. Review and Adoption of Agenda

5. Correspondence

6. Director’s Report
   6.a. For Information Only: Director’s report for 6-27-2023

7. REGULAR AGENDA – (ACTION WILL BE TAKEN ON ALL ITEMS UNLESS OTHERWISE NOTED)

8. Approve Claims
   8.a. For Possible Action: Review and accept claims for 6-27-2023

9. Approve Minutes
   9.a. For Possible Action: Approve minutes from the 5-30-2023 meeting

10. Friends of the Library Reports and Comments

11. Board of Trustees Comments

12. New Business
   12.a. For Possible Action: Review and approve the new Lyon County Library Card Application in English and Spanish.

13. Public Participation (no action will be taken on any item until it is properly agendized) - It is anticipated that public participation will be held at this time, though it may be returned to at any time during the agenda. Citizens wishing to speak during public participation are asked to state their name for the record and will be limited to 3 minutes. The Board will conduct public comment after discussion of each agenda action item, but before the Board takes any action.

14. Adjourn
Pursuant to NRS 241.020, the agenda has been posted at the following locations: Lyon County Administrative Complex (27 S. Main Street, Yerington, NV), the Lyon County Website: https://www.lyon-county.org, and the State Website: https://notice.nv.gov. Supporting documentation for the items on the agenda is available to members of the public at the County Manager’s Office (27 S. Main Street, Yerington, NV), by phone (775)463-6531, or by email requests to countyclerks@lyon-county.org.

Lyon County recognizes the needs and civil rights of all persons regardless of age, race, color, religion, sex, handicap, family status, or national origin. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and 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 and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternate means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA’s TARGET Center at (202) 720-2600 (voice and T) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found on-line 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, DC 20250-9410; Fax: (202) 690-7442; or Email: program.intake@usda.gov.

T.D.D. services available through 463-2301 or 463-6620 or 911 (emergency services) notice to persons with disabilities: members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Commissioners'/Manager's office in writing at 27 S. Main Street, Yerington, NV 89447, or by calling (775) 463-6531 at least 24 hours in advance.

Lyon County is an equal opportunity provider.

Agenda and Backup Material is
Available at www.lyon-county.org
Director’s Report 6-27-2023

May 31- Interviews at Dayton – we did not find the perfect candidate so we have new interviews with a new batch of candidates scheduled for June 22
June 2 & 3, 6, 7 & 8- worked Dayton for Alex’s vacation
June 13 – went to Fernley to teach a computer class for an individual patron by appointment
June 14- built 8 pallets for Thriftbooks & attended a Legal Kiosk Zoom training
June 15- took a vacation day to go to the Reno Quilt show
June 16- yet another Koha ILS meeting, then the Mason Valley Friends of the Library meeting; this day I also attended the funeral of a dear patron from Smith
June 20- taking my holiday day for Juneteenth
June 21- Dayton in the AM and Silver Stage in the afternoon for the Friends of the Library meeting
June 22- Interviews for Dayton FT position in the AM and interviews for the student worker in Smith in the afternoon
June 23- vacation day to take my RV to the repair shop
June 24- KOHA ILS migration day!!!!!!
June 25-July 9 Amy’s vacation
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The Eight Foundational Services of Libraries:

Community Relations:

- Customers: The last day of school was June 2, and so the 6th graders several managed to squeeze in a few end of the year visits to the Library. This year the 1st graders also visited. 3 classes of 1st graders received library cards and perused the collection.
- **Friends of the Library:** The Silver-Stage Library Friends held a book sale on May 6. They took in $215, a new record.

- **Funding:** The Silver-Stage Library Friends have received $2000 from the Dollar General Literacy Summer Reading Program Grant. These funds will be used to purchase materials for the 2023 Summer Reading Program. Thanks so much to President Cindy Dayney for making this happen!

- **Partners:** I participated in the Silver-Stage Elementary School Career Fair. Students from K-6 visited the displays of various organizations and learned about and asked questions regarding a variety of careers.

- **Human Resources/Staff/Volunteers:** A great group of volunteers manned the book sale. The sale was initially set up outdoors but then it began to rain. Volunteers quickly moved everything indoors and set it up again. Thanks so much!

- **Programs & Services:** Our Book Club is going really well. Members appreciate reading new authors and new genres. We have added a couple of new members.

- **I have changed up the Storytime.** Most of the attendees are quite young and don’t have a great attention span. Now I read 1 story and then we do a process art activity. The kids love this! Here are some pictures of marbleized paper and the process.
- Facilities:
- Other: Amy and Steve emptied the large pod of donated books for Thrift Books. Yay!
The Eight Foundational Services of Libraries:
Community Relations:
  - Customers:
The Reno Taiko Tsurunokai Japanese Drummers were here on the 20th. Tsurunokai brings the ancient art of Japanese drumming which traditionally were used in warfare, martial arts, religious ceremonies, and festivals. For over 1400 years. What an amazing performance! The drums were loud and the crowd was swept away. Even an angry dragon appeared, but all the children were safe with the help of a wizard. There were folk songs in Japanese telling stories of ancient Japan. All this to a standing room only crowd.
  - Friends of the Library:
Meeting was held on May 16th
Book sale on May 20th
  - Partners: (Have you networked with another organization? are you attending your local community meetings?
    Lyon County Human Services
    City of Fernley
    Job Connect
    Nevada Food Bank
    Bow Woow Book Club
    Medicare Store
    Pioneer Center
  - Human Resources/Staff/Volunteer:
No volunteers
  - Technology
None this month
  - Funding:
    - In-house book sales going strong..
  - Programs & Services:
Story time
Family Craft
Nevada Food Bank helped many, many people, with first time signups for food stamps, renewals etc.
Nevada Job Connect helping the public with resumes and job openings.
Bow Woow Books
Reno Taiko Tsurunokai Drummers
  - Facilities:
Front door handle repaired
  - Other:
May, 2023

A MONTH IN A LIBRARIAN'S WORLD

And the beat goes on

I think the highlight of this month must be our Japanese Drummers from the Pioneer Center in Reno. What an amazing and energetic group. The sheer power to beat the huge drums not only slow but gaining speed until it sounds like thunder. We almost had the program outside as their drums are huge and barely fit through the back door. Besides the drums one performer sang Japanese folk songs and then invited the children from the audience to also take part in the beating of the drums. Everything was going good until an evil dragon made an appearance. But little did the dragon know that behind him was an elderly Japanese couple and she was armed with an umbrella and chased the dragon away so no humans were eaten.

I had to proctor an English exam for a college student this month. In the email from the professor along with the password for the exam, the time limit was set at 2 hours to complete. The student arrived a few minutes late and I was beginning to think maybe she was not coming. It took her about 10 minutes to log into her exam. I then entered the password and noted the start time. I had some paperwork in my office and probably only 5 minutes into that when I saw her at the front circulation desk. My first thought was that she needed to be logged back into her exam, but NO, she was done with the test. Just amazing that you can finish a 2 hour English exam in less than 15 minutes?

I was away from the branch for training in Carson for a few days and filling in at another branch. Seemed like I was gone for years. Sure is good to be home again.

A MONTH IN A LIBRARIAN'S WORLD” cont. next month"
The Eight Foundational Services of Libraries:

Community Relations:
Partners: (Have you networked with another organization? Are you attending your local community meetings?)

Human Resources/Staff/Volunteers:
Our student worker finished up her hours for the year this May. She is an amazing girl and will go on to do amazing things, I am sure. We have been approved for next year's student worker. At this time we have two applicants.

Technology:
Funding: (report donations)
Programs & Services:
April showers continue into May, however our Smith Valley residents are a hardy group. There were days in May that I figured no one would venture out only to have a busier day than usual. Smith Valley is like the old saying for the post office. Neither wind, sleet nor snow will keep them from their library and they proved that this month with all of the above. We started this month off with our first ever Spring Tea. All proceeds for the tea went towards funding the first ever Summer Reading Camp. There is a huge amount of excitement for this event and it will, I am sure become a yearly event. The tea was fully attended with 29 ladies dressed in their finest to enjoy tea and petit fours, scones, and Nevada chocolates. The room was decorated beautifully, three local teens served, and all that attended agreed it was fantastic. Next on the agenda, we had a program for the little people planting basil and magnolia seeds. Although the program was for the children the accompanying adults enjoyed planting a couple for themselves as well. The Spice Club is still excelling with patrons taking home the entire amount of spice ordered for the month (16 oz.), this month was Mace. The library is now gearing up for the end of school and the start of summer reading. WOOHOO!

Collection: (do you have a particular need, weeding request)

Facilities: (How often do you walk the entire perimeter of the library, internally and externally? What was the most unusual thing you found on your most recent inspection?)

Other: (anything significant that may not fit in one of these categories)
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**Total Benefits**

- 186.00 Life Insurance
- 3.96 Life Insurance
- 43.20 Vision Insurance
- 74.67 Workers' Comp
- 72.96 Health Insurance
- 88.44 Medicare
- 7.43 Workers' Comp
- 10.65 Medicare
- 0.00 Social Security
- 98.59 Social Security
- 96.30 Medicare
- 93.00 Disability

**Total Salaries**

- 208.1400 Payroll
- 208.1400 Payroll
- 208.1400 Payroll
- 208.1400 Payroll
- 208.1400 Payroll
- 208.1400 Payroll
- 208.1400 Payroll
- 208.1400 Payroll
- 208.1400 Payroll
- 208.1400 Payroll

**Year-to-Date Budget Report**

Lyon County NV
<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Actual</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>4,972.00</td>
<td>4,974.18</td>
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</tr>
<tr>
<td>Telephone</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Travel &amp; Trans.</td>
<td>2,355.39</td>
<td>2,355.39</td>
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<tr>
<td>Software Support</td>
<td>2,050.91</td>
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<tr>
<td>Postage</td>
<td>500.00</td>
<td>500.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Printer Services</td>
<td>7,882.70</td>
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<td>Computer Maintenance</td>
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<tr>
<td>Fuel</td>
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<td>0.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Payroll</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Books &amp; Publications</td>
<td>83,500.00</td>
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<td>Computers</td>
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<tr>
<td>Telephone Supplies</td>
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<td>10.4%</td>
<td>1,740.72</td>
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</table>

Overall Expenses: 94,109.48

Total GF Library: 104,620.00

Total Services & Supplies: 104,620.00

Year-to-Date Budget Report

Lyon County NY
<table>
<thead>
<tr>
<th>Original Approp</th>
<th>Revised Budget</th>
<th>YTD Expend</th>
<th>YTD Expend</th>
<th>Mid Expend</th>
<th>End MB</th>
<th>MID MB</th>
<th>END MID</th>
<th>MID MB</th>
<th>END MID</th>
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<tbody>
<tr>
<td>903,794.18</td>
<td>949,005.00</td>
<td>934,672.00</td>
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<td>934,672.00</td>
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<td>934,672.00</td>
<td>934,672.00</td>
<td>934,672.00</td>
<td></td>
</tr>
</tbody>
</table>

**END OF REPORT - Generated by Amy Geddies**

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**YEAR-TO-DATE BUDGET REPORT**

Lyon County NV
| From: Thrift Books Global LLC | Date: 5/22/2023 |
| Pay To: LYON COUNTY LIBRARY | Check #: 71039844 |
| Invoice # | Bill Amount | Payment Amount |
| iffbookspartners.com | $142.59 | $142.59 |
| Total | | $142.59 |

Get paid up to 7 days earlier with Bill.com!

Create a free account and get your next payment deposited directly to your bank account.

Take the hassle out of getting paid
- Say hello to fast & secure payments
- No more snail mail or trips to the bank

To get started, go to bill.com/epay and enter this code:

43z01ina
Amazon  $2,308.88 customer requests & supplies
ATT  $112.28 phone/fax
Baker & Taylor  $2,761.25 books
Blackstone  $367.49 audio books on CD
Cengage  $199.96 Large print books
Chuck  $74.16 mileage for coverage
City of Fernley  $772.20 water/sewer
Darby  $236.25
Flyers  $117.75 fuel
Frontier  $110.66 printers
JenN  $308.75 mileage for training
Lockwood  $156.08 copiers
Lynn  $138.52 mileage for training
Oriental trading  $9.58 credit for tax paid
Overdrive GRANT  $416.92 grant ebooks
Penworthy  $708.74 kids books
Postage  $617.99 postage and POB in Silver Stage
Ramona  $51.00 mileage for coverage
Sierra Office  $408.89 copiers
xerox  $108.02 copiers

$9,966.21

Pcards paid- May
BOARD OF TRUSTEES OF LYON COUNTY LIBRARY SYSTEM
MEETING
9:30AM
Tuesday, May 30, 2023
3905 Hwy 50 West
Silver Springs, NV 89429
And Videoconference via Zoom

MEETING MINUTES

The meeting was called to order at 9:33AM by Dana Uhlhorn.

1. Roll call/Determination of Quorum-Board Members Present: Mandy Bennett in person. Dana Uhlhorn & Terri Davis via Zoom. Amy Geddes & Wynne Prindle present in person.

2. Pledge of Allegiance: led by Dana Uhlhorn

3. Public Participation: None

4. Review and adopt agenda: Mandy Bennett moved to adopt the agenda. Terri Davis seconded. Unanimously approved.

5. Correspondence: Thank you letter from a patron about Charles Love presented.

6. Review and approve minutes

   6a. Review and approve minutes from the 3-28-2023 meeting. Terri Davis moved to approve the minutes for 3-28-2023. Mandy Bennett seconded. Unanimously approved.

7. For Possible Action: Review and approve the claims for 5-30-2023. Mandy Bennett moved to approve the claims for 5-30-2023. Terri Davis seconded. Unanimously approved.

8. Director’s report

   Highlights: Director has been doing a weeding project in Dayton to make more room. 4 sections have moved to get more space for Fiction.

   Training last week in Carson for our new ILS. Had to close a couple of branches on a couple of days to get staff to training. We will be closed on June 24th to go live with our new ILS and work the kinks out. We have the new legal kiosks into all of the branches in the next week. These should be of help to our customers when they need legal help. We are supporting a dementia program with Health and Human services. We were awarded our PT to FT positions upgrade in Dayton and Yerington. Those positions are now 40 hours per week with benefits. Schedule below.
March 28- Updated Dayton computers and hauled off 20 pod boxes for thriftbooks
March 30- took day off
April 1- covered LYS
April 4- covered LYS then went to a Fernley Friends meeting
April 5- covered LYS
April 6- virtual Coop meeting
April 7- went to Carson for baskets for raffle; picked up pod boxes in Dayton
April 10- virtual County tentative budget meeting
April 11- covered LYS
April 12- Leadership team meeting, paid Smith POB and updated Smith Computers
April 13- covered LYS
April 14- virtual Coop meeting
April 17- Agenda software training
April 18- Fernley High School Career Fair to promote NV Career Explorer
April 20- covered Dayton
April 21- Dayton FOL book sale then to Fernley for Dementia Friendly Info session
April 26- Silver Springs in the AM
April 28- Yerington High School Career Fair to promote NV Career Explorer then to Smith for El Dia de los Ninos
May 2- Built 8 pallets in Silver Springs for thriftbooks then went to Dayton to work on a weeding project
May 4- virtual Coop meeting; Mason Valley FOL members reception
      May 5- Dayton weeding project
      May 6- Dayton weeding project
      May 9- doctors appt/ day off
      May 10- Leadership team meeting then to Dayton for weeding project
      May 11- Yerington Resin program
      May 12- covered Fernley
      May 15- Fernley to update computers
      May 16- meeting with new HR director then to Dayton for weeding project
      May 17- two virtual coop meetings
      May 18- covered LYS + two coop meetings
      May 19- Dayton weeding project
      May 20- covered LYS
      May 23- covered Dayton
      May 24 & 25- training for new circulation system in Carson
      May 26- covered LYS
May 27- covered LYS
May 30- virtual coop meeting
May 31- Interviews for Dayton vacancy & virtual coop meeting

9. New Business:
   a. For Possible Action: Review and approve the Smith Valley Friends of the Library proposal to sponsor a student worker for the Summer of 2023 at the Smith Branch. Mandy Bennett moved to approve the proposal. Terri Davis seconded. Unanimously approved.

10. Friends of the Library Reports and Comments - Silver Springs FOL had a book sale and made over $200. They also have a stargazing program coming up on June 16th. Fernley FOL made over $300 at their book sale, they had the Chinese drummers during the sale. We had great attendance.

11. Board of Trustee comments – Mandy asked if the director had found a representative in Yerington, but there has been no interest yet.

12. Public Participation: None. Next meeting will be in Fernley, on June 27, 2023 at 9:30AM.

13. Adjourned at 9:53AM
LYON COUNTY LIBRARY SYSTEM
LIBRARY CARD APPLICATION

Name
First Name                      Last Name

Date of Birth

Mailing Address
Street Name

City                      Postal Code

Phone
Home Phone                      Mobile Phone

Email

I, _____________________________ (signature) am responsible for all items checked out to my assigned library card, including lost, damaged or stolen items. This card is not transferable and must be presented at the time of use.

For patrons under the age of 18, a parent or legal guardian must fill out and sign the following:

Parent's/Legal Guardian's Name: ________________________________

Parent's/Legal Guardian's Signature: ________________________________

Staff use:
ID: _____ Input by: _____ Address: _____

revised and approved 6/27/2023
LYON COUNTY LIBRARY SYSTEM
SOLICITUD DE TARJETA

Nombre

Primer Nombre
Apellido

Fecha de Nacimiento

Dirección
Física

Ciudad
Código Postal

Teléfono

Teléfono Celular

Dirección de Correo
Electrónico

Yo, __________________________ (firma) soy responsable por todo el material cargado a mi tarjeta de la librería, incluyendo pérdida, daño y robo. Esta tarjeta no es transferible y debe de ser presentada al momento de su uso.

Para usuarios menores de 18 años de edad, uno de sus padres o tutor legal debe de llenar esta solicitud y firmarla:

Padres/Tutores Legales Nombre: ________________________________

Padres/Tutores Legales Firma: ________________________________

Staff use:
ID: ______  Input by: ______  Address: ______

revised and approved 6/27/2023