LYON COUNTY LIBRARY BOARD OF TRUSTEES
TUESDAY, JULY 25, 2023
9:30 AM
Silver-Stage Branch Library
3905 Hwy 50 West
Silver Springs, NV 89429

Join Zoom Meeting
https://us06web.zoom.us/j/5101919192?pwd=UTdoWUt5VzRBT0xnZ1N1T2NpMU5pQT09
Meeting ID: 510 191 9192
Passcode: 123456
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 agendized).

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 Possible Action: Director’s report for 7-25-2023

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 the 7-25-2023 meeting

9. Approve Minutes

   9.a. For Possible Action: Review and approve minutes from the 6-27-2023 meeting.

10. Friends of the Library Reports and Comments

11. Board of Trustees Comments

12. New Business

   12.a. For Possible Action: Review and accept the resignation of the Library Director.

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
Last Fiscal Year 2022-2023

Amazon $886.58 customer requests & supplies
AT&T $3.83 phone
Baker & Taylor $2,080.63 books
Cengage $42.39 Large print books
City of Fernley $1,761.49 water/sewer (2 months)
Flyers $279.13 fuel
Lockwood $70.24 copiers
Overdrive GRANT $2,246.79 ebooks
Postage $19.99 postage and POB in Silver Stage
Ramona $255.00 mileage for coverage in Dayton
Sierra Office $713.32 copiers
xerox $69.17 copiers

$8,428.56

Pcards paid- June

This fiscal Year 2023-2024

Baker & Taylor $1,798.50 yearly TS360 platform fee
Alex $34.08 travel to strategic planning
AT&T $109.94 phone
Blackstone $145.00 audio books on cd
Chuck $86.74 travel to cover branch and strategic planning
Frontier $110.72 phone/fax
Jake $34.06 travel to strategic planning
JenN $40.88 travel to strategic planning
Nevada Library Coop $31,080.00 yearly Circulation system/ebook fees
Overdrive $5.24 ebook
Sierra Office $25.00 copier service
Swank $2,050.00 yearly movie licenses
Timmy $40.88 travel to strategic planning

$35,561.04
The meeting was called to order at 9:39AM by Dana Uhlhorn.


2. Pledge of Allegiance: skipped
3. Public Participation: None
4. Review and adopt agenda: Mandy Bennett moved to adopt the agenda. Terri Davis seconded. Unanimously approved.

5. Correspondence: None
6. Director’s report-
   6a. • New circulation system is up and running. Director visited all branches to make settings changes.
   • 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. We did find a candidate and that person will be starting July 11th.
   • 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; all stations have been installed and are available for customers.
   • 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; they are planning for the summer movie series
• June 22- Interviews for Dayton FT position in the AM and interviews for the student worker in Smith in the afternoon. New student worker's name is Aubree Doll.
• 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
• Circulation for the month of May 17867
• Summer reading program is in full swing at all of the branches, great programs going on. Highlight: the Japanese drummers in Fernley.

7. Regular Agenda
8. For Possible Action: Review and approve the claims
   8a. Review and approve the claims for 6-27-2023. Terri Davis moved to approve the claims for 6-27-2023. Mandy Bennett seconded. Unanimously approved.
9. For Possible Action: Review and approve minutes
   8a. Review and approve minutes from the 5-30-2023 meeting. Mandy Bennett moved to approve the minutes for 5-30-2023. Terri Davis seconded. Unanimously approved.
10. Friends of the Library Reports and Comments- Mandy reports that on July 22nd Silver Springs is showing the movies "The Goonies". Fernley FOL made $290 at the Book Sale on May 20th.
11. Board of Trustee comments – Mandy Bennett asked if there was going to be any publicity for the new Legal Kiosks? Not sure, director will follow up.
12. New Business:
   12a. For Possible Action: Review and approve the new Lyon County Library Card Application in English and Spanish. This need came about because the new circulation systems age of accountability is 18, so we needed to change the form from 15 to 18. Terri Davis moved to approve the new forms. Mandy Bennett seconded. Unanimously approved.
13. Public Participation: None. Director announced that she will be making the move to her home in Oklahoma soon, the contractor has begun work on her home there. Dana asked if we had any replacement prospects; the
answer is yes we have 2 possible internal candidates. One has an MLIS and the other is almost finished with her MLIS. Director made an entreaty that the new director have an MLIS because there is no equivalent. Dana asked that if possible he would like the director to ask if Amy could train the new director if possible. Director has cross trained many of the duties.

Next meeting will be in Silver Springs, on July 25, 2023 at 9:30AM.

14. Adjourned at 10:08AM
Director’s Report 7-25-2023

Director was in Oklahoma June 27-July 14

July 15- Strategic planning session for new 5 year plan with Fred Steinmann
July 18- Dayton Valley Friends of the Library meeting in the AM, then on to Fernley for the day
July 20- Zoom meeting with Employ Nevada
July 22- Movie night “The Goonies” in Silver Stage

I just want to take a moment to tell you how much I have enjoyed working at Lyon County Libraries. The staff is wonderful and in my time here I have learned so much. I will miss you all dearly. You can call on me any time and I will remain on the Lyon County Library Foundation.

Thanks so much for everything!

Amy Geddes
IDENTIFICATION:
Dates covered in this report: June 1 -30, 2023
Branch: LSV
Submitted by: Darby Porter
Date sent: 07/19/2023

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:
As always, the Friends of the Library have been a tremendous help and asset to the library. They help with summer cleaning, purchase all of the items needed to make the programming exceptional, and volunteer all of their time and expertise. I don’t honestly know what I would do without them!

Technology:
Our copier/printer/scanner/fax has been out of order for almost the entire month of December and is still awaiting repair, despite multiple phone calls.

Funding: (report donations)

Programs & Services:
June, as with all libraries was a busy month with the start of summer reading. We kicked Summer Reading off on June 6th and had a program every Tuesday for the rest of the month. The activities ranged from rock painting for the library’s community rock garden to a talent show. We connected with the Yerington Cooperative extension to perform a nutrition program for our summer reading. They were very informative and provided a bunch of goodies for all the children. We are again providing tickets for every book read (or 20 minutes of reading for the little ones) as well as buying a book for all patrons signed up that read five books. The patrons place their tickets into one of the 16 “baskets” that we will be giving away at the end of summer on August 22nd. The “baskets include items such as Legos, matchstick cars, Paw Patrol, Barbie, the list goes on. Each contains items and a book to do with that the theme of the
item. We also have a community picture that the patrons place colored stickers on to a letter specified for that color. At the end of summer, we will have an amazing picture. Everyone is excited to see what the picture is of. We also got our Legal Kiosk set up in the library along with starting our new library system Koha. A very crazy and fun month. Can’t wait for July which will be just as hectic and fun!

**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)
IDENTIFICATION:
Dates covered in this report: June 1 – June 30
Branch: Dayton Valley Branch Library
Submitted by: Alex Johnson
Date sent: July 19, 2023

The Eight Foundational Services of Libraries:

Community Relations:

- Customers:

Friends of the Library: The Friends of the Library helped the branch with our Summer Reading Kick-off party. We had 4 Friends members volunteer their time to help make the party a success.

Partners:

Human Resources/Staff/Volunteers: Alex worked the branch by herself for several months. Volunteers were a huge help when it came to shelving the books and helping with the kick-off party.

Technology:

Funding:

Programs & Services: The library started the kick-off to the summer reading program with 105 children signing up during the party. The first 100 children were given a goody bag and a canvas bag to decorate. It has been fun seeing the kids coming back to check out their books with their bags! Despite running the branch alone Alex continued to hold two children program’s a week. The parents that came to the programs were a huge help and were very patient!

Collection:

Facilities: One of the AC units stopped working the last day of June. Unfortunately it is the unit that controls the main areas of the library.
IDENTIFICATION:
Dates covered in this report: June 1st- June 30th 2023
Branch: Fernley Branch
Submitted by: Lynn D. Evans
Date sent: July, 7th, 2023

The Eight Foundational Services of Libraries:

Community Relations:

- Customers:
The heat is on and so are our visitors. More and more new faces applying for cards not only for books but the majority are inquiring about the Libby app. Vacationers passing through stop to use our public computers and grab a book or two from our Friend’s book sale racks.
Our Summer Reading Program is off and running. We are doing grab-n-go packets this year. If the patrons would like, they can assemble the craft in the meeting room along with a staff member. It seems to be well liked.
- Friends of the Library:
No meetings until September
  - 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
- Human Resources/Staff/Volunteer:
No volunteers
- Technology
Welcomed our new ILS system Koha and bid Polaris goodbye.
Nevada legal kiosk installed
  - Funding:
  - In-house book sales going strong..
- Programs & Services:
Summer Reading program underway
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.
Summer Reading Program
  - Facilities:
Outside of building completely pained and also tow sheds done.
Looks great!
  - Other:
June was a very usual month along with our new ILS system, the library undergoing painting and the Nevada Legal kiosk.
May, 2023

A MONTH IN A LIBRARIAN'S WORLD

Yes, an old dog can learn new tricks

When I was first hired at the Library, many moons ago, we used an ILS system named Polaris for all of our everyday transactions. Then along came LEAP, which I never really liked. Imagine my surprise when I heard that we had a new system that would replace my old Polaris. At first I thought no way in heck is this pup going to replace old reliable Polaris. But lo and behold I really got to like this pup! Welcome Koha!

I had a gentlemen come in the other day and ask to sign up for a library card. I asked the usual questions, have you ever had a card in Nevada, etc. He replied no, and I gave him one of the new forms to fill out. He looked at me and said I need two forms and I inquired who the other form was for as I did not see anyone with him. The gentleman then said he was left-handed and need two pieces of paper to be able to write on. He turned one page crosswise and placed the other paper on top going the correct way to fill it out. He would move both papers as he was filling out the form. Took forever, next please.

We had the outside of the library painted this month and with all the plastic on the windows and for a few hours one day, both doors were sealed. The building looks fantastic but it did take about a week for everything to be back to normal. I had posted a notice of painting the week before and of course the painters never showed that week, so we were not able to notify the patrons ahead of time. Had quite a few comments from different patrons as to how they thought it should have been done. Good thing Michelangelo is no longer with us.

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

- Partners: During Summer School the 6th graders came to the library almost every day. They read a lot of good books and participated in most of the Summer Reading Program activities as well. The last week of school I created a Library Scavenger Hunt. The kids learned a lot about how to find the books they want but I also realized there is a lot they don’t know. The 6th grade teachers have asked us to repeat the Scavenger Hunt after school starts again and really drill down on understanding organizational systems (and alphabetizing). I loved having these kids in the library, they are so enthusiastic and engaged. One kid told me he loves the library so much that “I want to stay here for the rest of my life.”

- Human Resources/Staff/Volunteers: Two members of our Friends group helped me at the Human Services Kids’ Fun Day in the Park. At least 50 kids (and a few adults) had a blast shooting paint out of squirt sharks onto paper. It was fun and frantic and the most exciting entry at the event.
- Programs & Services: Summer Reading started this month. Kids have made Solar System collages, art with sunlight, viewed Sun Spots and Solar flares through a solar telescope, attended a night time stargazing program through a partnership with WNC Astronomy Club, and learned about Dark Skies with Ranger Kristin from Ft. Churchill.
The Storytime/Process Art bi-weekly program has been a lot of fun for all attendees. These programs as well as Summer Reading has also been an opportunity for mothers and other caregivers to make new connections and friendships. One day this month we made “exploding glitter” baking soda.

I’ve created a cart with assorted art supplies for drop-in activities for Kids. Kids now come in asking for the “Art Department”
# Lyon County NV

## YEAR-TO-DATE BUDGET REPORT

### FOR 2023 99

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<th>ACCOUNTS FOR: 100818</th>
<th>GP Library</th>
<th>ORIGINAL APPROP</th>
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<th>YTD EXPENDED</th>
<th>MTD EXPENDED</th>
<th>ENCUMBRANCES</th>
<th>AVAILABLE BUDGET</th>
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### 4c Benefits

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## YEAR-TO-DATE BUDGET REPORT

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# YEAR-TO-DATE BUDGET REPORT

**FOR 2023 99**

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<td>MTD EXPENDED</td>
<td>ENCUMBRANCES</td>
<td>AVAILABLE BUDGET</td>
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<td><strong>4e Services &amp; Supplies</strong></td>
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** YEAR-TO-DATE BUDGET REPORT **

FOR 2023 99

<table>
<thead>
<tr>
<th>ORIGINAL APPROP</th>
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<th>YTD EXPENDED</th>
<th>MTD EXPENDED</th>
<th>ENCUMBRANCES</th>
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<td>GRAND TOTAL</td>
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** END OF REPORT - Generated by Amy Geddes **
July 15, 2023

To: Lyon County Library Board of Trustees
20 Nevin Way
Yerington, NV 89447

From:
Amy Geddes
P.O. Box 309
Lebanon, OK 73440

To the Library Board-Mandy, Dana & Terri;

This letter is to inform you that I am retiring from my position as Library Director at Lyon County.

It has been an absolute pleasure working at Lyon County for the past 9 ½ years and I am truly grateful for the opportunities you have afforded me. We have accomplished so much together during my tenure and I know great things are in the future for the library system. I am sad to report that my last working day will be July 31, 2023.

I intend to continue working at the highest quality level until my final day of employment. I also plan to continue my work with the Lyon County Library Foundation to support the library system from afar. If there is anything you would like me to do to facilitate a smooth transition during this time, please let me know.

Sincerely,

Amy Geddes
Lyon County Library Director
20 Nevin Way, Yerington, NV 89447
ageddes@lyon-county.org
775-463-6645