

MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406

May 22, 2025

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on May 22, 2025.

PRESENT:

Trustee Jessica Rowe
Trustee Ryan Swirczek
Trustee Sari Koehler
Trustee Sue Segura
Trustee Mattie Serna
Commissioner Myles Getto
Deputy Clerk Crystal Muschetto

ABSENT:

Deputy Clerk to the Board Pamela D. Moore

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:

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 15th day of May, 2025, between the hours of 8:00 and 11:00 AM 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 Sue Segura 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- April 24, 2025.

The Minutes of the meeting held on April 24, 2025 are presented for the board's consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Trustee Ryan Swirczek made a motion to approve the Minutes of the meeting held on

April 24, 2025 as presented. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

Presentation of Awards:

A- Presentation of awards to the individuals who won in the Bookmark Design Contest held by the Library in conjunction with the Churchill County School District.

The Library held a Bookmark Design Contest recently and the winners have been selected. The Board of Trustees will present the awards to the winners of the contest at the meeting. These individuals will win a prize from donations from the community.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Other

Winners of the Churchill County Library Bookmark Design Contest received their awards. At the start of the event, Library Director Cathy Thorsen warmly welcomed attendees, expressing her excitement about this being the first joint celebration with the school district. She explained the recognition process: as each child's name was called, they would receive swag from the county and a gift card, followed by individual photos managed by Ann McMillen. Ann also clarified that after individual photos with parents, a group photo with just the children and board members would be taken.

IT Specialist Tom Patterson helped coordinate the event and participation logistics. He explained that the contest winners were selected by the library board—one from each school—with the sixth selected by the library staff.

Chair Jessica Rowe thanked everyone for attending and expressed appreciation for the participation before transitioning to the Library Board of Trustees report.

Trustee Dr. Sue Segura addressed the children directly, thanking them for attending and reminding them that they are the heart of the library. She commended them for their efforts, closing with a heartfelt “good job.”

Library Board Secretary Sari Koehler echoed Dr. Segura’s sentiments, expressing admiration for the students. She enthusiastically praised their creativity, especially the bookmarks, and thanked everyone for allowing the board to be a part of the event.

Chair Jessica Rowe lightheartedly noted the lively atmosphere, joking that it was more action than they’d seen in a library board meeting in some time. She added that it was a lot of fun having the kids participate, reinforcing the joyful and celebratory tone of the gathering.

Library Board of Trustees' Report:

Secretary Sari Koehler provided her update as the liaison to the Churchill Library Association (CLA). She reported on two recent discussions: the upcoming Books, Bites, and Beverages

event—which Library Director Cathy Thorsen would elaborate on later—and the “Talking Writing with Writers” program taking place that evening, which she encouraged everyone to attend.

Trustee Koehler expressed her appreciation for the library staff, thanking Cathy for her leadership and Tom Patterson for his reliable support with statistics and technical assistance. She praised Tom’s responsiveness, emphasizing how helpful his data is in understanding library performance.

She also gave a heartfelt shout-out to the library’s JP officer, Nick, commending his ability to connect with youth and maintain a welcoming and safe environment. She described him as a vital part of the library family.

Trustee Koehler then shared a personal story about attending Game Night at the library with her son. Although their first attempt fell during spring break and they were the only attendees, their most recent visit was a much richer experience. She recounted a touching moment when she played Jenga with a young boy who was excited just to have someone to play with. Soon, her son joined, followed by another child. The experience, she said, exemplified how the library fosters community and connection. She concluded by thanking Cathy once again for creating such a welcoming space.

Chair Jessica Rowe thanked Trustee Koehler for her report and asked if anyone else had anything to add.

She then personally expressed appreciation to the library, especially for the support it provided students during finals week at the college. The library’s study spaces and access to computers had been critical for many, especially those who lacked such resources at home. She noted how meaningful it was to see students cross the graduation stage in Fallon and acknowledged the library’s role in supporting their success.

Trustee Dr. Sue Segura added her perspective, sharing that this was her third time attending WNC’s graduation and calling it the best one yet. She admitted she held back tears during the ceremony but got emotional once in her car afterward, underscoring how moving the experience was.

Chair Rowe closed the segment by expressing gratitude to both the county and the city for their ongoing support of education and students, highlighting the strength of the community.

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 began her report by thanking the board for allowing the student presentation earlier in the meeting. She then provided an update on Hoopla, the library's digital media service. Cathy explained that she conducted a daily benchmark at 7:00 a.m. throughout May to monitor usage levels. On May 1, only seven hours after opening access, the library had already accrued \$10.67 in charges. By May 15, usage had risen to \$942.31, and by the meeting date, it stood at \$1,384.45. She estimated the month would end around \$1,800—a much more stable figure compared to prior months. Because of this stability, she recommended maintaining the current 15-item checkout limit and the existing two monthly caps, with plans to reassess after gathering more data. She noted that Hoopla is finally “not giving me as much heartburn,” signaling growing confidence in the adjusted system.

Cathy then highlighted several other library initiatives and community outreach efforts:

Bookmark Contest Winners were celebrated earlier and brought strong engagement.

Outreach at the Life Center: Staff member Maria now visits twice monthly (1st and 3rd Tuesdays from 11:15 to 12:30), bringing books, a laptop, and library card applications. The program is helping serve patrons unable to visit the library.

Tech Assistance at the Life Center: Cathy responded to Trustee Dr. Sue Segura's suggestion about sending IT support to the Life Center. She shared that they tried this from January through April but had low participation. The new approach allows patrons to call for help, and Tom Patterson will either travel to them or book appointments.

Community Booth at the Green Goddess Farmers Market and Seedling Sale: Despite rainy weather, they had 77 visitors and fielded many questions about summer reading and other services. Cathy emphasized the importance of visibility at off-site events, particularly on Sundays when the library is closed.

Professional Development: Cathy attended the virtual Library School Journal Spring Book Author Festival, where authors shared insights into their writing process. She praised the value this event brought to staff, allowing them to recommend books with more context and confidence.

Library Tours: The team hosted three class visits, engaging over 175 students. The tours included craft activities, a popular Pokémon scavenger hunt, and a walk-through of library facilities. Cathy shared that they received thoughtful thank-you notes and hope to expand the program next year.

She concluded her report by noting she also attended the monthly department head meeting, and upcoming agenda items would include the library's food and drink policy and a proposal for early closure on an upcoming date.

Chair Jessica Rowe responded with appreciation and followed up on the Hoopla update, referencing Cathy's earlier concern about how the public would react to the new caps. Cathy reported that only three comments were received—two on social media and one via the website—and all were positive. Patrons appreciated being notified in advance about the changes. She also confirmed she is keeping a record of this feedback.

Trustee Dr. Sue Segura added that she had spoken to high school staff who also responded positively, with teachers frequently using Hoopla as a teaching resource.

Cathy agreed, noting that library staff use it extensively, as well.

Chair Rowe closed the discussion by pointing out that the positive public feedback and improved usage levels showed the interventions and communications were working well, which Cathy acknowledged with appreciation.

Set date and time of regular/special Library Board meeting (June 26, 2025 @ 3:00 PM):

New Business:

A- Consideration and possible action re: Approval of a revision to the Computer Use Policy to prohibit the presence or consumption of food or beverages near the public computers.

Staff is proposing to revise the Computer Use Policy to prohibit food and beverages in the public computer area. The board is asked to approve the revisions as outlined in the policy.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Library Director Cathy Thorsen presented a proposed change to the library's computer use policy, citing a growing concern over food and beverage messes at the computer stations. She described the issue as threefold:

- Daily messes: Custodial staff have frequently reported having to clean up sticky spills, especially from energy drinks like Monster and sodas. The residue affects keyboards and surrounding surfaces, creating extra work for both custodians and library staff.
- Staff time: Library employees have been spending significant time cleaning up after patrons, often wiping down areas that wouldn't be messy if food and drinks weren't allowed at the computers.
- Ant infestation: With the warmer weather, ants have become a persistent problem, especially around computer stations where salty snacks and sugary beverages are frequently consumed. Cathy shared a recent example in which a patron spilled salty chips across a computer desk, and the custodial staff found a mess the next morning.

In response, Cathy said she had already directed staff to encourage patrons to eat only at the four large tables, which are easier to maintain and can be equipped with trash cans. This

strategy has been working well and she believes formally restricting food and drinks at computer stations will protect equipment and preserve a cleaner environment.

Trustee Dr. Sue Segura asked if Cathy was proposing a total food ban within the library. Cathy clarified that she is not advocating for an overall ban, as the library occasionally hosts food-related programs and crafts. Instead, her goal is to prohibit eating and drinking specifically at the two computer station areas, which would help prevent damage and reduce pest problems without impacting programming.

Cathy added that this rule would be included as Item #8 in the Computer Use Policy, requiring board approval to implement.

Trustee Dr. Sue Segura expressed full support, stating, “I’ve seen kids with stuff that I wouldn’t want them eating in my front row,” and offered a motion to approve the no food or beverages rule near public computers.

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

Trustee Sue Segura made a motion to approve the revisions to the Computer Use Policy as presented. Trustee Sari Koehler seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Approval to close the Churchill County Library at 4:00 PM on August 8, 2025, to allow staff time to set up for the Books, Bites and Beverages Fundraiser.

Staff requests the authorization to close the Library early on August 8, 2025 at 4:00 PM to allow them time to set up for the Books, Bites & Beverages Fundraising Event to be held that evening. The event requires staff to move furniture and shelving.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Library Director Cathy Thorsen requested approval to close the library two hours early on the day of the annual Books, Bites & Beverages fundraiser. She explained that although she wasn’t present last year, she had heard from several sources that the event was chaotic and disorganized, especially during the transition from normal hours to the event setup. This year, Cathy wants to avoid that experience. She noted that preparing for the fundraiser includes:

- Bringing tables in from the museum;
- Moving all the DVD stacks;
- Rearranging the layout to accommodate six different stations for books, wine, and food.

Last year, the library stayed open until 6:00 p.m., and the event also began at 6:00 p.m.—causing overlap between closing procedures and guest arrivals, leading to confusion and kids trying to eat event food prematurely. Cathy is proposing the library close at 4:00 p.m. on that

one day to allow staff to prepare in a more controlled and calm environment. She committed to posting advance notices on the library's website, social media, and signs in the building, assuring patrons will have ample notice.

Chair Jessica Rowe responded positively, agreeing the request seemed reasonable and well in advance. With the event not occurring until August, she felt there would be plenty of time to alert the public. She opened the floor for questions or concerns, and hearing none, she moved to entertain a motion for approval.

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

Trustee Sari Koehler made a motion to authorize the closing of the Library early on August 8, 2025, at 4:00 PM to prepare for the Books, Bites & Beverages event. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

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

The monthly Budget Reports for April 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

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

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

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

The Library Gift Fund Report for April 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

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.

E- Presentation by J Hodnett, Children's Services Librarian, regarding her role at the Library.

J Hodnett, Children's 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

Children's Services Librarian J Hodnett then gave a remote presentation introducing her role and programs at the library. J began by highlighting a personal passion project: an Elementary Book Club for students in 3rd through 5th grade. She noted that this age group often experiences a drop-off in reading enthusiasm due to growing extracurricular commitments and social pressures. The club was born from a 2023 United Way donation of multiple copies of the same book—a perfect opportunity to launch a program she had long envisioned. The club will celebrate its two-year anniversary this September and J proudly shared that some original participants are still active. She also emphasized how meaningful it was that the children chose to continue the club virtually after her health challenges began, rather than pause or disband the group. The Children's Library Association (CLA) has committed to funding the program moving forward, which ensures its sustainability. J's passion and the loyalty of her young readers brought a sense of purpose and joy to her work, and she closed this portion by expressing her gratitude and excitement to continue supporting children's literacy.

Children's Services Librarian J Hodnett continued her remote presentation, providing an overview of the many successful youth programs she oversees at the library.

She shared that her Elementary Book Club includes a thoughtful mix of classic and modern titles—"My Side of the Mountain," "Because of the Rabbit," "Lemonade War," and "The Phantom Tollbooth," among others. She allows the kids to choose the books, which results in a balanced blend that includes graphic novels, as well.

J also runs the Teen Library Club, a core group of five teens who assist her in ordering books and organizing youth programming. She noted these teens are extremely busy with school, extracurriculars, and family responsibilities, and she deeply values the time they contribute to the library.

Another cornerstone of the library's offerings is Story Time, which is held three times per week, averaging about 23 children per session. Since J cannot be in the building due to her health, Magdalena has taken over the in-person sessions, while J added a Saturday virtual story time. This new weekend program responded to parent requests and was implemented without adding strain to staff, as Saturdays tend to be light-staffed. J was pleased that families embraced the virtual format.

Every Friday, the library hosts STEAM, an activity-based program geared toward children ages 6 to 11, although both younger and older kids often participate. Attendance averages 20 children per week, with rotating activities and special seasonal projects.

Another monthly program is Reading with Rover, held every second Thursday. Aimed at readers ages 6 to 11, this program pairs children with therapy dogs and their handlers, encouraging young readers to build confidence by reading aloud. Participants even get to keep the book they read to the dogs.

J also described the Books for Babies initiative—a passive outreach program in partnership with Banner Churchill Hospital. Maternity staff distribute library welcome bags to new parents that include a onesie, early literacy resources, and invitations to visit the library for a free book and learn about programs like 1,000 Books Before Kindergarten.

One of the library’s most popular new offerings is the Seed Library, which allows patrons to check out up to five seed packets to grow at home. The program launched in the fall and saw an average of 145 seed packets distributed monthly.

Each spring, the library organizes classroom visits for local 2nd–4th grade students, which include a library tour, crafts, games, and information about the Summer Reading Program. Students receive decorated folders filled with program flyers and reading logs, coinciding with the launch of pre-registration.

The Summer Reading Program is one of J’s largest responsibilities. She manages the youth categories: ages 0–5, 6–11, and 12–17, while Magdalena oversees the adult category. Planning begins as early as February with program scheduling, book giveaways, prizes, and marketing. Volunteers begin assembling registration bags in May, which are already halfway completed. J also manages the online registration system and this year’s kickoff event is set for June 7th. Readers will have the option to track progress online or on paper and a full lineup of engaging programs is already scheduled.

Beyond summer, J emphasized the importance of year-round reading challenges for all ages and themed programs that highlight the library’s collection. For example:

- In April 2024, the Nevada Department of Wildlife presented “Batty for Bats,” in conjunction with a donated Bat Pack.
- The Water Basin Conservancy offered a seed-saving workshop tied to the Seed Library’s launch.
- 4-H’s Living with Fire helped children understand wildfire preparedness.
- A homeschool workshop held last fall included a presentation by Rachel McCander, who is returning this year with a geology-themed talk for the “Color Our World” theme.

J also manages the library’s calendar and social media accounts, ensuring the public stays informed. One of her core duties is collection development—keeping the library’s materials current and relevant. Her Teen Library Club provides valuable insight into what’s popular and needed across age groups.

J concluded by highlighting two special collections she’s particularly proud of:

- The Community Science Backpacks—including a Junior Naturalist backpack, Bat Pack, and a Night Sky telescope backpack.
- The Books by Story Timers Collection, launched by a young patron named Oliver Boom, who authored a book on jellyfish. With another addition by Connor Gouse, who wrote a graphic novel about a moon rover, and a partnership with the museum to bind these homemade works, the library now includes these patron-created books in its official collection.

Following the detailed presentation by Children’s Services Librarian J Hodnett, Trustee Dr. Sue Segura expressed her enthusiasm for expanding outreach. She proposed building on Item #8, referencing the 1,600 students in Churchill County in grades 7–12. Dr. Segura announced there would be an Open House on August 21st and extended an invitation to J, offering to personally help increase teen participation in library programs.

Chair Jessica Rowe thanked J for her thorough presentation, noting the breadth and depth of library offerings. She emphasized her appreciation not only for the extensive programming but also for how J has strategized access using technology. Chair Rowe observed that many community members are unable to physically visit the library and remote options like J’s virtual story times and book clubs offer increased accessibility and learning opportunities for those individuals. She concluded by calling J’s efforts a “rich program” and expressed sincere appreciation for her work.

Library Director Cathy Thorsen added some lighthearted insight into J’s role beyond programming. She mentioned that, in addition to all the “fun stuff,” J has also been learning library administration tasks, including payroll, billing, staffing, and scheduling. J joins Cathy virtually each morning at 7:30 a.m. to handle these duties—making it clear that J’s responsibilities are both broad and demanding.

Trustee Koehler shared a personal note of gratitude, thanking J for her monthly reminder emails about the Teen Book Club. Her own son participates in the group and she said it’s very helpful to get those communications regularly, as they keep families engaged and informed.

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

F- Consideration and possible action re: Update on the Strategic Plan Survey and timeline for the survey to be used in developing goals and a mission statement for the Churchill County Library.

Staff will present an update on the Strategic Plan Survey questions and a timeline for the surveys to be used to develop goals and a mission statement for the Churchill County Library. The prepared documents will be presented at a future board meeting for consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Library Director Cathy Thorsen provided an update on the library's strategic planning process, announcing that the recent community survey received 92 responses over a three-week period. She reminded the board that Crystal had already emailed them a preliminary goal outline along with a summary of the survey results. Cathy explained that the Strategic Plan Committee will now analyze the goals in relation to the data collected. The email they received was simply to notify them that the survey portion is complete. She hopes to present a more refined draft in June and, pending any needed adjustments, the final strategic plan for the next five years could then be formally adopted.

Trustee Koehler followed up by asking if the survey results aligned with the library's intended goals. Cathy confirmed that they generally do, although some adjustments will need to be made to ensure better alignment with public input.

Trustee Koehler also asked whether the plan, once adopted, would be flexible over time, specifically, if community feedback could prompt changes throughout the five-year span. Cathy clarified that the plan is not set in stone.

Chair Jessica Rowe echoed this, explaining that a strategic plan is meant to define a set of priority focused areas over time but that it should also allow for evaluation and course correction as needed.

Trustee Serna asked whether future surveys—perhaps annually—might be part of the ongoing evaluation process. Cathy responded that she would like to revisit the idea after one full year of implementation. She gave examples of upcoming review points, such as evaluating the success of VR programming, partnerships like Tom's visit to the Life Center, and promotional initiatives like the bookmark contest, which they are already looking to expand for homeschoolers and academic institutions.

Vice Chair Swercheck added that while the idea of sharing is always welcome, he believes routine updates to the board about every new idea are unnecessary. He suggested only returning to the board if the plan required a mission-critical change.

Trustee Dr. Sue Segura praised the library team's responsiveness, saying that in her experience, whenever she's brought an idea to staff, they're immediately eager to explore it. She emphasized that every idea doesn't necessitate a revision to the strategic plan, and based on the community input she receives, the library team is doing an excellent job.

Chair Rowe concluded the discussion by emphasizing her appreciation for the intentional and thoughtful nature of the planning process. She noted that the board's role is to support that process and she looks forward to receiving the comprehensive report in June. The strategic plan, she said, will serve as a framework for evaluating success and a tool for articulating the library's mission moving forward.

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

No action taken on this item.

G- Consideration and possible action re: Discussion about Hoopla costs and caps.

Staff will provide an interim update on the caps implemented for Hoopla, audio, and e-books as approved at the last board meeting.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Library Director Cathy Thorsen provided an update on the status of Hoopla, the library's digital media platform. She noted that, while the March usage spike was concerning, the numbers have now stabilized and she's feeling more comfortable with the service's performance. Cathy suggested that they keep the current settings in place through the summer, especially with new budget allocations becoming available on July 1. She explained that there's already some funding remaining in the Hoopla account, which supports riding it out over the summer months to monitor usage trends.

She said they will reassess in September and determine whether the checkout caps and user limits are appropriate for Churchill County's needs. Cathy also shared an anecdote about a caller from another county who wanted a library card to access Hoopla but Cathy politely declined, reiterating that the service is intended for local patrons only and they want to protect the integrity and availability of the resource. Cathy emphasized that while Hoopla is a popular and valuable tool, the goal is to make sure it remains sustainable for the county. "I think we're going in the right direction," she concluded.

Trustee Koehler expressed support for the plan to monitor usage through the summer, especially since audiobooks are popular during travel-heavy months. She felt this would be a great opportunity to assess how the service performs under regular seasonal demand.

Chair Jessica Rowe agreed, adding that she appreciated the approach of implementing a system, observing its performance, and adjusting based on data. She echoed Trustee Koehler's support for using the summer period as a testing ground for potential longer-term settings.

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.

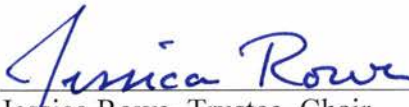
Public Comment:

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

Adjournment:

The meeting was adjourned at 3:55 PM.

Approved:



Jessica Rowe, Trustee, Chair

Approved:



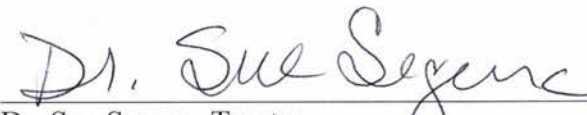
Ryan Swirczek, Trustee, Vice-Chair

Approved:



Sari Koehler, Trustee, Secretary

Approved:



Dr. Sue Segura, Trustee

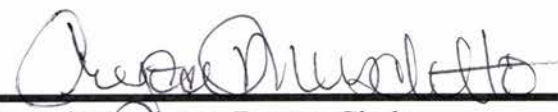
Approved:



Mattie Serna, Trustee

ATTEST:

Linda Rothery, Clerk/Treasurer



Crystal Muschetto, Deputy Clerk