



MINUTES
Henderson District Public Libraries
Board of Trustees

Date: November 20, 2025 | **Time:** 7:45 a.m.

Place: Paseo Verde Library
280 S. Green Valley Parkway, Henderson, NV 89012

Also accessible via Zoom

Click here for information on accessing the video conference:

https://hendersonlibraries.zoom.us/webinar/register/WN_Sqd-6yaDSJ2h6VXKigIWDQ

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

The meeting was called to order by Board Chair Angela Brommel at 7:45 a.m.

Roll Call

Board present: Jennifer Andricopulos, Angela Brommel, Katie Gehrke, Jodi Gilliland, James Green, Aaron Harris

Board present (via Zoom): Gerri Schroder

Board absent: None

Staff present: Marcie Smedley, Christina Ayala, Dr. Leslie Doyle, Elaine Estrada, Ed Feldman, Viveca Grinstead, Joy Gunn, Sean Hill, Betsy Johnson, Shakita Kirkland, Shannon Light, Victoria Salinas

Others present: McKay Hall, Valeria Valle, Greg Wilken

Others present (via Zoom): Jennifer Gaynor

Approval of Agenda

Angela Brommel requested a motion to approve the agenda. Jennifer Andricopulos made a motion to approve the agenda. Katie Gehrke seconded the motion. The motion passed unanimously.

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 Review of Minutes

October 16, 2025

August 21, 2025 - correction

CA-2 Review of Paid Invoices

October 2025

Angela Brommel requested a motion to approve the consent agenda. Jodi Gilliland made a motion to approve the consent agenda. James Green seconded the motion. The motion passed unanimously.

Executive Director’s Report

Possible Board discussion of reports summarizing staff and administrative activities since the last meeting.

Executive Director Marcie Smedley introduced Outreach Coordinator Elaine Estrada, who presented an update to the Board. Elaine Estrada has been with the organization for two years and has served as Outreach Coordinator for approximately one and a half years. The Outreach Team has achieved significant accomplishments over the past several months and throughout the year, including developing program content, organizing events, establishing new partnerships, and operating Leo the Library Truck.

Elaine Estrada stated that the Outreach team continues to strengthen its presence in the Henderson community, highlighting the strength and talent of the team. From September through November, the Outreach team attended 24 events and delivered 38 programs. This period included the addition of seven new programs to the Outreach schedule, enabling the team to reach 6,774 community members.

Leo the Library Truck has completed 38 outings, with Outreach efforts reaching approximately 90 percent of underserved communities with limited or no access to transportation, education, or technology. Additionally, approximately 63 percent of targeted communities consist of seniors and individuals with disabilities, including individuals experiencing declining health conditions.

Elaine Estrada shared the Outreach Board, which demonstrates the substantial impact achieved through building and nurturing community partnerships. Team commitment and enthusiasm are reflected not only in the quantity but also in the quality of community partnerships. Elaine Estrada thanked the Board for the time provided and opened the floor for discussion.

Jennifer Andricopulos asked how Outreach services differ when attending senior events versus other locations. Elaine Estrada explained that Outreach typically brings Leo the Library Truck to senior center events, allowing seniors to check out books, Wi-Fi devices, Chromebooks, and puzzles. At other events, Outreach transports materials for checkout and displays those materials in community lobbies to provide onsite access to library resources.

Elaine Estrada stated that materials and services vary by event and location. For a recently attended adult day care center, Outreach adjusted programming to create a more interactive and engaging experience. Outreach visits the center approximately every three to four months. The program focused on supporting memory through activities such as “Name That Tune” and music selections from the 1950s and 1960s. Outreach observed that these activities helped trigger memories, encouraged recognition of familiar music, and prompted participant engagement, including dancing.

Jennifer Andricopulos inquired about the process used to collect materials checked out at Outreach events. Elaine Estrada responded that Outreach returns to locations approximately once a month to retrieve borrowed materials. Outreach maintains a separate collection of library materials that is not part of the main library collection.

Elaine Estrada reported that, from September through November, Outreach partnered with Illuminarium on a highly successful program. Outreach intends to add the program as a regular offering. The program included a sea-themed Storytime and a coral reef craft activity, which resulted in strong engagement and enthusiastic participation from attending children.

Katie Gehrke asked which new programs contributed to increasing program reach from 60% to 90% for underserved communities. Elaine Estrada stated that, over the past six months, Outreach partnered with several organizations. Outreach now maintains a presence in all three local Boys and Girls Clubs after completing a year-long contract. Additional partnerships include Opportunity Village, with morning and evening literacy programs; GiGi’s Playhouse, serving autistic children and young adults; Annabelle

Pines Senior Apartments; Kish, Boyd, and Reynolds Clubhouses; and Nevada Hand, currently serving three of five senior apartment complexes in Henderson.

James Green inquired about Leo the Library Truck, asking which features Outreach would like to replicate in a future truck and what improvements are needed. Elaine Estrada stated that truck maintenance has been easy and largely problem-free. Outreach plans to partner with a body shop to replace the truck wrap, which has been damaged by sun exposure and is beginning to peel. Some areas show signs of rust, and weather stripping is used to prevent water leaks. The truck runs well, and Outreach performs regular routine maintenance. Elaine Estrada explained that modifications to a vehicle can accelerate wear and damage in certain areas.

Jodi Gilliland offered to provide information on a body shop that specializes in vehicle wraps. James Green requested a follow-up in three months to review progress on partnering with a truck wrapping company or to brainstorm improvements to the truck's appearance. A general update on Leo the Library Truck will be included on an upcoming Board agenda.

Aaron Harris inquired about the estimated remaining lifespan of the truck. Elaine Estrada estimated that, in its current condition, the truck may have a remaining lifespan of three to four years, subject to further research. The truck operates reliably and transports Outreach staff to events without issues. No recalls have been received from Ford. Aaron Harris asked about the mileage, and Elaine Estrada reported approximately 3,000 miles.

Elaine Estrada noted that new tires are included in Outreach's budget, as replacements will be needed soon. Jennifer Andricopulos expressed concern that the library truck, in operation for only three years, already requires substantial maintenance and rewrapping, noting that vehicles in the Clark County School District fleet typically lasted 10-15 years. Grant funding was used to purchase the truck, and library operating funds should be used responsibly for repairs and maintenance. While the program is valuable, the truck's limited lifespan may require reevaluation. Marcie Smedley stated that the vehicle's life expectancy would be reviewed and reported to the Board.

Jennifer Andricopulos emphasized the importance of remaining fiscally mindful regarding the costs of repairs and maintenance and the potential impact on the operating budget. Support for Outreach was noted, with a focus on ensuring that the investment provides value, particularly given reliance on operational funds for maintenance. Jennifer Andricopulos agreed with James Green that regular updates on Leo the Library Truck should be provided to the Board periodically.

Elaine Estrada noted that, in a previous update, the Board expressed interest in seeing the library truck more active in the community and potentially receiving media coverage. Leo the Library Truck was recently featured on Fox 5 News for Worldwide Day of Play.

Aaron Harris suggested that partnering with a wrap company and displaying a company logo on the truck could help offset vehicle wrap expenses. Elaine Estrada agreed and confirmed that the idea had been shared with the Outreach team.

Aaron Harris asked about opportunities for Outreach program growth and additional services to expand community reach. Elaine Estrada stated that the Outreach team consists of four staff members and has the capacity to attend events on a regular basis. The 2026 schedule has been fully booked, and the team continues to add new programs and services while expanding community presence. Elaine Estrada noted that additional staffing would allow further program growth.

Elaine Estrada reported active requests for Outreach services from two senior centers, along with increased requests for Storytimes at schools, learning centers, and community events. Aaron Harris

asked whether current staffing levels allow these requests to be met. Elaine Estrada stated that most requests can be accommodated; however, some October requests were declined due to a combination of prior commitments and staffing limitations. For declined requests, follow-up contact was made to offer alternative dates during the holiday season, maintaining Outreach's visibility in the community.

Aaron Harris asked whether opportunities exist for other library team members to assist with Outreach events when staffing is limited. Elaine Estrada confirmed that additional team members are utilized as needed. Outreach evaluates event requirements to determine when supplemental support is appropriate.

Marcie Smedley noted that Outreach is staffed by four team members—two full-time and two part-time—who manage all event programming and effectively reach a broad segment of the community with available resources. Appreciation was expressed to Elaine Estrada and the Outreach team for their continued hard work.

Marcie Smedley reminded the Board that the Library Tree Lane Gala will take place on Friday, December 5. Marcie Smedley also noted that Staff Day was held on November 7, providing an opportunity for the entire team to gather. Marcie Smedley expressed gratitude to Dr. Leslie Doyle and the Staff Day Committee for organizing the event, which included professional development and wellness programs to support staff growth and learning. Marcie Smedley also appreciated the opportunity to share preliminary results from the recent Restructure and Workplace Survey conducted in September. Additional information and survey results will be presented to the Board at a future meeting.

Marcie Smedley noted that the Executive Team is reviewing the survey results and holding discussions to prioritize actions addressing remaining post-restructure concerns. In addition to Staff Day programming, milestone anniversaries were recognized. Marcie Smedley acknowledged the following team members:

- Quanjai Greicar, Customer Service Specialist – 5 years
- Lauren Meza, Customer Service Senior Specialist – 10 years
- Kate Peraza, Branch Coordinator – 10 years
- Dave Hollinger, Customer Service Specialist – 20 years
- Betsy Johnson, Youth Programming Coordinator – 30 years

Marcie Smedley thanked and appreciated Dr. Leslie Doyle and the team for coordinating such a wonderful day.

Marcie Smedley provided the Board with an update on patron purge numbers, noting that the estimates presented in August differed slightly from the final number of patrons purged. The variance resulted from accounts included in the estimate that were linked to active cards, such as parent accounts associated with children's accounts, which were not eligible for purging despite limited activity. A total of 12,970 patrons were purged, 74 fewer than the estimated 13,044. The financial impact was minimal, with \$20.80 in associated fines or fees. The total amount forgiven for purged patrons was \$48,060.91, compared to the estimated \$48,081.71. Unused funds changed by approximately \$800, with estimated unused funds totaling \$5,726.58 and actual unused funds on purged accounts totaling \$4,932.34.

Marcie Smedley noted that the changes were minor and were provided for Board awareness. No Board action is required, as the approved action was to purge patrons and associated fees. Estimates were presented to inform the Board of the anticipated impact, and the final figures closely aligned with those estimates.

Marcie Smedley updated the Board on the vacancy in the CFO/HR Director role, noting that Tawana Keel's last day with the district was Monday, November 17. Plans are in place to support the transition. Day-to-day Finance activities—including payroll, invoice processing, benefits administration, budget monitoring, account reconciliation, and staff support for finance-related questions—are being managed by Veka Grinstead, Accountant, and Joy Gunn, Deputy Director, whose role has traditionally included backing up the CFO and the Executive Director as needed. This current structure maintains strong checks and balances, ensuring separation of duties and proper approval processes. This aligns with prior practices, with the Deputy Director serving as CFO backup during scheduled time off or other leaves. The auditor, McKay Hall, has been consulted to confirm that separation of control, authority, recordkeeping, and monitoring is being maintained.

Marcie Smedley commented that efforts are underway to identify external consultants to support certain functions on a project basis. Tawana Keel had previously engaged the accounting firm Keddington & Christensen for services, and additional information has been requested to determine whether further support may be needed. Discussions are also in progress with FocusCFO, a local firm providing fractional CFO services, to identify the best interim solution for the district's needs.

Regarding HR duties, the existing contract with Endunamo, the external HR consulting firm, is being expanded. Greg Wilken, Founder and CEO of Endunamo, has worked directly with the district for over four years. The expanded contract includes dedicated hours with consultant Valeria Valle at branch locations to support staff and managers with HR concerns. In addition, Greg Wilken will continue to assist with more complex matters, and efforts are underway to update the employee handbook to clarify existing policies, add new policies where needed, and strengthen processes for employee feedback and concerns.

Overall, Marcie Smedley expressed confidence that Finance and HR functions will continue to operate in compliance during the transition. The District is evaluating whether combining the CFO and HR Director roles remains appropriate, as this dual role has historically caused some dissatisfaction among staff. Various options are being considered, with plans to post the position or positions by the beginning of the year, and an anticipated hiring timeline of February or March 2026.

Marcie Smedley opened the floor for questions. Jennifer Andricopulos asked whether the Board would be notified if the CFO and HR Director positions are separated, noting the potential budget impact. Marcie Smedley explained that salaries cannot exceed the approved budget, whether the roles remain combined or are separated. Options include reallocating funds from currently vacant positions to create a new role or hiring only for the CFO position while continuing the expanded Endunamo contract until the end of the fiscal year, at which time budgeting for additional positions can occur. Marcie Smedley emphasized that any fiscal impacts requiring Board approval will be presented as an action item on an upcoming agenda.

Angela Brommel asked when budget briefings are conducted for the Board. Marcie Smedley responded that budget briefings occur in May, prior to the budget hearing. By law, the budget hearing must be held no sooner than the third Monday in May and no later than the end of May, with the budget submitted to the state by June 1. Plans are in place to have the necessary staff in position before the budget planning process begins.

Marcie Smedley concluded the Executive Director's report.

New Business

1. Presentation of Independent Auditors Report and Fiscal Year 2025 Annual Comprehensive Financial Report .

Marcie Smedley introduced McKay Hall, CPA, Audit Partner at Hinton Burdick, the District's auditing firm. McKay Hall will present highlights from the audit and the Annual Comprehensive Financial Report.

Board Member Gerri Schroder excused herself from the remainder of the meeting due to a scheduling conflict.

McKay Hall explained that the presentation will review the audit process, the results of the audit, and several key indicators. McKay Hall stated that the firm's objective is to obtain reasonable assurance that the financial statements as a whole are free from material misstatement. Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgment of a reasonable user of the financial statements.

The audit does not examine every transaction. The objective is to provide an opinion on the financial statements, enabling the Board to make informed decisions. For example, minor discrepancies, such as \$5 in accounts receivable, are not considered material, whereas a \$5 million discrepancy could significantly affect the opinion of the financial statements.

Audits are conducted in accordance with auditing standards generally accepted in the United States and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

McKay Hall stated that the Auditor's Report issues a clean, unmodified opinion of the financial statements, indicating that the information is materially accurate, as detailed on pages 7-9 of the Audit Report. The audit also includes reports on Compliance and Internal Control over Financial Reporting. While the audit does not test internal controls for safeguarding organizational assets or resources, an understanding of these procedures is required to assess whether they are operating as designed. Procedures are reviewed to identify any issues that could allow a material misstatement, due to error or fraud, to go undetected. The reports on Compliance and Internal Control over Financial Reporting received a clean opinion and found no significant deficiencies.

A State Compliance Report addressed applicable Nevada Revised Statutes (NRS) compliance requirements and identified no issues, resulting in a clean opinion.

McKay Hall stated that under Findings and Recommendations, no material weaknesses, significant deficiencies, or compliance issues were identified. Key indicators include a total net position of \$18.8 million as of June 30, 2025. Net position represents the District's equity, similar to equity in for-profit accounting, and reflects the remaining resources after liabilities are subtracted from assets.

Net investment in capital assets decreased by \$713,507. This measure reflects District resources that are not liquid, as funds are tied to buildings, books, and other capital assets and cannot be readily converted to cash. Monitoring this balance is critical, as excessive levels may indicate limited cash availability. Restricted net position decreased by \$11,989 and is associated with restricted uses such as grants. Unrestricted net position increased by approximately \$2.6 million, representing resources available for immediate district use. As a result, total net position increased by approximately \$1.8 million.

Capital assets decreased by approximately \$1.0 million, net of current-year depreciation of \$2.5 million, driven by the following activity:

- Capital asset additions of \$1.5 million
- Capital asset disposals of \$740,900

McKay Hall highlighted total long-term liabilities of \$14.0 million, reflecting an increase of \$293,035, driven by the following

- Lease and Subscription-Based Information Technology Agreement (SBITA) payments of \$358,462
- SBITA additions of \$25,545
- Net decrease of \$725,799 in net pension liability
- Net increase of approximately \$1.2 million in other post-employment benefits
- Net increase of \$117,926 in compensated absences

General Fund Budget to Actual Revenues

- Ad Valorem tax revenue was \$53,822 under budget, with the District receiving \$9.4 million
- Consolidated tax revenue was \$311, 859 under budget, with the District receiving \$3.2 million
- Total revenue for the General Fund was \$213,519 under budget

McKay Hall noted that revenues coming in under budget can raise concern; however, expense trends offset this variance. Salaries and wages expenditures were \$722,364 under budget, with actual expenditures totaling \$5.1 million. Services and supplies expenditures were \$788,945 under budget, with actual expenditures totaling \$1.8 million. The total General Fund expenditures were \$1.7 million under budget.

McKay Hall presented the District's government-wide net position over a five-year period. Unrestricted net position shows an upward trend, increasing from a \$3.2 million deficit in 2021—attributed to changes in pension accounting standards—to a positive balance of \$6.3 million. Restricted net position has remained relatively consistent over the five-year period at \$228,635. Net investment in capital assets has decreased slightly, primarily due to depreciation, and totals \$12.3 million.

McKay Hall discussed the Governmental Funds Fund Balance, representing equity across all governmental funds, including the General Fund, Capital Construction, and Contributions and Grants. This balance is calculated using the modified accrual basis of accounting, which excludes capital assets and long-term debt; therefore, these figures differ from the government-wide net position.

The Contributions and Grants Fund has remained pretty consistent at \$588,096. The General Fund has experienced a slight decline over the past five years but has remained relatively stable at \$5.2 million. The Capital Construction Fund shows a substantial increase at \$12.7 million, reflecting the District's plans to undertake upcoming capital projects and the intentional shifting of funds to support those efforts.

It was noted that it has been a couple of years since the District last undertook projects of this scale, and as a result, there are specific NRS requirements related to the setup and operation of capital projects that must be followed. While no issues are anticipated if staff remain familiar with and adhere to these statutory requirements, a review of the applicable statutes was recommended given the lapse in time to avoid any potential financial impacts resulting from noncompliance. McKay Hall added that he has spoken with several team members and is confident in their diligence, noting that his comments were offered primarily to keep the Board and staff apprised of the applicable NRS requirements.

McKay Hall then reviewed the District’s General Fund Balance, which is comprised of three categories: Nonspendable funds totaling \$110,523, representing prepaid assets; Assigned funds totaling \$1.5 million, designated for use in fiscal year 2026; and Unassigned funds totaling \$3.5 million, representing resources available for the District’s general operational needs and obligations. All three funds have remained fairly consistent.

McKay Hall addressed the District’s three major revenue sources: Ad Valorem Tax revenue of \$9.4 million, which has increased over the past five years; Consolidated Tax revenue from the State of \$3.2 million; and Investment Income of \$212,583, which has fluctuated slightly in line with interest rate changes. Overall, these revenue sources have remained relatively consistent.

Lastly, McKay Hall reviewed the District’s General Fund revenues and expenditures over the past five years. General Fund expenditures have consistently remained well below revenues, enabling the District to address the prior deficit in unrestricted net position on the government-wide financial statements and to accumulate resources for future capital projects. McKay Hall of Hinton Burdick concluded the presentation.

Angela Brommel inquired whether any public comments were received; none were provided. Angela Brommel then asked if there was any Board discussion. Aaron Harris asked when the full audit report would be made available. Marcie Smedley noted that the report was sent as a PDF via email to the Board, is linked online with the agenda, and will be added to the District’s website alongside other annual budget reports once it has been accepted by the Board.

Jennifer Andricopulos asked McKay Hall about the District’s internal controls report and whether the auditor was aware of an August issue in which an invoice was approved without prior Board consent. Guidance was requested to prevent a recurrence. McKay Hall responded that errors could occur, but the best approach is to review internal processes, determine why the issue happened, identify where the system fell short, and implement additional steps to prevent future occurrences. McKay Hall stated that audit findings are accompanied by recommendations, which are generally broad in scope. Auditors cannot assume management responsibilities or become part of the internal controls process; audits must remain independent and external to management functions.

Angela Brommel commented that the auditor’s thorough report and presentation to the Board were appreciated. Given the current transition, this is an opportune time to review processes and guidelines. Angela Brommel requested that any changes to these processes be communicated to the Board to ensure understanding and engagement with the updated procedures.

In closing, McKay Hall thanked the team for providing requested audit items and for demonstrating professionalism, being accommodating, and facilitating the audit process despite its potential disruptions.

Angela Brommel called for a motion of approval. Jennifer Andricopulos made a motion to accept the Presentation of the Independent Auditor’s Report and Fiscal Year 2025 Annual Comprehensive Financial Report. Jodi Gilliland seconded the motion. The motion passed unanimously.

Old Business

- 1. None

Announcements

The next Board meeting will be **December 18, 2025**, 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.

Angela Brommel called for public comments; none were provided.

Adjournment

Angela Brommel requested a motion to adjourn. James Green made a motion to adjourn the meeting. Jennnifer Andricopulos seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:47 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries Board of Trustees was posted by November 14, 2025. Posted at the Nevada Public Notice website, hendersonlibraries.com, Paseo Verde Library, James I. Gibson Library, Green Valley Library, and West Henderson Library.