



MINUTES

Henderson District Public Libraries

Board of Trustees

Date: July 21, 2022

Place: Paseo Verde Library

280 S. Green Valley Parkway, Henderson, Nevada

Also accessible via Zoom

Time: 7:45 a.m.

Click here for information on accessing the video conference:

<https://hendersonlibraries.com/board-of-trustees-769>

Notice is given that items on the agenda may be taken out of order. Two or more agenda items may be combined for consideration; items may be removed from the agenda or discussion delayed relating to an item on the agenda at any time. Public comment will be taken on each item as it is heard. There will be a 3 minute per person time limit during the public comment portion of the meeting.

Call to Order

Board Vice Chair, James Green, called the meeting to order at 7:45 a.m.

Roll Call

Board present: Jennifer Andricopulos, James Green, Kip Noschese, Bette Silverman

Board present (via Zoom): Angela Brommel, Gerri Schroder

Board absent: David Ortlipp

Staff present: Debbie Englund, Viveca Grinstead, Sean Hill, Michelle Mazzanti, Heela Naqshband, Kate Peraza, Lisa Phelan, Marcie Smedley

Staff present (via Zoom): Joy Gunn, Candace Kingsley, Shakita Kirkland, Lori Richardson, Joseph Tracy

Approval of Agenda

Jennifer Andricopulos made a motion to approve the agenda. Bette Silverman seconded the motion. The vote was unanimous.

Consent Agenda

These items are not expected to be controversial and will be considered together and approved in a single motion. Any person desiring to remove an item for separate consideration should so request before approval of the agenda. Items pulled from the Consent Agenda will be considered separately. All other consent items will be approved as one item.

CA-1 Approval of Minutes

June 16, 2022

CA-2 Review of Paid Invoices

June 2022

Jennifer Andricopulos made a motion to approve the consent agenda. Bette Silverman seconded the motion. The vote was unanimous.

Director's Report

Possible Board discussion of the Director's report or various staff reports highlighting various administrative and staff activities since the last meeting

Viveca Grinstead provided the quarterly budget report. Almost everything has been reported, but the district has until the end of August to make adjustments or journal entries for things that come in. For example, the property tax revenue came in over budget but there are still two more expected payments from the consolidated taxes to come in, as well as interest income from the 4th quarter. For salaries there are still accruals yet to do, so salaries will come in a little higher. Supplies and services' figures are accurate. Under utilities there is one outstanding larger purchase order for the water bill at Gibson Library – they were a little late in getting that to us. Library books should be accurate if more invoices don't come straggling in. All the purchase orders will be closed out by the end of August.

Lisa Phelan, building manager for Paseo Verde Library, presented a report on *One Book One Henderson*. It's been several years since Henderson Libraries sponsored a community read. This year *One Book One Henderson* was launched featuring *The Island of Sea Women* by Lisa See. Not only did the district land an interview with New York Times Bestselling Author Lisa See but programming and experiences were offered that hopefully broadened the appreciation and understanding of a different culture. A flyer was presented, and the experiences were summarized. Lisa Phelan said *One Book One Henderson* was truly a collaborative effort, not only for the library patrons but for staff as well. There was a Korean dance performance by the Gina Kim Korean Dance Academy, a *Sand Art Take & Make* craft kit, a documentary film screening of *Haenyeo: Wisdom of the Sea*, a Gochugaru Spice World kit, a presentation by the Las Vegas Korean American Association: *South Korea The Culture*; and *One Book One Henderson* will conclude with a virtual author visit with Lisa See next Wednesday. There will be a watch party in the program room, but those interested can watch it from home. The library district supported this program by purchasing 82 physical copies of Lisa See's book, *The Island of Sea Women*, and 41 digital copies. Multiple formats were offered: hardback, paperback, large print, English and Spanish titles, audio CDs, e-books and audio books. Lisa Phelan thanked Michelle Mazzanti and the Acquisitions and Bibliographic Services [ABS] department for ordering and processing the books. Overall, as of last

week, there were over 600 checkouts. Kate Peraza was able to secure LSTA grant funding for the author honorarium, advertising, Spanish titles, and book-in-the-bag kits (8 sets – 48 copies of the book). There was a press release, outreach to retirement homes and Spanish speaking markets, restaurants, and internal book clubs. 243 adults participated online through the adult summer reading challenge and have earned badges by reading and attending some of the programs. All efforts were appreciated. The library team feels good about the *One Book One Henderson* debut and hopefully the community does too. Marcie Smedley expressed appreciation to the team members who worked so hard to make this a success. It is great to be bringing back community programs like this one.

Marcie Smedley announced that Debbie Englund, Chief Finance Officer, has been awarded the *Certificate of Achievement for Excellence in Financial Reporting* by the Government Finance Officers Association for the fiscal year 2021 Annual Comprehensive Financial Report. Marcie Smedley thanked Debbie Englund for the great job keeping the financials in such good shape, reporting, transparency, and compliance. This is the 22nd consecutive year Debbie Englund has received this award.

Marcie Smedley said hopefully there will be a soft opening at West Henderson Library next week. There have been many delays and situations we have had to work through with incorrect furniture and end panels. The new end panels are scheduled to be installed tomorrow. Cox Communications has been working to get the internet up to the capacity needed, and the library team is working very hard to get everything ready. As soon as it's confirmed there will be a soft opening next week, Marcie Smedley will let the board know. Nothing will be publicized until there is an official opening and then plans will be made for a grand opening ceremony. James Green commented about a video on YouTube with Mayor Debra March and Marcie Smedley at the West Henderson Library. Marcie Smedley said it was nice of the city to include the library district in the *Monday with the Mayor* segment. James Green commented it was very nice.

New Business

1. Discussion and possible board action regarding approval of the Five-year Capital Improvement Plan

Debbie Englund said the fiscal year 23 figures tie to the budget passed by the Board in May. The next 4 years are projections that will be revised every year. The most is library materials in the general fund. The contribution and grants funds are the Friends donations [Friends of Henderson Libraries] and other donations, mostly Friends donations. It is anticipated that over the next 5 years donations will get back to pre-pandemic numbers. In the construction fund there are some projects planned for this coming year and the rest is maintenance that will be revised as more facilities plans are made.

James Green asked for public comment. There was none.

James Green made a motion to approve the Five-year Capital Improvement Plan. Gerri Schroder seconded the motion. The vote was unanimous.

2. Discussion and possible Board action regarding authorization to purge patrons inactive more than three (3) years and all associated fines, fees, and material held by said patrons

Sean Hill said this is an annual patron purge that has been done for 10+ years. The accounts have had no activity for 3 years. These patrons, generally, do not return to the library, but if they do it's easy to set them up again. If they owed more than \$35, they went to the collection agency. At this point the accounts are considered uncollectable. Regarding the unused funds, that number is a little high because it was decided last year not to wipe the funds in case the patron came back; the pandemic may have affected library usage. The data now shows they did not come back, that is why that number is a bit high. The average amount of unused funds per account is \$1.46. These funds are for used for printing and copying. The district policy states that funds that remain on an inactive account for 3 years will be purged, and the amount will be considered a donation to the library district.

Jennifer Andricopulos asked if Henderson Libraries has done an amnesty day, a buffer where patrons aren't held accountable for late returns. Can the district do something like that? Jennifer Andricopulos said she is concerned there is a lot of replacement cost for materials and wants to understand that a little more. Marcie Smedley said that many years ago there was a "food for fines" amnesty program. If a patron has a book out and returns it, they are not charged for the book, and will just incur a \$2 fine. Also, there are automatic renewals. If no one is waiting for the item, it will be renewed 5 times automatically. When materials are 30 days late, they go into overdue status. That's a very long time a patron can have that item without being charged. At any time, if the item is returned, the amount due reverts from the cost of the material to a \$2 fine. Marcie Smedley said she is happy to investigate what some of those programs look like and explore if it is something for the district to try in the future. These amounts are not outside of normal loss for libraries.

Sean Hill said the collection agency does a great job in getting material back. The agency doesn't collect the money, it is paid directly to the library district. Most of these people have moved out of the valley. Jennifer Andricopulos asked how much the district pays the collection agency. Sean Hill responded the district pays \$10 for each account sent to the collection agency; that amount is added onto the individual's account. If the material is returned, the patron still must pay the \$10. By and far, the collection agency brings back more funds than they are paid. These debts used to be credit reported, but due to some changes libraries can no longer credit report patrons with

unreturned materials. Jennifer Andricopulos said she doesn't know how much the public knows or understands about how this works. In school/college books are so expensive, \$80-100. Maybe there could be a communication to the public that if you bring the book back you don't have to pay for it, just the \$2 fine. Sean Hill said one of the problems with Food for Fines is that people would just save up overdue materials until they could come to Food for Fines. Another problem was managing the food. It wasn't always easy to get agencies to pick up the food. Jennifer Andricopulos thanked Sean Hill for the explanation, saying It makes sense.

Gerri Schroder asked how the fines accrue, do penalties and interest added on? Marcie Smedley said fines on adult materials are \$.20 a day up to \$2.00. Children's materials are \$.10 per day up to \$2.00. The most anyone can be charged is \$2.00 per item. No one is charged penalties or interest. Gerri Schroder asked when the account goes to collections. Sean Hill said the collection agency sends the initial bill at 30 days overdue because the sooner contact is made, the better the chance of recovering the materials. This collection agency only works with libraries. They are really very successful. Marcie Smedley said this would only apply to people who have \$35 or more due in materials. Accounts are not sent to collections for just fines. Gerri Schroder said that is good information. You hear stories about 50 years later people finding a library book in their grandma's attic and thinking they are going to go to jail. The cost of the book or maximum fine of \$2 is very reasonable. Most people aren't aware and get scared when a collection agency contacts them, and they don't know what to do. Sean Hill said one issue is when people pay for an item, then go home and find it and want a refund. People are encouraged to look *before* paying for it.

Bette Silverman asked if a child loses a book does that \$.10 fine go on the parents card. Marcie Smedley said it goes on the child's card, but the child's card is associated with the parent's card. A parent must have a card to be able to get their child a card and the cards are associated. Bette Silverman asked if there are fines on the child's card does it prevent the parent from checking out? Marcie Smedley responded the district has that capability, but it hasn't been turned on yet. We have the capability to, but we have not. We do know sometimes there are families that will get extra library cards for family members so they can check items out and circumvent the rules. We continue to talk about what it looks like to go fine free to remove some of these barriers. Because really, if you need to check out books and the only way you can do that is to get another card, does it circumvent the policy? Yes. Does it provide service to someone who needs it? Yes. This is a bigger conversation to have around what the future looks like for us to provide access and eliminate those barriers.

James Green asked for public comment. There was none.

Jennifer Andricopulos made a motion to approve purging patrons inactive more than three (3) years and all associated fines, fees, and material held by said patrons. Bette Silverman seconded the motion. The vote was unanimous.

Old Business

1. Discussion and possible Board action regarding purchasing automated material handling machines [AMH] for the Gibson Library, Green Valley Library and West Henderson Library

Sean Hill said unfortunately because of pandemic and supply chain issues, once approved it will take until February or March to get the AMH machines delivered. Staff at the buildings are excited for it and the program has been very successful at the Paseo Verde Library. James Green asked the cost. Sean Hill responded the total cost is \$319,367.70. This will provide a 6-bin system to the Gibson Library and a 4-bin system to the Green Valley Library and the West Henderson Library. James Green asked if that accounts for the difference in the cost of the machines. Sean Hill responded yes; the price difference is mostly due to size. It is so much more for each module added. Marcie Smedley confirmed that it is a plug-and-play system and that additional bins can be added. Sean Hill replied yes, in five years if the West Henderson Library moves to a new full-size location, additional bins can be purchased to accommodate the increased volume of returns. These machines are also RFID [radio frequency identification] ready, and the district has started that conversion process. RFID facilitates checkout for the patrons; a whole stack of books can be returned at one time instead of feeding the books through one at a time. RFID cost has come down tremendously. Hopefully the district's collection will be RFID by the time these are installed. Paseo Verde Library's AMH machine already has the RFID installed; it is just not being used yet. The machines need to be cleaned and vacuumed daily to keep the sensors clean. Las Vegas-Clark County Library District [LV-CCLD] has a large contract with the Envisionware company. Our library district is riding LV-CCLD's contract to purchase the AMH machines. Because of the size of the LV-CCLD district, the price is much lower than Henderson Libraries could get and there are support people assigned to the Las Vegas area. Some districts must wait until a support person travels to their location for repairs. It is an advantage for our district to have the much larger system negotiate pricing and support. Our district can take advantage of the savings.

James Green asked for public comment. There was none.

Jennifer Andricopulos said she is excited this finally comes to fruition. It's great to be able to sync with the other library district and to be able to offer that functionality for our patrons and staff. Jennifer Andricopulos thanked Sean Hill. Sean Hill said it is exciting to be able to go to RFID. It's been something staff has wanted to do for years. Sean Hill said when he first started at the district it would have cost over \$2 million to convert to RFID, just for the tags and not the equipment. Now it is approximately \$100,000.

James Green made a motion to approve the purchasing of the automated material handling machines (AMH). Angela Brommel seconded the motion. The vote was unanimous.

Announcements

The next Board meeting will be **August 18, 2022**, at the **Green Valley Library, 2797 N. Green Valley Parkway**, Henderson, Nevada.

Marcie Smedley announced that immediately following this meeting, Melissa LaPorte, the circulation manager at Paseo Verde Library is prepared to offer a demonstration of the AMH machine for whomever would like to participate. There will be a lot of materials on hand to demonstrate how the books are checked in and sorted.

Public Comment

Note: Pursuant to Nevada's Open Meeting Law, action may not be taken on matters presented during this period until included on a future agenda as an action item.

Adjournment

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by July 14, 2022.

Jennifer Andricopulos made a motion to adjourn the meeting. Bette Silverman seconded the motion. The vote was unanimous. The meeting adjourned at 8:18 a.m.

Posted at hendersonlibraries.com, the State of Nevada Public Notice Website, Henderson City Clerk's Office, Paseo Verde Library, Green Valley Library, and the James I. Gibson Library.

For details of the agenda, or to leave public comment before the meeting, please call the administrative offices at 702-207-4298.