



MINUTES
Henderson District Public Libraries
Board of Trustees

Date: July 18, 2019

Time: 7:45 a.m.

Place: Paseo Verde Library, 280 S. Green Valley Pkwy., Henderson, Nevada

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.

Call to Order

Chair Mark McGinty called the meeting to order at 7:45 a.m.

Roll Call

Board present: Angela Brommel, Dan Doherty, Jim Frey, Mark McGinty, Kip Noschese, David Ortlipp, Bette Silverman

Board absent: None

Staff present: Lauren Dahlgren, Robbie DeBuff, Debbie Englund, Ed Feldman, Dana Friesen, George Greicar, Viveca Grinstead, Joy Gunn, Sean Hill, Gayle Hornaday, Candace Kingsley, Michelle Mazzanti, Jo Morrison, Heela Naqshband, Kate Peraza, Lori Robertson, Marcie Smedley, Leona Vittum-Jones

Approval of Agenda

Jim Frey made a motion to approve the agenda. Angela Brommel 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 20, 2019

CA-2 Review of Paid Invoices

June 2019

David Ortlipp made a motion to approve the consent agenda. Kip Noschese 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.

Marcie Smedley introduced and welcomed Dan Doherty, new Henderson Libraries Board member. Mr. Doherty is Executive Vice President of Colliers International. Mayor March appointed Dan Doherty to the Board and is very excited for the expertise and background he will bring to Henderson Libraries Board of Trustees.

Michelle Mazzanti, Head of Acquisitions and Bibliographic Services [ABS] said the library district purchases books through the year, but also accepts donations from the community. The Friends of Henderson Libraries sort the books and some are placed into the collection while others are sold in the Amazon store or through book sales. Last year, the library district added 4,794 titles, from community donations, to the district's collection, a value of \$107,026.26. All of the library district's paperbacks are donations. Last year 1,833 paperbacks were donated, a value of \$14,645.67. The total value of all donated materials was \$121,671.93. Jim Frey asked if once-read bestsellers are donated. Michelle Mazzanti replied yes, they are added into the collection to keep the holds ratio low and if we have excess they go on the Friends book sale. Jim Frey asked if they are put on Amazon. Michelle Mazzanti replied used bestsellers don't do well on Amazon because they are available and go for about a buck apiece. Jim Frey said he thought they might sell for a little more. Michelle Mazzanti said when they go on the book sale they are up priced. The Amazon store goes for a higher price point on the books they add. David Ortlipp asked how the value is determined. Michelle Mazzanti replied list price is the value used. used. Marcie Smedley thanked Michelle Mazzanti and the ABS team for the work putting donated materials into the collection and for the effort to support the collection and for providing that resource to the community.

Gayle Hornaday presented the circulation statistics for FY 19. Circulation was over 1.7 million, almost 5% higher than the previous year. That is a good jump and the highest in the past 4 years. The increase is mostly due to the growth in e-book and downloadable audio usage that reached 267,000 throughout the year. This is the highest usage of audio and e-books so far. 51% of the usage is circulation of materials for children and young adults. There were just under 23,000 new library cards issued. That number has been consistent for about five years. There were 88,600 active users, meaning their cards were used during the fiscal year. Jim Frey mentioned the recent news story about a purge by Las Vegas-Clark County Library District, and asked how Henderson Libraries handles this. Gayle Hornaday explained every January Henderson Libraries purges accounts and associated overdue materials that have been inactive for 3 years. The average varies, but is usually around \$100,000. Mark McGinty said the district has a very good record of chasing bad debt. The collection agency chases it until it becomes a zero-net gain. Gayle Hornaday explained patrons owing more than \$35 are sent to a third-party collection service. Internally, statements are sent to people owing more than \$15. Angela Brommel asked what kind of activities count as being active. Gayle Hornaday said having a library card in an unexpired status. Doing anything in the library, using databases or computers, downloading materials, etc., keeps the library card active. The card does not expire due to time, it expires due to lack of activity. There has to be literally no activity of any kind for 3 full years before the card is purged out of the system. Angela Brommel said she wishes there were a way to count programs as an activity. Marcie Smedley said it's a roadblock to program attendance to require a card to attend programs. Some ways of measuring use are being looked at, such as, allowing attendance at programs whether the attendee has a card or not, but a card could be scanned on the way in. Angela Brommel asked if cards are kept track of when registering for programs online. Marcie Smedley replied they are not. It is an attendance count and would not reflect activity on the card. Kip Noschese said the downloadable usage, 43%, is amazing and asked if downloaded services can be tracked by location. Gayle Hornaday said no, the downloadables are not attached to a location. That increase may not be completely accurate. Two years ago, some things were dropped that were causing false statistics. Those were gotten rid of and replaced with some other things that are working very well. Mark McGinty said these 2 reports are very important. Word is getting out about the bond issue/tax increase. Mark McGinty has been asked some pointed questions about how we deal with bad debt and why libraries are relevant. How can statistics go up if libraries aren't relevant? It is important to put that in the back of your mind. This is a tool in your tool box. It is good that circulation is up. Kip Noschese said most library users have a home branch but on the user data it isn't specified. It would be interesting to know which library had more downloadable users. Sean Hill said downloadables are handled by 3rd party systems that don't update back to our system. A library card identifies the user as a patron to authenticate using the product. The 3rd party system doesn't collect the branch information. Bette Silverman said they should have to identify a home branch when they sign in. David Ortlipp said it can always be cross referenced with the zip codes. Sean Hill said that information is known for the physical material collection, but that information can't be obtained from the vendors. Not all vendors do the same thing. Some of the vendors can provide the information, but it's not accurate if you can't get all the data from all of the vendors. Mark McGinty said to keep the circulation statistics in mind as it will come up more and more.

Viveca Grinstead presented the year-end financial update. The first two columns show what was budgeted and what was actual which should be close to 100%. Salaries and benefits are close to 100% and the others are 80%, but last fiscal year's invoices can be submitted until August 30.

Marcie Smedley referred the Board to the copy of Green Valley Lifestyle magazine in the Board packets. Henderson Libraries 75th Anniversary is referenced on the front, there is an ad, pictures from the prom and a 3-page article on the 75th anniversary on page 26. The library district is getting some great publicity around the anniversary. The library district is partnering with Green Valley Lifestyle, hoping they will help promote library sign up month. This is a good media partner.

Marcie Smedley said David Ortlipp asked if the Board could have ID badges to wear to events identifying them as Board members. The library has photo badges for employees and if the Board would like one showing "Board of Trustees", please send a nice quality headshot (with a plain background) or see Debbie Englund and she will take your picture. You will have an ID badge for events and be readily identified as a trustee of the library district. Please see Debbie Englund or email your headshot to Marcie Smedley.

After the meeting, Heela Naqshband would like to take a group picture of the Board for the website.

Public Comment

Note: Comment will be taken on each agenda item as it is heard. Pursuant to Nevada's Open Meeting Law, action may not be taken on matters presented during this period until included on an agenda as an action item.

New Business

1. Discussion and possible Board action regarding approval of the Five-Year Capital Improvement Plan

Debbie Englund said the Nevada Revised Statutes require the library district to submit a Five-Year Capital Improvement Plan [CIP] each year. FY 20 ties to the current budget that was approved in May. The other four years are projected out. A facilities masterplan is planned for this fiscal year. Therefore, next year's CIP will reflect that. The plan for FY 21-24 includes \$800,000 each year for library materials; \$200,000 each year (estimated) for the Contribution Fund to be used for library materials; and

\$200,000 (estimated) in the Construction Fund for building improvements; this could change quite a bit when the facilities masterplan is done and the figure may change.

David Ortlipp made a motion to approve the Five-Year Capital Improvement Plan. Kip Noschese seconded the motion. The vote was unanimous.

2. Discussion and possible Board action regarding FY 20 budget amendments

Debbie Englund said Nevada Revised Statute 354.598 states the district can amend the budget when grants or donations are received. One LSTA grant has been received for *Imagine, Discover, Connect* youth programming. Part will be used for summer reading and the rest is youth service programming. The Board is being notified that the budget is being amended to add the \$10,000 grant.

David Ortlipp made a motion to approve the FY 20 budget amendment as described. Kip Noschese seconded the motion. The vote was unanimous.

Old Business

None

Announcements

The next Board meeting will be **August 15, 2019** at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.

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

The meeting adjourned at 8:08 am

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by July 11, 2019, at least three (3) business days before the meeting, including in the notice the time, place, location and agenda of the meeting. Details of the agenda may be obtained by calling the administrative offices at 702-207-4298.

Posted at Green Valley Library, James I. Gibson Library, Paseo Verde Library, City of Henderson-City Clerk's Office, and the Henderson Libraries website.