

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

Email: clquillen@churchillcountylibrary.org

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

PLEASE POST

PLACE OF MEETING: Churchill County Administration Building, 155 N. Taylor Street, Commissioner's Chambers

DATE AND TIME: April 25, 2024 at 3 pm.

TYPE OF MEETING: Regular meeting of the Library Board of Trustees

Notes

These meetings are subject to the provisions of the Nevada Open Meeting Law (NRS Chapter 241. Except as otherwise provided for by law, these meetings are open and public.

- I. Action will be taken on all Agenda items unless otherwise noted.**
- II. 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.**
- III. In the interest of time, the Library Board of Trustees reserves the right to impose uniform time limits upon matters devoted to public comment.**
- IV. Any statement made by a member of the Library Board of Trustees during the public meeting is absolutely privileged.**
- V. All persons participating in the meeting, by any means, are put on notice that all meetings are recorded.**

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 on March 28, 2024.**
- 8. Library Board of Trustees Report**

9. Library Director's Report

- Statistics
- Library Budget
- Library Gate
- Adult Services Librarian Position Update
- Resignation of IT Librarian effective Monday, April 29, 2024
- Roaring Twenties Event – CLA and Museum
- Nevada Library Director's Summit, 5/29 -31
- Report on PLA Conference

Set date and time of regular/special Library Board meetings: Next meeting is scheduled for Thursday, May 16, 2024, at 3 p.m. at Churchill County Administration Building 155 N. Taylor Street, Commission Chambers.

OLD BUSINESS

NEW BUSINESS

1. **Consideration and possible action re:** Action to approve the monthly budget report.
2. **Consideration and possible action re:** Action to approve the Library Gift Fund.
3. **Consideration and possible action re:** Action to approve the Library Director's annual evaluation report
4. **Consideration and possible action re:** Review of CLA Endowment Fund
5. **Consideration and possible action re:** Review of Library Board of Trustees Bylaws
6. **Consideration and possible action re:** Review of Library Hours

Public Comments

Adjournment.

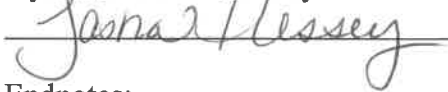
AFFIDAVIT OF POSTING

State of Nevada)
 : ss
County of Churchill)

Ashlee Brown, an employee of Churchill County Nevada, being duly sworn, says: That on the 19th day of April 2024 AD, she posted a notice, of which the above is a copy, at Churchill County Administration 155 N. Taylor, Fallon, NV; City of Fallon 55 W. Williams; Churchill County Library 553 S. Maine Street Fallon, NV; Churchill County Website www.churchillcounty.org and the Nevada State Website <https://notice.nv.gov/>.

State of Nevada)
 : ss
County of Churchill)

On the 19th day of April 2024 AD before a Notary Public, personally appeared Ashlee Brown known to me to be the person described in and who executed the foregoing instrument. In witness whereof, I have hereunto set my hand and affixed my official seal this 19th day of April 2024 AD.



Endnotes:

Disclosures:

Churchill County is an equal opportunity provider and employer.



Accommodations:

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

Procedures:

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

Verification of the posting of the Churchill County Library Board of Trustee meeting on April 25, 2024, at the Churchill County Administration Building 155 N. Taylor Street, Commission Chambers.

Posted on: April 19, 2024

Churchill County Administration 155 N. Taylor, Fallon, NV
By: AB **Time:** 11:50

Fallon City Hall 55 W. Williams Ave. Fallon, NV
By: AB **Time:** 11:55

Churchill County Library 553 S. Maine Street Fallon, NV
By: AB **Time:** 12:05

Churchill County Website
By: JS **Time:** 4:55

Nevada State Website
By: JS **Time:** 4:55

**CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
MARCH 28, 2024**

Call to Order

The monthly meeting of the Churchill County Library Board of Trustees was called to order by Chairwoman Kelli Kelly at 3:00 p.m. on March 28, 2024 in the Churchill County Commission Chambers located at 155 N. Taylor Street, Fallon, NV.

Public Attendees and Comments

None

Roll Call

Trustees present were Kelli Kelly, Jo Petteruti and Tara Price Gritzmacher. Also present were Library Director C.L. Quillen and Deputy District Attorney Jeff Weed.

Absent were Trustee Ashlee McGarity and County Commissioner Bus Scharmann.

Verification of the posting of the agenda

Posting of the agenda was verified by Library Director C.L. Quillen.

Review and approval of agenda as submitted or revised

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

Review and approval of the meeting minutes from February 15, 2024 as submitted or revised

Motion made by Tara Price Gritzmacher to approve the minutes of February 15, 2024 as amended for a date correction, seconded by Jo Petteruti. Kelli Kelly abstained as she was not in attendance for that meeting. Jeff Weed advised the board that the quorum requirement would be met with just two votes in this instance. Motion carried.

Library Board of Trustees Reports

Kelli Kelly planning to attend the Roaring 20s event with her spouse.

Library Director's Report

- She pointed out that the agenda posting dates for the library's website and the Nevada State websites were not updates and that will be corrected quickly.
- Statistics don't reflect the February gate counter as there had been issues with it since being

tripped by a power outage, but is working now. Its functions include the RFID alerts (stolen books are not an issue for us) and the counts which are reported to the State Library which show as “Error” for February. Kelli Kelly asked where we stood with the gate and its maintenance, as there have been multiple problems with it in the past. Every power outage affects it and the automated book return. A full replacement or update could cost \$7,000 - \$8,000. A people counter could be a replacement option for getting a monthly total gate count for about \$500. She will check on alternatives when at conference next week. Other statistics were either similar or down slightly Kanopy usage down more so may be due to Kanopy's change in the check-out procedure. Also, verification of the user's library card bar code as a prior loophole whereby non-Churchill County library users could check out items and that has now been fixed.

- Library Director to Attend PLA in Columbus, OH on April 3 – 5. She last attended this conference about 10 years ago and is looking forward to the large gathering of library services vendors that may ideas beneficial to us and the wide number of libraries represented.
- Roaring Twenties Event – CLA and Museum, Saturday April 6 at CAC. Tickets still available on Event Brite for \$50/each. 12 silent auction items will be available to bid on with plenty of alcohol in them, staying in line with the Prohibition theme. Some of the items include a murder mystery show, a magic show both in Reno, a helicopter ride with a bush pilot, and Aces baseball tickets. Proceeds will go to the library and the museum.
- Library Trustee Position Update – Two candidates were interviewed and one was chosen who was then referred to the County Commissioners for final appointment and that is on their next agenda.
- Adult Services Librarian Position Update – Application period is now closed. Chris Spross is now handling HR functions and is trying to set up the six interviews for April 9 – 10. All six candidates are from out-of-state and we had no local applicants. Also, the Library Page Position closes March 29. It is part-time, 14 hours per week and many applications were received.
- Tentative Budget Update – Most of the library's FY25 budget was approved except a \$2,000 cut for marketing. She is being careful with the budget due to the increase in the utility costs which are more that last year. Kelli Kelly noted the bottom line reduction was only \$1,100 as the marketing line item was budgeted higher. Also, our contract with Better World, who takes our older books, lapsed last week and a new contract is being negotiated. Other alternatives are being reviewed as well.

Set the date and time of next regular Library Board meeting

The next meeting is scheduled for Thursday, April 25 at 3:00 p.m. in the Commission Chambers, Churchill County Administration Building, 155 N. Taylor Street, Fallon, NV.

Old Business

None

New Business

1. **Consideration and possible action re: Action to approve the monthly budget report.** Kelli Kelly asked about expenditures this last month related to the Columbus trip but it falls under an LSTA grant line item. Has that LSTA money moved to the county, or should we anticipate

seeing that. C.L. Quillen said she wasn't sure about the process with the state, and had questions even about J's upcoming trip in the fall. Another form is needed for conference expenditure reimbursements which is being done now. The library costs will be split out from the LSTA \$1,500 travel grant. Kelli Kelly asked if the E-materials line item was separating out the downloadables books and periodicals from the AV e-books and audio books, what does that leave? C.L. Quillen explained that the physical items such as DVDs stay in the AV line, and we don't buy audio books anymore. Anything that is online, not just the downloadables, but also Mango is included in AV line budgeted at \$40,000. Motion made by Tara Price Gritzmacher to approve the monthly budget report as submitted, seconded by Jo Petteruti. All voted in favor, motion carried.

2. **Consideration and possible action re: Action to approve the Library Gift Fund.** Kelly Kelli asked if a report from the CLA on the endowment fund could be provided to the board. Jo Petteruti said the Edward Jones statement which shows the balance and performance returns for MTD, YTD and since inception could be included in the next packet, and Kelli Kelly felt that would be sufficient. Motion made by Tara Price Gritzmacher to approve the library gift fund as submitted, seconded by Jo Petteruti. All voted in favor, motion carried.

Public Comment

None

Before the board adjourned, Kelli Kelly reiterated that Jeff Weed has made himself available to answer any questions about the upcoming Library Director's annual review packet that was distributed at today's meeting. Both DDA Joe Sanford and HR Chris Spross are also available for questions.

Adjournment

Meeting adjourned at 3:29 p.m.

Respectfully submitted,
Jo Petteruti

Statistics

March 2024

	Feb-24	Mar-24	Mar-23
Children's programs 0-5	14	12	28
Attend	320	374	620
Children's programs 6-11	4	9	N/A
Attend	29	73	N/A
YA programs 12-18	4	0	N/A
Attend	24	0	N/A
Adult programs	11	13	N/A
Attend	79	74	N/A
All Ages programs	0	0	32
Attend	0	0	76
Async Program Presentations	2	2	3
Watched	442	238	384
Self Directed Participants	97	136	0
Books/Babies	0	8	0
Videos	5	7	10
Watched	1572	1847	431
Gate Count	Error	Error	7,915
Daily Averages	Error	Error	293
WiFi	1,737	1,340	1,578
Physical Circulation	6531	7008	8320
Kanopy	54	87	107
Sora	23	21	25
hoopla	452	618	466
Mango	22	29	N/A
Overdrive	1,482	1,574	1,534
Total Circ*	8564	9337	10452
Volunteers	19	20	13
Vol. Hours	94.50	63.75	119
Meeting Room	34	26	31
Proctor	0	0	0
Giveaway Books	8	16	0



Churchill County, NV

Budget Worksheet for FY2025
Account Summary
For Fiscal: 2023-2024 Period Ending: 03/31/2024

								Defined Budgets		
		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2024-2025 Dept Request	2024-2025 Tentative Budget	2024-2025 Final Budget
Fund: 240 - PUBLIC LIBRARY										
Department: 551 - PUBLIC LIBRARY										
Category: 400 - DIRECT SALARY EXPENSE										
240-551-40100	SALARIES-DEPT HEAD	106,046.00	104,253.90	113,492.00	110,020.10	121,584.00	64,254.80	97,810.00	94,960.00	
Budget Notes										
Budget Code	Subject	Description								
Tentative Budget	FY25 BUDGET CUTS	REMOVED THE 3% COLA								
240-551-40200	OTHER SAL & WAGES-REG	224,035.00	228,840.59	260,144.00	249,276.43	276,702.00	170,177.10	280,001.00	266,975.00	
Budget Notes										
Budget Code	Subject	Description								
Dept Request	Position Reclass	Requesting a Librarian position be reclassified to a Senior Librarian. The difference in wages is an extra \$5,017								
Tentative Budget	02/22/24 BUDGET HEARING	RECLASS LIBRARIAN TO SENIOR LIBRARIAN								
Tentative Budget	FY25 BUDGET CUTS	REMOVED THE 3% COLA AND THE RECLASSIFICATION								
240-551-40250	SAL & WAGES - PART-TIME	15,959.00	12,634.90	12,182.00	14,297.54	12,729.00	11,676.27	13,116.00	12,734.00	
240-551-40270	PART-TIME PERS SAL & WAGE	24,641.00	22,496.02	24,984.00	24,832.50	26,755.00	18,500.55	28,244.00	27,421.00	
240-551-40300	OTHER SAL & WAGES O/T	0.00	0.00	0.00	0.00	0.00	20.89			
Category: 400 - DIRECT SALARY EXPENSE Total:		370,681.00	368,225.41	410,802.00	398,426.57	437,770.00	264,629.61	419,171.00	402,090.00	0.00
Category: 450 - EMPLOYEE BENEFITS										
240-551-45100	RETIREMENT	105,043.00	105,679.37	118,589.00	114,278.60	142,389.00	83,945.88	136,028.00	130,434.00	
Budget Notes										
Budget Code	Subject	Description								
Dept Request	Retirement	Requesting a Librarian position be reclassified to a Senior Librarian. The difference in Retirement is an additional \$1,681								
240-551-45150	SOCIAL SECURITY	989.00	783.37	756.00	886.49	790.00	723.94	814.00	790.00	
240-551-45200	PACT (INDUSTRIAL INS)	11,030.00	10,381.17	10,858.00	10,939.95	10,975.00	6,952.60	11,068.00	11,008.00	
240-551-45400	GROUP INSURANCE	58,200.00	55,094.12	56,589.00	49,557.14	54,948.00	35,335.75	55,001.00	55,001.00	
240-551-45444	HSA HEALTH SAVINGS	0.00	1,992.00	1,992.00	2,905.00	1,992.00	4,233.00	6,574.00	6,574.00	
240-551-45500	MEDICARE	5,302.00	5,050.06	5,957.00	5,923.47	6,348.00	3,938.81	6,078.00	5,831.00	

Budget Worksheet for FY2025

For Fiscal: 2023-2024 Period Ending: 03/31/2024

			Defined Budgets								
			2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2024-2025 Dept Request	2024-2025 Tentative Budget	2024-2025 Final Budget
Budget Notes											
Budget Code	Subject	Description									
Dept Request	Medicare	Requesting a Librarian position be reclassified to a Senior Librarian. The difference in Medicare is an additional \$73.00									
240-551-45700	COMPENSATED ABSENCES		3,497.00	3,497.00	4,108.00	4,108.00	4,378.00	0.00	5,240.00	5,027.00	
Category: 450 - EMPLOYEE BENEFITS Total:			184,061.00	182,477.09	198,849.00	188,598.65	221,820.00	135,129.98	220,803.00	214,665.00	0.00
Category: 500 - SERVICES & SUPPLIES											
240-551-50400	AV/eBOOKS/eAUDIO		21,000.00	25,934.47	25,000.00	26,167.44	40,000.00	4,841.58	7,000.00	7,000.00	
240-551-50450	E-MATERIALS		0.00	0.00	0.00	0.00	0.00	25,500.00	35,000.00	33,000.00	
Budget Notes											
Budget Code	Subject	Description									
Dept Request	Increase in budget	The budget for AV/eBooks/eAudio was split to create 2 budget lines: 1 for AV and an e-Materials line for eBooks, eAudio, eVideo,and Databases. We are purchasing more downloadable (e-Materials) to meet demands and adding Databases, which has increased the projected budget. The AV budget has been cut significantly to create this budget, but there is still an increase between the two budgets of \$2,000.									
Tentative Budget	FY25 BUDGET CUTS	REDUCED THIS REQUEST BY \$2,000, LEFT THE \$33,000 AS THIS WAS AN APPROVED BUDGET FOR AUDIO BOOKS SHE IS JUST MOVING IT TO HER NEW ACCOUNT FOR EMATERIAL.									
240-551-50900	BOOKS AND PERIODICALS		30,000.00	26,977.07	30,000.00	33,520.32	35,000.00	28,407.51	40,000.00	35,000.00	
Budget Notes											
Budget Code	Subject	Description									
Dept Request	Increase to Books Budget	We are currently working on a heavy weeding of out-of-date and obsolete materials and are also replacing items that are in poor condition. Book prices continue to increase, so I am requesting an increase to cover replacements and regular purchasing. This will also assist with increases in cost to have more processing done to our materials so that staff are able to devote more time on interactions with our users. The periodicals budget is being split from this line and has not been funded due to splitting it so late in the process, but will be covered by this budget.									
Tentative Budget	FY25 BUDGET CUTS	REMOVED THE \$5,000 REQUESTED INCREASE									
240-551-50910	BOOKS/PERIODICALS-CHILD		10,000.00	7,322.14	10,000.00	7,795.16	10,000.00	7,115.60	11,000.00	10,000.00	
Budget Notes											
Budget Code	Subject	Description									
Dept Request	Increase in Budget	We are currently working on a heavy weeding of out-of-date and obsolete materials and are also replacing items that are in poor condition. Book prices continue to increase, so I am requesting an increase to cover replacements and regular purchasing. This will also assist with increases in cost to have more processing done to our materials so that staff are able to devote more time on interactions with our users. We are looking into adding a collection of “speaking books” that would enhance children’s reading experiences and assist children who may have dyslexia or other issues that may interfere with their ability to read fluently at their level.									
Tentative Budget	FY25 BUDGET CUTS	REMOVED THE \$1,000 REQUESTED INCREASE									
240-551-51630	NEVADA LIBRARY CoOp		29,000.00	14,528.42	29,090.00	12,863.74	22,000.00	16,820.00	22,000.00	22,000.00	
240-551-51640	COLLECTION DEVELOPMENT		0.00	4,954.00	5,150.00	5,149.00	0.00	0.00			
240-551-52400	CONTRACTED SERVICES		13,000.00	13,052.74	13,000.00	11,025.15	14,000.00	10,183.15	12,000.00	12,000.00	
240-551-52403	PLAT FORM FEE		2,000.00	495.00	2,000.00	1,544.50	2,000.00	0.00	2,000.00	2,000.00	

Budget Worksheet for FY2025

For Fiscal: 2023-2024 Period Ending: 03/31/2024
Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2024-2025 Dept Request	2024-2025 Tentative Budget	2024-2025 Final Budget
240-551-52520	CONTRACT SERVICE/PROGRAM	1,000.00	922.87	1,200.00	1,000.00	1,200.00	662.15	2,000.00	1,200.00	
Budget Notes										
Budget Code	Subject									
Dept Request	Increase in funding									
Tentative Budget	FY25 BUDGET CUTS									
240-551-55400	MEMBERSHIPS	700.00	657.00	700.00	456.00	700.00	503.00	800.00	700.00	
Budget Notes										
Budget Code	Subject									
Dept Request	Increase									
Tentative Budget	FY25 BUDGET CUTS									
240-551-55720	COPIER MAINTENANCE/USAGE	1,300.00	1,356.91	1,300.00	1,138.72	1,400.00	1,458.86	2,000.00	1,400.00	
Budget Notes										
Budget Code	Subject									
Dept Request	Copier Budget									
Tentative Budget	FY25 BUDGET CUTS									
240-551-55800	OPERATING SUPPLIES	7,000.00	8,265.55	9,000.00	9,249.68	9,000.00	5,458.41	10,000.00	9,000.00	
Budget Notes										
Budget Code	Subject									
Dept Request	Increase									
240-551-55840	MARKETING	900.00	901.40	900.00	864.00	900.00	2,828.15	4,000.00	900.00	
Budget Notes										
Budget Code	Subject									
Dept Request	Increase									
Tentative Budget	02/22/24 BUDGET HEARING									
Tentative Budget	FY25 BUDGET CUTS									
240-551-55870	PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00	1,120.57	2,000.00		

Budget Worksheet for FY2025

For Fiscal: 2023-2024 Period Ending: 03/31/2024
Defined Budgets

		2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2024-2025 Dept Request	2024-2025 Tentative Budget	2024-2025 Final Budget
Budget Notes										
Budget Code	Subject	Description								
Dept Request	New Funding	There is currently no budget specific to the purchase of items used for library programs and we are very dependent on the Churchill Library Association to assist us with funding basic items like markers, colored paper, items for our STEM/STEAM programs, spices for our new spice club, and snacks for kids attending programs. We appreciate the generosity of the CLA, but need to have some funding that is available as things come up throughout the								
Tentative Budget	FY25 BUDGET CUTS	REMOVED THE \$2,000 REQUESTED BUDGET								
240-551-55875	LIBRARY OF THINGS	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	
Budget Notes										
Budget Code	Subject	Description								
Dept Request	Add funding	This is a new budget line to purchase non-traditional items to circulate in the library, such as telescopes, memory kits for seniors and others suffering with memory issues, small household appliances, health items such as blood pressure monitors, wellness and stress relief kits, and other items that people may need infrequently or want to try before they buy.								
240-551-58080	LSTA FED GRANT EXP	66,000.00	68,077.19	25,000.00	10,000.00	0.00	8,565.40			
240-551-58400	TELEPHONE	3,720.00	3,781.91	3,700.00	3,882.78	3,700.00	2,822.25	4,000.00	3,700.00	
Budget Notes										
Budget Code	Subject	Description								
Dept Request	Increase	Increase budget by \$300 to cover the additional cost of a county cell phone for the director.								
Tentative Budget	FY25 BUDGET CUTS	REMOVED THE \$300 REQUESTED INCREASE								
240-551-58600	TRAVEL AND SUBSISTANCE	2,000.00	1,809.27	3,000.00	1,037.60	3,000.00	1,802.69	3,000.00	3,000.00	
240-551-58700	TRAINING	800.00	380.00	800.00	0.00	800.00	1,224.84	5,000.00	800.00	
Budget Notes										
Budget Code	Subject	Description								
Dept Request	Increase	Increase of \$4200 to cover the cost of additional training. We take advantage of funding available through the state library for conferences and classes, but this would allow more staff to take advantage of trainings that will help them navigate the constant changes in the field. This will also allow us to assist with the costs for staff who need to take classes to meet the requirements to receive a certified library certificate, so that they can continue in their current position.								
Tentative Budget	FY25 BUDGET CUTS	REMOVED THE \$4300 REQUESTED INCREASE								
240-551-59200	UTILITIES-ELEC/WTR/SEWER	20,000.00	19,163.10	20,000.00	21,680.65	20,000.00	17,520.60	24,000.00	24,000.00	
Budget Notes										
Budget Code	Subject	Description								
Dept Request	Increase	Costs of utilities have skyrocketed this year and the increase of \$4000 will allow us to cover those costs.								
240-551-59400	UTILITIES-GAS	3,255.00	4,516.28	3,300.00	6,049.87	3,300.00	6,131.28	5,000.00	5,000.00	

Budget Worksheet for FY2025

For Fiscal: 2023-2024 Period Ending: 03/31/2024

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Budget Notes											
Budget Code	Subject	Description									
Dept Request	Increase	Due to increased costs, we are already over budget for gas this year and still have another 6 months to cover which will have to come from other budget lines. This budget appears to have been reduced this year despite us having consistently spent more in previous years than what was allocated for this year.									
240-551-59750	COMPUTERS & PRINTERS		4,000.00	2,411.61	4,000.00	20,437.07	4,000.00	5,092.31	7,000.00	4,000.00	
Budget Notes											
Budget Code	Subject	Description									
Dept Request	Increase	We have several computers that will need to be replaced in the coming year and would like to purchase a few printers for the staff area, so that staff do not have to worry about sensitive documents getting mixed in with library user print jobs since we are currently using the same printer for both the staff and the public.									
Tentative Budget	FY25 BUDGET CUTS	REMOVED THE \$3,000 REQUESTED INCREASE									
240-551-59760	COMPUTER SOFTWARE		465.00	467.03	465.00	654.72	600.00	473.62	1,000.00	600.00	
Budget Notes											
Budget Code	Subject	Description									
Dept Request	Increase	We are requesting an additional \$400 to cover the costs of additional software as many software companies are moving to more expensive subscription models.									
Tentative Budget	FY25 BUDGET CUTS	REMOVED THE \$400 REQUESTED INCREASE									
240-551-59918	NON-FEDERAL GRANT EXPENSE		0.00	0.00	0.00	0.00	0.00	5,790.29			
Category: 500 - SERVICES & SUPPLIES Total:			216,140.00	205,973.96	187,605.00	174,516.40	171,600.00	154,322.26	200,800.00	177,300.00	0.00
Department: 551 - PUBLIC LIBRARY Total:			770,882.00	756,676.46	797,256.00	761,541.62	831,190.00	554,081.85	840,774.00	794,055.00	0.00
Fund: 240 - PUBLIC LIBRARY Total:			770,882.00	756,676.46	797,256.00	761,541.62	831,190.00	554,081.85	840,774.00	794,055.00	0.00
Report Total:			770,882.00	756,676.46	797,256.00	761,541.62	831,190.00	554,081.85	840,774.00	794,055.00	0.00



Churchill County, NV

Detail vs Budget Report

Account Detail

Date Range: 03/01/2024 - 03/31/2024

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	57,302.80	6,952.00	64,254.80	57,329.20	47.15 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
03/08/2024	PYPKT01676	PYPKT01676 - 02/19/20...		PYPKT01676 - 02/19/2024-03/03/2024 (03...					3,476.00	
03/22/2024	PYPKT01690	PYPKT01690 - 03/04/20...		PYPKT01690 - 03/04/2024-03/17/2024 (03...					3,476.00	
240-551-40200		OTHER SAL & WAGES-REG			276,702.00	156,457.08	13,720.02	170,177.10	106,524.90	38.50 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
03/08/2024	PYPKT01676	PYPKT01676 - 02/19/20...		PYPKT01676 - 02/19/2024-03/03/2024 (03...					6,860.01	
03/22/2024	PYPKT01690	PYPKT01690 - 03/04/20...		PYPKT01690 - 03/04/2024-03/17/2024 (03...					6,860.01	
240-551-40250		SAL & WAGES - PART-TIME			12,729.00	10,309.19	1,367.08	11,676.27	1,052.73	8.27 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
03/08/2024	PYPKT01676	PYPKT01676 - 02/19/20...		PYPKT01676 - 02/19/2024-03/03/2024 (03...					692.12	
03/22/2024	PYPKT01690	PYPKT01690 - 03/04/20...		PYPKT01690 - 03/04/2024-03/17/2024 (03...					674.96	
240-551-40270		PART-TIME PERS SAL & WAGE			26,755.00	16,471.45	2,029.10	18,500.55	8,254.45	30.85 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
03/08/2024	PYPKT01676	PYPKT01676 - 02/19/20...		PYPKT01676 - 02/19/2024-03/03/2024 (03...					1,044.10	
03/22/2024	PYPKT01690	PYPKT01690 - 03/04/20...		PYPKT01690 - 03/04/2024-03/17/2024 (03...					985.00	
240-551-40300		OTHER SAL & WAGES O/T			0.00	0.00	20.89	20.89	-20.89	0.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
03/22/2024	PYPKT01690	PYPKT01690 - 03/04/20...		PYPKT01690 - 03/04/2024-03/17/2024 (03...					20.89	
070 - CULTURE AND RECREATION Totals:					437,770.00	240,540.52	24,089.09	264,629.61	173,140.39	39.55 %
551 - PUBLIC LIBRARY Totals:					437,770.00	240,540.52	24,089.09	264,629.61	173,140.39	39.55 %
400 - DIRECT SALARY EXPENSE Totals:					437,770.00	240,540.52	24,089.09	264,629.61	173,140.39	39.55 %

Detail vs Budget Report

Date Range: 03/01/2024 - 03/31/2024

Account	Name				Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
Category: 450 - EMPLOYEE BENEFITS										
Department: 551 - PUBLIC LIBRARY										
Function: 070 - CULTURE AND RECREATION										
240-551-45100		RETIREMENT			142,389.00	76,341.00	7,604.88	83,945.88	58,443.12	41.04 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount		
03/08/2024	PYPKT01676	PYPKT01676 - 02/19/20...		PYPKT01676 - 02/19/2024-03/03/2024 (03...				3,812.33		
03/22/2024	PYPKT01690	PYPKT01690 - 03/04/20...		PYPKT01690 - 03/04/2024-03/17/2024 (03...				3,792.55		
240-551-45150		SOCIAL SECURITY			790.00	639.18	84.76	723.94	66.06	8.36 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount		
03/08/2024	PYPKT01676	PYPKT01676 - 02/19/20...		PYPKT01676 - 02/19/2024-03/03/2024 (03...				42.91		
03/22/2024	PYPKT01690	PYPKT01690 - 03/04/20...		PYPKT01690 - 03/04/2024-03/17/2024 (03...				41.85		
240-551-45200		PACT (INDUSTRIAL INS)			10,975.00	5,921.00	1,031.60	6,952.60	4,022.40	36.65 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount		
03/08/2024	PYPKT01676	PYPKT01676 - 02/19/20...		PYPKT01676 - 02/19/2024-03/03/2024 (03...				516.98		
03/22/2024	PYPKT01690	PYPKT01690 - 03/04/20...		PYPKT01690 - 03/04/2024-03/17/2024 (03...				514.62		
240-551-45400		GROUP INSURANCE			54,948.00	32,107.41	3,228.34	35,335.75	19,612.25	35.69 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount		
03/22/2024	PYPKT01690	PYPKT01690 - 03/04/20...		PYPKT01690 - 03/04/2024-03/17/2024 (03...				3,228.34		
240-551-45444		HSA HEALTH SAVINGS			1,992.00	3,735.00	498.00	4,233.00	-2,241.00	-112.50 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount		
03/08/2024	PYPKT01676	PYPKT01676 - 02/19/20...		PYPKT01676 - 02/19/2024-03/03/2024 (03...				498.00		
240-551-45500		MEDICARE			6,348.00	3,607.25	331.56	3,938.81	2,409.19	37.95 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount		
03/08/2024	PYPKT01676	PYPKT01676 - 02/19/20...		PYPKT01676 - 02/19/2024-03/03/2024 (03...				166.18		
03/22/2024	PYPKT01690	PYPKT01690 - 03/04/20...		PYPKT01690 - 03/04/2024-03/17/2024 (03...				165.38		
240-551-45700		COMPENSATED ABSENCES			4,378.00	0.00	0.00	0.00	4,378.00	100.00 %
070 - CULTURE AND RECREATION Totals:					221,820.00	122,350.84	12,779.14	135,129.98	86,690.02	39.08 %
551 - PUBLIC LIBRARY Totals:					221,820.00	122,350.84	12,779.14	135,129.98	86,690.02	39.08 %
450 - EMPLOYEE BENEFITS Totals:					221,820.00	122,350.84	12,779.14	135,129.98	86,690.02	39.08 %

Detail vs Budget Report

Date Range: 03/01/2024 - 03/31/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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Category: 500 - SERVICES & SUPPLIES
Department: 551 - PUBLIC LIBRARY
Function: 070 - CULTURE AND RECREATION

240-551-50400	AV/eBOOKS/eAUDIO	40,000.00	4,645.17	196.41	4,841.58	35,158.42	87.90 %
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
03/08/2024	APPKT01499	505056733	141007	MIGRATION WIDESCREEEN COLLECTORS ED...	18029 - MIDWEST TAPE		26.24
03/08/2024	APPKT01499	505089338	141007	FREELANCE WIDESCREEEN ID/ISS WIDESCR...	18029 - MIDWEST TAPE		54.72
03/29/2024	APPKT01519	505125232	141328	LIBRARY'S 03/01/24 DVD ORDER	18029 - MIDWEST TAPE		99.71
03/29/2024	APPKT01519	505154397	141328	(1) DVD FERRARI W/S	18029 - MIDWEST TAPE		15.74

240-551-50450	E-MATERIALS	0.00	19,500.00	6,000.00	25,500.00	-25,500.00	0.00 %
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
03/29/2024	APPKT01519	505144287	141328	ADVANCE DIGITAL PAYMENT	18029 - MIDWEST TAPE		6,000.00

240-551-50900	BOOKS AND PERIODICALS	35,000.00	23,316.91	5,126.88	28,443.79	6,556.21	18.73 %
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
03/08/2024	APPKT01499	0214-50	141002	COUNTY LIVING, NATIONAL GEOGRAPHIC,...	20008 - MAGAZINE SUBSCRIPTION SERVICE AGENCY		468.29
03/08/2024	APPKT01499	2024-10463-1	140982	WOWBRARY SPONSORSHIP 1/31/24- 01/3...	20009 - INTERACTIVE SCIENCES, INC		170.00
03/29/2024	APPKT01519	80685625	141317	LIBRARY 02/26/24 BOOK ORDER	1074 - INGRAM LIBRARY SERVICES		287.43
03/29/2024	APPKT01519	L1061534 02/29/24	141291	2038130162	1718 - BAKER & TAYLOR		238.90
03/29/2024	APPKT01519	L1061534 02/29/24	141291	2038123714	1718 - BAKER & TAYLOR		609.77
03/29/2024	APPKT01519	L1061534 02/29/24	141291	2038087999	1718 - BAKER & TAYLOR		712.40
03/29/2024	APPKT01519	L1061534 02/29/24	141291	2038103858	1718 - BAKER & TAYLOR		1,018.08
03/29/2024	APPKT01519	L1061534 02/29/24	141291	2038094873	1718 - BAKER & TAYLOR		376.52
03/29/2024	APPKT01519	L1061534 02/29/24	141291	2038077656	1718 - BAKER & TAYLOR		780.61
03/29/2024	APPKT01519	L1061534 02/29/24	141291	2038114726	1718 - BAKER & TAYLOR		428.60
03/31/2024	APPKT01523	ENDING 02/29/24	501	*2018-Book: Librarian's guide to Homeles...	14779 - WELLS FARGO COMMERCIAL CARD		43.14
03/31/2024	APPKT01523	ENDING 02/29/24	501	*2018-Book: The Safe Library	14779 - WELLS FARGO COMMERCIAL CARD		22.36
03/31/2024	APPKT01523	ENDING 02/29/24	501	*2018-Damaged book returned: Gather ro...	14779 - WELLS FARGO COMMERCIAL CARD		-34.16
03/31/2024	APPKT01523	ENDING 02/29/24	501	*2018-Book Request: I hope	14779 - WELLS FARGO COMMERCIAL CARD		4.94

240-551-50910	BOOKS/PERIODICALS-CHILD	10,000.00	4,589.52	2,526.08	7,115.60	2,884.40	28.84 %
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Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
03/01/2024	APPKT01491	18358	140920	RANGER RICK JR. - 10 ISSUES	19951 - RIVISTAS SUBSCRIPTION SERVICES		29.95
03/29/2024	APPKT01519	L1064504 02/29/24	141291	2038077574	1718 - BAKER & TAYLOR		304.85
03/29/2024	APPKT01519	L1064504 02/29/24	141291	2038117152	1718 - BAKER & TAYLOR		252.17
03/29/2024	APPKT01519	L1064504 02/29/24	141291	2038099058	1718 - BAKER & TAYLOR		159.36
03/29/2024	APPKT01519	L1064504 02/29/24	141291	2038118211	1718 - BAKER & TAYLOR		1,452.91
03/29/2024	APPKT01519	L1064504 02/29/24	141291	2038128884	1718 - BAKER & TAYLOR		326.84

240-551-51630	NEVADA LIBRARY CoOp	22,000.00	16,820.00	0.00	16,820.00	5,180.00	23.55 %
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Detail vs Budget Report

Account		Name		Fiscal Budget	Beginning Balance	Total Activity	Date Range: 03/01/2024 - 03/31/2024		
							Ending Balance	Budget Remaining	% Remaining
240-551-52400		CONTRACTED SERVICES		14,000.00	9,289.85	893.30	10,183.15	3,816.85	27.26 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
03/22/2024	APPKT01512	750501-001 02/29/24	141211	02/01/24-02/29/24 LIBRARY	4000 - CC COMMUNICATIONS			348.80	
03/29/2024	APPKT01519	L1061534 02/29/24	141291	NS24020041 SUBSCRIPTION FEE	1718 - BAKER & TAYLOR			544.50	
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 %
240-551-55720		COPIER MAINTENANCE/USAGE		1,400.00	1,288.57	170.29	1,458.86	-58.86	-4.20 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
03/01/2024	APPKT01496	AR317930	140911	OVERAGE/BASE RATE 01/22/24- 03/21/24...	287 - OFFICE PRODUCTS, INC.			170.29	
240-551-55800		OPERATING SUPPLIES		9,000.00	4,094.35	1,517.61	5,611.96	3,388.04	37.64 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
03/08/2024	APPKT01499	7438402	140969	STICKTOGETHER CREATIVITY COLLECTION/...	736 - DEMCO			149.85	
03/08/2024	APPKT01499	7440367	140969	7440367 CREDIT MAGNET SHELF LABEL	736 - DEMCO			-73.16	
03/08/2024	APPKT01499	7440367	140969	STICKTOGETHER CORE CLOOECTION/MA...	736 - DEMCO			231.06	
03/08/2024	APPKT01499	INV410277-CHU2080	141051	(3) SLOPING SHELVES/ (3) FLAT SHELF BO...	20010 - WORTHINGTON DIRECT HOLDINGS, LLC			961.90	
03/29/2024	APPKT01519	8073524836	141344	COPY PAPER/PIC STRIPS/STENO PADS/WK...	12665 - STAPLES			94.41	
03/31/2024	APPKT01523	ENDING 02/29/24	501	*2018-Box of Sharpies	14779 - WELLS FARGO COMMERCIAL CARD			25.00	
03/31/2024	APPKT01523	ENDING 02/29/24	501	*2018-Post-it notes and post-it page mark...	14779 - WELLS FARGO COMMERCIAL CARD			27.62	
03/31/2024	APPKT01523	ENDING 02/29/24	501	*2018-Receipt books and earbuds	14779 - WELLS FARGO COMMERCIAL CARD			60.94	
03/31/2024	APPKT01523	ENDING 02/29/24	501	*2018-Canned air	14779 - WELLS FARGO COMMERCIAL CARD			39.99	
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	1,120.57	64.21	1,184.78	-1,184.78	0.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
03/31/2024	APPKT01523	ENDING 02/29/24	501	*1450-Children's program supplies	14779 - WELLS FARGO COMMERCIAL CARD			42.23	
03/31/2024	APPKT01523	ENDING 02/29/24	501	*2018-Children's program supplies	14779 - WELLS FARGO COMMERCIAL CARD			21.98	
240-551-58080		LSTA FED GRANT EXP		0.00	8,235.40	330.00	8,565.40	-8,565.40	0.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
03/08/2024	APPKT01499	2024-10463-1	140982	WOWBRARY SPONSORSHIP 1/31/24- 01/3...	20009 - INTERACTIVE SCIENCES, INC			330.00	

Detail vs Budget Report

Account		Name			Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240-551-58400		TELEPHONE			3,700.00	2,650.45	171.80	2,822.25	877.75	23.72 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
03/08/2024	APPKT01499	991652124 2/21/24	141037	CELLULAR PHONE SRVCS - 01/21/24-02/20...	19755 - T-MOBILE				29.61	
03/22/2024	APPKT01512	750501-001 02/29/24	141211	02/01/24-02/29/24 LIBRARY	4000 - CC COMMUNICATIONS				142.19	
240-551-58600		TRAVEL AND SUBSISTANCE			3,000.00	1,802.69	0.00	1,802.69	1,197.31	39.91 %
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	15,405.78	2,114.82	17,520.60	2,479.40	12.40 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
03/22/2024	APPKT01512	8.1750.00 03/10/24	141217	553 SOUTH MAINE STREET	540 - CITY OF FALLON				1,846.97	
03/22/2024	APPKT01512	8.1800.12 03/10/24	141217	507-A- SOUTH MAINE STREET	540 - CITY OF FALLON				174.88	
03/22/2024	APPKT01512	8.1801.05 03/10/24	141217	507-B-SOUTH MAINE STREET	540 - CITY OF FALLON				92.97	
240-551-59400		UTILITIES-GAS			3,300.00	5,088.89	1,042.39	6,131.28	-2,831.28	-85.80 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
03/22/2024	APPKT01507	910001265822 03/13/24	141266	507 S MAINE ST	205 - SOUTHWEST GAS CORPORATION				190.98	
03/22/2024	APPKT01512	910001265821 03/13/24	141266	553 S MAINE ST	205 - SOUTHWEST GAS CORPORATION				851.41	
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	473.62	0.00	473.62	126.38	21.06 %
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	134,422.51	20,153.79	154,576.30	17,023.70	9.92 %
551 - PUBLIC LIBRARY Totals:					171,600.00	134,422.51	20,153.79	154,576.30	17,023.70	9.92 %
500 - SERVICES & SUPPLIES Totals:					171,600.00	134,422.51	20,153.79	154,576.30	17,023.70	9.92 %
240 - PUBLIC LIBRARY Totals:					831,190.00	497,313.87	57,022.02	554,335.89	276,854.11	33.31 %
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 %

Detail vs Budget Report

		Date Range: 03/01/2024 - 03/31/2024					
Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
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	497,313.87	57,022.02	554,335.89	311,854.11	36.00 %

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	57,302.80	6,952.00	64,254.80	57,329.20	47.15 %
240-551-40200	OTHER SAL & WAGES-REG	276,702.00	156,457.08	13,720.02	170,177.10	106,524.90	38.50 %
240-551-40250	SAL & WAGES - PART-TIME	12,729.00	10,309.19	1,367.08	11,676.27	1,052.73	8.27 %
240-551-40270	PART-TIME PERS SAL & WAGE	26,755.00	16,471.45	2,029.10	18,500.55	8,254.45	30.85 %
240-551-40300	OTHER SAL & WAGES O/T	0.00	0.00	20.89	20.89	-20.89	0.00 %
070 - CULTURE AND RECREATION Totals:		437,770.00	240,540.52	24,089.09	264,629.61	173,140.39	39.55 %
551 - PUBLIC LIBRARY Totals:		437,770.00	240,540.52	24,089.09	264,629.61	173,140.39	39.55 %
400 - DIRECT SALARY EXPENSE Totals:		437,770.00	240,540.52	24,089.09	264,629.61	173,140.39	39.55 %
Category: 450 - EMPLOYEE BENEFITS							
Department: 551 - PUBLIC LIBRARY							
Function: 070 - CULTURE AND RECREATION							
240-551-45100	RETIREMENT	142,389.00	76,341.00	7,604.88	83,945.88	58,443.12	41.04 %
240-551-45150	SOCIAL SECURITY	790.00	639.18	84.76	723.94	66.06	8.36 %
240-551-45200	PACT (INDUSTRIAL INS)	10,975.00	5,921.00	1,031.60	6,952.60	4,022.40	36.65 %
240-551-45400	GROUP INSURANCE	54,948.00	32,107.41	3,228.34	35,335.75	19,612.25	35.69 %
240-551-45444	HSA HEALTH SAVINGS	1,992.00	3,735.00	498.00	4,233.00	-2,241.00	-112.50 %
240-551-45500	MEDICARE	6,348.00	3,607.25	331.56	3,938.81	2,409.19	37.95 %
240-551-45700	COMPENSATED ABSENCES	4,378.00	0.00	0.00	0.00	4,378.00	100.00 %
070 - CULTURE AND RECREATION Totals:		221,820.00	122,350.84	12,779.14	135,129.98	86,690.02	39.08 %
551 - PUBLIC LIBRARY Totals:		221,820.00	122,350.84	12,779.14	135,129.98	86,690.02	39.08 %
450 - EMPLOYEE BENEFITS Totals:		221,820.00	122,350.84	12,779.14	135,129.98	86,690.02	39.08 %
Category: 500 - SERVICES & SUPPLIES							
Department: 551 - PUBLIC LIBRARY							
Function: 070 - CULTURE AND RECREATION							
240-551-50400	AV/eBOOKS/eAUDIO	40,000.00	4,645.17	196.41	4,841.58	35,158.42	87.90 %
240-551-50450	E-MATERIALS	0.00	19,500.00	6,000.00	25,500.00	-25,500.00	0.00 %
240-551-50900	BOOKS AND PERIODICALS	35,000.00	23,316.91	5,126.88	28,443.79	6,556.21	18.73 %
240-551-50910	BOOKS/PERIODICALS-CHILD	10,000.00	4,589.52	2,526.08	7,115.60	2,884.40	28.84 %
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	9,289.85	893.30	10,183.15	3,816.85	27.26 %
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 %
240-551-55720	COPIER MAINTENANCE/USAGE	1,400.00	1,288.57	170.29	1,458.86	-58.86	-4.20 %
240-551-55800	OPERATING SUPPLIES	9,000.00	4,094.35	1,517.61	5,611.96	3,388.04	37.64 %
240-551-55840	MARKETING	900.00	2,828.15	0.00	2,828.15	-1,928.15	-214.24 %

Account Summary

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240-551-55870	PROGRAM SUPPLIES	0.00	1,120.57	64.21	1,184.78	-1,184.78	0.00 %
240-551-58080	LSTA FED GRANT EXP	0.00	8,235.40	330.00	8,565.40	-8,565.40	0.00 %
240-551-58400	TELEPHONE	3,700.00	2,650.45	171.80	2,822.25	877.75	23.72 %
240-551-58600	TRAVEL AND SUBSISTANCE	3,000.00	1,802.69	0.00	1,802.69	1,197.31	39.91 %
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	15,405.78	2,114.82	17,520.60	2,479.40	12.40 %
240-551-59400	UTILITIES-GAS	3,300.00	5,088.89	1,042.39	6,131.28	-2,831.28	-85.80 %
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	473.62	0.00	473.62	126.38	21.06 %
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	134,422.51	20,153.79	154,576.30	17,023.70	9.92 %
551 - PUBLIC LIBRARY Totals:		171,600.00	134,422.51	20,153.79	154,576.30	17,023.70	9.92 %
500 - SERVICES & SUPPLIES Totals:		171,600.00	134,422.51	20,153.79	154,576.30	17,023.70	9.92 %
240 - PUBLIC LIBRARY Totals:		831,190.00	497,313.87	57,022.02	554,335.89	276,854.11	33.31 %
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	497,313.87	57,022.02	554,335.89	311,854.11	36.00 %

Fund Summary

Fund	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
240 - PUBLIC LIBRARY	831,190.00	497,313.87	57,022.02	554,335.89	276,854.11	33.31 %
320 - LIBRARY GIFT FUND	35,000.00	0.00	0.00	0.00	35,000.00	100.00 %
Report Total:	866,190.00	497,313.87	57,022.02	554,335.89	311,854.11	36.00 %



Churchill County, NV

Detail Report

Account Detail

Date Range: 03/01/2024 - 03/31/2024

Account	Name					Beginning Balance	Total Activity	Ending Balance
Fund: 240 - PUBLIC LIBRARY								
Category: 300 - TAXES								
Department: 000 - UNDESIGNATED								
Function: 000 - UNDESIGNATED								
240-000-30100		REAL PROP TAXES-CURRENT				-347,140.23	-22,205.92	-369,346.15
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Amount	Running Balance
03/29/2024	GLPKT05041	TR24-0102		MAR 2024 20-21 DLQ SECURED			-6.76	-347,146.99
03/29/2024	GLPKT05041	TR24-0103		MAR 2024 21-22 DLQ SECURED			-42.96	-347,189.95
03/29/2024	GLPKT05041	TR24-0104		MAR 2024 22-23 DLQ SECURED			-233.22	-347,423.17
03/29/2024	GLPKT05041	TR24-0105		MAR 2024 23-24 SECURED			-21,922.98	-369,346.15
240-000-30101		CNTRL ASSESS REAL				-47,468.09	0.00	-47,468.09
240-000-30102		ST NV DOW PILT				-309.79	0.00	-309.79
240-000-30120		REAL PROP TAXES-DLQ 1 YR				0.00	0.00	0.00
240-000-30140		REAL PROP TAXES-DLQ 2 YR				0.00	0.00	0.00
240-000-30160		REAL PROP TXS-DLQ OVER 2				0.00	0.00	0.00
240-000-30200		PERS PROP TAXES-CURRENT				-93,798.33	-73.67	-93,872.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Amount	Running Balance
03/29/2024	GLPKT05041	TR24-0101		MAR 2024 23-24 UNSECURED			-73.13	-93,871.46
03/29/2024	GLPKT05041	TR24-0106		MAR 2024 22-23 DLQ UNSEC			-0.27	-93,871.73
03/29/2024	GLPKT05041	TR24-0107		MAR 2024 21-22 DLQ UNSEC			-0.27	-93,872.00
240-000-30201		CNTRL ASSESS P/P				-1,503.13	0.00	-1,503.13
240-000-30220		PERS PROP TAXES-DLQ 1 YR				0.00	0.00	0.00
240-000-30240		PERS PROP TAXES-DLQ 2 YR				0.00	0.00	0.00
240-000-30260		PERS PROP TXS-DLQ OVER 2				0.00	0.00	0.00
240-000-30261		CNTRL ASSESS P/P OVER 2				0.00	0.00	0.00

Detail Report

Date Range: 03/01/2024 - 03/31/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance
240-000-30300	NET PROC MINE TAX	-5,517.16	0.00	-5,517.16
Total Function: 000 - UNDESIGNATED:		Beginning Balance: -495,736.73	Total Activity: -22,279.59	Ending Balance: -518,016.32
Total Department: 000 - UNDESIGNATED:		Beginning Balance: -495,736.73	Total Activity: -22,279.59	Ending Balance: -518,016.32
Total Category: 300 - TAXES:		Beginning Balance: -495,736.73	Total Activity: -22,279.59	Ending Balance: -518,016.32
Category: 320 - INTERGOVERNMENTAL REVENUES				
Department: 000 - UNDESIGNATED				
Function: 000 - UNDESIGNATED				
240-000-32100	FEDERAL IN LIEU OF TAXES	0.00	0.00	0.00
240-000-32110	CONSOLID INTERGOVT TAXES	0.00	0.00	0.00
240-000-32300	PRIVATE CAR TAX	-171.24	0.00	-171.24
240-000-32910	COLLECTION DEVELOP GRANT	-7,120.00	0.00	-7,120.00
240-000-32915	R. NICKELAID GRANT	0.00	0.00	0.00
240-000-32918	MISC GRANT REVENUE	-6,000.00	0.00	-6,000.00
240-000-32919	ITGT GRANT REVENUE	0.00	0.00	0.00
240-000-32970	LSTA FED GRANT REV	0.00	0.00	0.00
Total Function: 000 - UNDESIGNATED:		Beginning Balance: -13,291.24	Total Activity: 0.00	Ending Balance: -13,291.24
Function: 090 - INTERGOVERNMENTAL				
240-000-32737	CARES-LSTA	0.00	0.00	0.00
Total Function: 090 - INTERGOVERNMENTAL:		Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Department: 000 - UNDESIGNATED:		Beginning Balance: -13,291.24	Total Activity: 0.00	Ending Balance: -13,291.24
Total Category: 320 - INTERGOVERNMENTAL REVENUES:		Beginning Balance: -13,291.24	Total Activity: 0.00	Ending Balance: -13,291.24

Detail Report

Date Range: 03/01/2024 - 03/31/2024

Account	Name					Beginning Balance	Total Activity	Ending Balance
Category: 331 - CHARGES FOR SERVICES								
Department: 000 - UNDESIGNATED								
Function: 070 - CULTURE AND RECREATION								
240-000-33355 LIBRARY FEE						-3,155.60	-493.66	-3,649.26
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Amount	Running Balance
03/01/2024	CLPKT01552	R00026094		03/01/2024 DEPOSIT LIBRARY FEE			-132.12	-3,287.72
03/08/2024	CLPKT01557	R00026203		03-08-24 DEPOSIT LIBRARY FEE CASH,S...			-157.59	-3,445.31
03/15/2024	CLPKT01562	R00026309		3/15/2024 DAILY DEPOSIT LIBRARY FEE			-58.05	-3,503.36
03/22/2024	CLPKT01567	R00026412		3/22/24 DEPOSIT LIBRARY FEE			-67.15	-3,570.51
03/29/2024	CLPKT01572	R00026497		LIBRARY 3/29/24 LIBRARY FEE			-78.75	-3,649.26
Total Function: 070 - CULTURE AND RECREATION:						Beginning Balance: -3,155.60	Total Activity: -493.66	Ending Balance: -3,649.26
Total Department: 000 - UNDESIGNATED:						Beginning Balance: -3,155.60	Total Activity: -493.66	Ending Balance: -3,649.26
Total Category: 331 - CHARGES FOR SERVICES:						Beginning Balance: -3,155.60	Total Activity: -493.66	Ending Balance: -3,649.26
Category: 350 - MISCELLANEOUS								
Department: 000 - UNDESIGNATED								
Function: 000 - UNDESIGNATED								
240-000-35100 INTEREST EARNED-INVESTMT						-6,741.58	-997.21	-7,738.79
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Amount	Running Balance
03/13/2024	GLPKT04996	TR24-0067		FEB 2024 INTEREST ALLOCATION			-997.21	-7,738.79
240-000-35150 PROPERTY SALES-OTHER						0.00	0.00	0.00
240-000-35320 GIFTS & DONATIONS						0.00	0.00	0.00
240-000-35550 NET INC/DEC FMV INVSTMNT						0.00	0.00	0.00
Total Function: 000 - UNDESIGNATED:						Beginning Balance: -6,741.58	Total Activity: -997.21	Ending Balance: -7,738.79
Function: 070 - CULTURE AND RECREATION								
240-000-35880 MISCELLANEOUS REVENUE						0.00	0.00	0.00
Total Function: 070 - CULTURE AND RECREATION:						Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Department: 000 - UNDESIGNATED:						Beginning Balance: -6,741.58	Total Activity: -997.21	Ending Balance: -7,738.79
Total Category: 350 - MISCELLANEOUS:						Beginning Balance: -6,741.58	Total Activity: -997.21	Ending Balance: -7,738.79

Detail Report						Date Range: 03/01/2024 - 03/31/2024		
Account		Name				Beginning Balance	Total Activity	Ending Balance
Category: 370 - OTHER FINANCING - TRANSFER CC COMMUNICATIONS								
Department: 000 - UNDESIGNATED								
Function: 000 - UNDESIGNATED								
240-000-36100		PAYMTS IN LIEU TAX-TELCO				0.00	0.00	0.00
Total Function: 000 - UNDESIGNATED:						Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Department: 000 - UNDESIGNATED:						Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Category: 370 - OTHER FINANCING - TRANSFER CC COMMUNICATIONS:						Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Fund: 240 - PUBLIC LIBRARY:						Beginning Balance: -518,925.15	Total Activity: -23,770.46	Ending Balance: -542,695.61
Fund: 320 - LIBRARY GIFT FUND								
Category: 296 - FUND BAL-UNRESER NEXT YR								
Department: 000 - UNDESIGNATED								
Function: 000 - UNDESIGNATED								
320-000-29600		FUND BAL-UNRESER NEXT YR				0.00	0.00	0.00
Total Function: 000 - UNDESIGNATED:						Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Department: 000 - UNDESIGNATED:						Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Category: 296 - FUND BAL-UNRESER NEXT YR:						Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Category: 350 - MISCELLANEOUS								
Department: 000 - UNDESIGNATED								
Function: 000 - UNDESIGNATED								
320-000-35100		INTEREST EARNED-INVESTMT				-1,256.03	-184.64	-1,440.67
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Amount	Running Balance
03/13/2024	GLPKT04996	TR24-0067		FEB 2024 INTEREST ALLOCATION			-184.64	-1,440.67
320-000-35321		F.N. MORGAN TRUST DONATN				0.00	0.00	0.00
320-000-35322		F.N. MORGAN INTEREST				0.00	0.00	0.00
320-000-35550		NET INC/DEC FMV INVSTMNT				0.00	0.00	0.00
320-000-35790		BUILDING PROJECT DONATN				0.00	0.00	0.00
Total Function: 000 - UNDESIGNATED:						Beginning Balance: -1,256.03	Total Activity: -184.64	Ending Balance: -1,440.67
Function: 070 - CULTURE AND RECREATION								
320-000-35320		GIFTS & DONATIONS				0.00	0.00	0.00
320-000-35323		CHC LIB ASSOC - DONATION				0.00	0.00	0.00

Detail Report

Date Range: 03/01/2024 - 03/31/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance
320-000-35324	FRIENDS LIBRARY-DONATION	0.00	0.00	0.00
Total Function: 070 - CULTURE AND RECREATION:		Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Department: 000 - UNDESIGNATED:		Beginning Balance: -1,256.03	Total Activity: -184.64	Ending Balance: -1,440.67
Total Category: 350 - MISCELLANEOUS:		Beginning Balance: -1,256.03	Total Activity: -184.64	Ending Balance: -1,440.67
Category: 365 - OTHER FINANCING -INSURANCE RECOVERY				
Department: 000 - UNDESIGNATED				
Function: 000 - UNDESIGNATED				
320-000-35170	INSURANCE REIMBURSEMENT	0.00	0.00	0.00
Total Function: 000 - UNDESIGNATED:		Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Department: 000 - UNDESIGNATED:		Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Category: 365 - OTHER FINANCING -INSURANCE RECOVERY:		Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Category: 380 - OTHER FINANCING - TRANSFER BETWEEN FUNDS				
Department: 000 - UNDESIGNATED				
Function: 000 - UNDESIGNATED				
320-000-36110	TRANS FM GENERAL FUND	0.00	0.00	0.00
320-000-36150	TRANS FM LIBRARY FUND	0.00	0.00	0.00
Total Function: 000 - UNDESIGNATED:		Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Department: 000 - UNDESIGNATED:		Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Category: 380 - OTHER FINANCING - TRANSFER BETWEEN FUNDS:		Beginning Balance: 0.00	Total Activity: 0.00	Ending Balance: 0.00
Total Fund: 320 - LIBRARY GIFT FUND:		Beginning Balance: -1,256.03	Total Activity: -184.64	Ending Balance: -1,440.67
Grand Totals:		Beginning Balance: -520,181.18	Total Activity: -23,955.10	Ending Balance: -544,136.28

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
240 - PUBLIC LIBRARY	-518,925.15	-23,770.46	-542,695.61
320 - LIBRARY GIFT FUND	-1,256.03	-184.64	-1,440.67
Grand Total:	-520,181.18	-23,955.10	-544,136.28



CHURCHILL COUNTY AGENDA REPORT

Date Submitted: April 17, 2024

Meeting Date Requested: April 25, 2024

To: Library Board of Trustees

From: Christian Spross, Assistant County Manager/HR Director

Subject Title: Consideration and possible action re: Review and approval of the Library Director's Annual Evaluation and associated Merit Step Increase of 2.5%

Type of Action Requested: Discussion and Approval

Does this action require a Business Impact Statement? No

Recommend Board Action: Motion to accept the results of the annual evaluation for C.L. Quillen, Library Director and authorize a 2.5%, one step merit increase from Grade 72, Step 1 to Grade 72 Step 2, an annual increase of \$3,241.73.

Discussion: 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 is evaluated by the Library Board of Trustees.

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 Library Director, C.L. Quillen, must be done in an open session.

Assistant County Manager/Human Resources Director Chris Spross sent an email to the Library Board of Trustees asking them to fill out an evaluation form outlining the Library Director's performance. This information was consolidated into a summary report which provided an overall Good level of performance.

Should the Board adopt the composite report that Ms. Quillen's performance is satisfactory or above, she would be eligible to receive a merit increase. The merit increase would go into effect on her one-year anniversary date, which is April 24, 2024. The merit step increase of \$3,241.73 is a combination of a \$2,380.12 salary increase and a \$861.60 benefit increase.

Alternatives: none

Fiscal Impact: \$3,241.73

Explanation of Impact: Grade 72, Step 1 to Step 2 merit increase previously calculated into the FY23-24 budget.

Funding Source: General Fund – Public Library (240)

Prepared By: Chris Spross, Assistant County Manager/HR Director

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.

Reviewed By: Jim R. Barbee, County Manager
Joseph Sanford, Chief Deputy DA
Sherry Wideman, Comptroller

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 Library Association

Reminder of the IRA contribution deadline

Along with the tax deadline, for most, April 15 is also the last day to fund your 2023 IRA. By fully funding your IRA each year, you can increase your retirement savings substantially. Reach out to your financial advisor today to make your contribution.

Corporate - Advisory Solutions Fund Model

Portfolio Objective - Account: Balanced Toward Growth

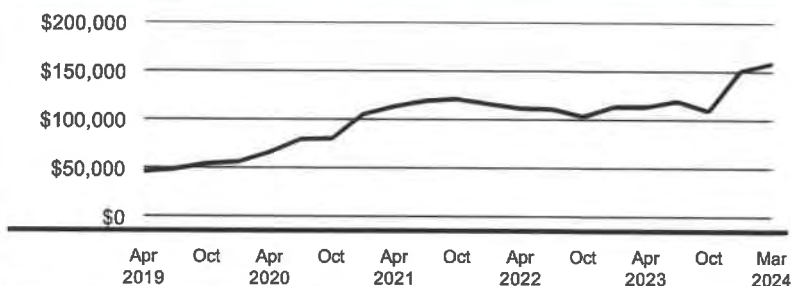
For more information about the Advisory Solutions program go to www.edwardjones.com/advisorybrochures.

Account Value

\$158,770.20

1 Month Ago	\$154,692.49
1 Year Ago	\$112,854.81
3 Years Ago	\$110,208.01
5 Years Ago	\$30,225.04

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$154,692.49	\$150,725.69
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	0.00	0.00
Change In Value	4,077.71	8,044.51
Ending Value	\$158,770.20	

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide.

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	5.33%	5.33%	19.80%	4.53%	7.79%

Performance Benchmarks

Bylaws of Churchill County Library Board of Trustees

I. Organization

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

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

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

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

II. Officers

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

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

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

III. Meetings

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

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

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

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

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

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

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

IV. Library Director

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

V. Amendments

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

Adopted:

December 18, 2014

Amended-April 22, 2021

Hours Open to FTE Comparison

Library	Boulder City	Humboldt County	Churchill County	Pahrump	Douglas County	Carson City	Lyon County
Population Served	15,012	17,921	26,564	42,828	52,674	58,314	60,454
Card Holders	7,409	6,530	6,758	26,732	32,139	22,383	11,449
FTE*	19.80	11.00	6.30	9.00	17.00	14.00	8.30
Volunteer Hours	279	296	1,079	2,550	1,000	500	1,332
Hours Open per week**	61	53	55	44	50	56	37
Visits	60,387	56,062	84,745	63,364	74,819	113,328	203,513
Physical Circulation	62,251	68,460	88,837	61,478	143,789	126,607	112,783
Electronic Circ	55,826	6,768	33,418	15,137	36,375	91,667	17,729
All Circulation***	125,313	75,228	141,981	77,204	180,164	232,373	130,512
Branches	0	2	0	0	1	0	4
Bookmobiles	0	1	0	0	1	0	0
Local Government Revenue	\$1,477,571	\$928,789	\$761,541	\$1,013,896	\$2,400,000	\$1,978,676	\$1,122,996

***Regular library staffing is 6.3 FTE. One fulltime position is currently frozen and one fulltime position will be vacant as of 4/30 due to relocation.**

*8 FTEs are assigned to the main branch of the Humboldt County Library.

Information Source: 2023 Nevada Public Library Survey

*Hours open per week information came from the libraries' websites. When the library had multiple branches, this number reflects the main library

**All Circulation include successful retrieval of electronic information (primarily database usage)