

MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406
March 27, 2025

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on March 27, 2025.

Pledge of Allegiance:

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

Public Comment:

Chair Rowe asked if there was any public comment but there was none.

Roll call of members:

PRESENT: Trustee Jessica Rowe, Chair
Trustee Ryan Swirczek, Vice-Chair
Trustee Sari Koehler, Secretary
Trustee Dr. Sue Segura
Trustee Mattie Serna
Commissioner Myles Getto
Deputy Clerk Crystal Muschetto
ABSENT: Deputy Clerk of the Board Pamela D. Moore

Verification of the Posting of the Agenda:

It was verified by Crystal Muschetto, Deputy Clerk, that the Agenda for this meeting was posted on the 19th day of March, 2025, between the hours of 10:00 AM and 12:00 PM at all of the locations listed on the Agenda, in accordance with NRS 241.

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

Trustee Sari Koehler made a motion to approve the Agenda as submitted. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

Consideration and possible action re: Approval of Minutes of the meeting held on:

A- February 27, 2025.

The Minutes of the meeting held on February 27, 2025 are submitted for the board's consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Trustee Sari Koehler made a motion to approve the Minutes of the meeting held on February 27, 2025 as presented. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

Library Board of Trustees' Report:

Trustee Sari Koehler began by sharing updates from the recent CLA meeting. She announced that library patron, Elizabeth Bennet, had made a generous donation about a month ago. Thanks to the prompt efforts of Ms. Thorsen, Ms. Bennet's name has already been added to the donor wall. Trustee Koehler also noted that donations are still coming in and expressed heartfelt thanks to everyone contributing.

She then mentioned the upcoming fundraiser, Books, Bites, and Beverages. While a date has not been finalized, plans are underway. Trustee Koehler also highlighted an exciting outreach initiative for local writers, the Fallon Authors Initiative. She explained that this effort aims to spotlight both young and seasoned Fallon authors. Trustee Rowe voiced support, noting the community's positive reception and asked to be kept in the loop when the outreach begins. Trustee Koehler encouraged everyone to spread the word to any local authors who might be interested.

Next, Trustee Koehler praised Magdalena and the staff for organizing a wonderful volunteer appreciation reception, where volunteers received bookmarks and book lights as tokens of gratitude. She mentioned that volunteer hours came close to matching the hours of the library's Pages Program. Trustee Serna also added that the event was a lot of fun and her daughter especially enjoyed receiving a book light. Both trustees expressed sincere thanks to the volunteers and the library staff.

Trustee Koehler then shared a personal story about her son's experience with the library's VR program. He recently participated in a mechanics simulator and was thrilled to "fix cars and race them." Though he was disappointed when his session ended, the experience left a lasting impression. She also appreciated how the program helped connect her son with other kids, reinforcing the library's role in building community and friendships.

Trustee Segura wrapped up with a mention of the glowing comments on Facebook about the new librarian, noting how well-loved she is in the community. Trustee Rowe echoed the appreciation, thanking the staff once more for their continued hard work and dedication.

Library Director's Report:

A- The Library Director will provide an update on staffing, statistics, calendar, and other matters pertaining to Library functions.

The Library Director will provide an update on staffing, statistics, calendar, and other matters pertaining to Library functions.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Library Director Cathy Thorsen gave a comprehensive update on recent and upcoming activities. She began by sharing that the library's budget has been officially submitted and she planned to attend the evening's budget hearing, noting her excitement about experiencing the full process, including the Comptroller's presentation.

She also met with the Nevada Co-Op Directors, where they discussed several changes, including updates to the Co-Hos system. Though there are a few glitches but they are actively working through them. Ms. Thorsen mentioned that the Strategic Plan group met on March 8 and will reconvene on April 11. At that time, a set of goals and survey questions will be ready for the board to review and help shape before finalizing them at the next Trustee's meeting.

Ms. Thorsen reported attending the department head meeting, which focused heavily on budget discussions. She then highlighted a successful event, hosted in collaboration with Nevada Legal Services at the U-Star Annex. Staff assisted patrons with using the legal kiosk, while attorneys were present to answer legal questions. The event was well-received by the community and the library plans to repeat the program in the future.

The Books, Bites, and Beverages fundraiser was also a topic of discussion at the recent CLA meeting, though no date has been set yet. Ms. Thorsen mentioned she reached out to the CLA president to follow up.

She then spoke about the Rosetta Stone language database training that she and J completed. The training impressed her with its user-friendliness and instructional quality. It replaces a previous language-learning program that was too costly and once the training is recorded, the staff will begin promoting Rosetta Stone as the library's new go-to language database.

During the week of April 7, Ms. Thorsen plans to email Trustees about a special bookmark design contest in collaboration with the local school district. Students submitted bookmarks answering the question, "What does your library mean to you?" All submissions will be displayed anonymously on mounted boards at the library, where the Trustee's can cast their votes. Winning designs—six finalists from each participating school—will be printed and used for summer reading programs and new library card signups. Local businesses have also donated prizes like gift cards and coupons for the winners. Trustee Segura asked whether any high school students participated. Ms. Thorsen responded that submissions are still being collected until March 31, so they will not know for sure until then.

Ms. Thorsen also announced an exciting facility update: the library is converting its storage room into a new study space due to high demand. Staff have reorganized storage areas and facilities will soon move and redistribute furniture. The space should be available for public use by early April and will also host some of Tom's programs.

Lastly, Ms. Thorsen shared an update on virtual programming. J has been hosting a virtual story time on Saturdays for a small, private group and, starting in April, it will become a permanent public offering. The program has been popular, drawing a consistent group of 11 children each week who enjoy stories and crafts from the comfort of their homes. Trustee Koehler asked for clarification and Ms. Thorsen explained that the story time is completely virtual—children participate from home via a link sent by J. Trustee Rowe thanked Ms. Thorsen for the thoughtful explanation and praised the creative solution of repurposing space for quiet study, noting its importance for families and students alike.

Chair Rowe asked if there was any public comment but there was none. This item was presented for informational purposes only and no action was taken.

Set date and time of regular Library Board meeting: April 24, 2025 at 3:00 PM :

The board confirmed the next meeting date as April 24, 2025 at 3:00 PM.

New Business:

A- Consideration and possible action re: Approval of the monthly Budget Reports for February 2025.

The monthly budget reports for February 2025 will be presented for the board's consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

The board considered the budget reports as submitted.

Trustee Koehler brought up a question about the library's utility bills. She referenced a previous moment when she noticed a change in the expenses. Ms. Thorsen responded by explaining that utility costs are tracked through the Monthly Expense Budget issued by the Comptroller's office. Trustee Koehler recalled that during an earlier discussion, Ms. Thorsen had shown her the figures on her computer and expressed that the discrepancy was due to an offset of a 30 day billing cycle. Ms. Thorsen reassured the board that once March's bills are reflected in the official expense report, the numbers should align with her internal spreadsheet. She stated that she will double-check the data to ensure accuracy.

Chair Rowe asked if there was any public comment but there was none.

Trustee Sue Segura made a motion to approve the budget reports as presented. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Approval of the Library Gift Fund Report for February 2025.

The Library Gift Fund Report for February 2025 is provided for the board's consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

The board considered the Library Gift Fund Report as submitted.

Chair Rowe asked if there was any public comment but there was none.

Trustee Sari Koehler made a motion to approve the Library Gift Fund Report as presented. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

C- Presentation by Magdalena Biar, Adult Services Librarian, regarding her role at the Library.

Magdalena Biar, Adult Services Librarian, will make a presentation to the board regarding her role at the Library.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Magdalena Biar, the Adult Services Librarian, shared her background and current role at the library. She began her library career in the Chicago area, earning her master's degree and working in Naperville before relocating with her family. Since moving to the area five years ago, she has been a dedicated library patron and volunteer, officially joining the staff last year.

In her current position, Ms. Biar oversees collection development for adult materials, working closely with Ms. Thorsen to select both fiction and nonfiction titles that match community interests. She monitors popular authors, manages outdated or damaged books, runs catalog reports, and occasionally communicates with vendors or edits catalog records.

Ms. Biar also leads adult programming, including a monthly craft event and a "Bring Your Own Book" club. She coordinates passive programs like the online reading challenge and themed book displays—such as February's "Blind Date with a Book"—which have contributed to a noticeable increase in adult fiction circulation. For example, circulation reached 3,056 checkouts this quarter, marking a 7% rise from the previous quarter and 19% from the one before that.

Looking ahead, she is organizing a new summer program series in partnership with local organizations focused on essential life skills such as budgeting and credit management. These will run monthly starting in June. Additionally, Ms. Biar supports youth and all-ages programming, helping with five extra programs.

Since October, she has also served as Volunteer Coordinator, overseeing recruitment, training, scheduling, and hour tracking. Eight new volunteers have joined since then, and volunteer hours continue to increase—with 59 hours logged in March and projections to surpass 60.

Ms. Biar spends about 10 hours weekly at the service desk, assisting patrons directly.

During the discussion, Trustee Segura suggested offering evening classes to teach patrons—especially seniors—how to use digital services like Hoopla. Ms. Biar responded that she and Ms. Thorsen had recently partnered with the local senior center to survey interest in such programming, receiving mostly positive feedback and suggestions centered on technology classes. She noted that while regular phone workshops are not currently offered, one-on-one tech help is available through Mr. Patterson.

Trustee Rowe expressed appreciation for Ms. Biar's efforts and was pleased to hear about the popular programs circulating in the community. Trustee Segura further inquired about the data, and Ms. Biar clarified that the 19% increase referred to checkouts, not individuals, with numbers already continuing to rise.

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

Public Comment:

Chair Rowe asked if there was any public comment but there was none.

Adjournment:

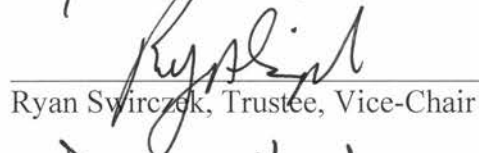
The meeting was adjourned at 3:27 PM.

Approved:



Jessica Rowe, Trustee, Chair

Approved:



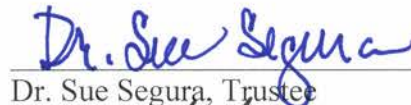
Ryan Swirczek, Trustee, Vice-Chair

Approved:



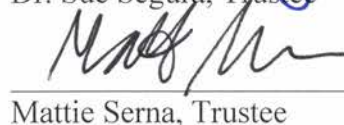
Sari Koehler, Trustee, Secretary

Approved:



Dr. Sue Segura, Trustee

Approved:



Mattie Serna, Trustee

ATTEST:

Linda Rothery, Clerk/Treasurer



Pamela D. Moore, Deputy Clerk of the Board