



**Minutes**  
**Henderson District Public Libraries**  
**Board of Trustees**  
**Date:** July 17, 2014  
**Time:** 7:45 a.m.  
**Place:** Paseo Verde Library

*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 MJ Maynard called the meeting to order at 7:45 a.m.

**Roll Call**

Board Present: Robyn Campbell-Ouchida, James Frey, Cindy Herman, Donn Jersey, MJ Maynard, Mark McGinty  
Board Absent: David Ortlipp  
Staff Present: Joan Dalusung, Carolyn Easterby, Orin Fielding, Viveca Grinstead, Joy Gunn, Anne-Marie Hamilton-Brehm, Candace Kingsley, Michelle Mazzanti, Jo Morrison, Stephen Platt, Stephen Roybal, Tawnya Shaw, Marcie Smedley, Angela Thornton, Kristina Wang  
Others Present: Marian Brown, Julie Buckley, Alexandra Costa, Leslie Finzer, Donna Israelson, Paula Petruso, Cindy Vallar

**Approval of Agenda**

Mark McGinty made a motion to approve the agenda. Donn Jersey 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 19, 2014

**CA-2 Review of Paid Invoices**

June 2014

Donn Jersey made a motion to approve the consent agenda. Mark McGinty 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.*

*Friends of Henderson Libraries presentation*

Angela Thornton introduced Marian Brown, President of the Friends of Henderson Libraries. Friends' members Julie Buckley, Alexandra Costa, Leslie Finzer, Donna Israelson, Paula Petruso and Cindy Vallar joined Marian Brown for the presentation. Marian Brown said that today's donation from Friends for \$136,000 comes from the Friends of Henderson Libraries book stores, book sales and Amazon.com sales. This is a lot of hard work by a lot of volunteers. MJ Maynard thanked the friends for their hard work, saying there would be a big hole in the library budget and everyone's hearts without such amazing volunteers.

The meeting adjourned at 7:50 a.m. for a group picture and resumed at 7:50 a.m.

*Circulation Report*

Gayle Hornaday reported FY 14 ended with 1,695,279 [Note: this figure has been corrected to 1,696,453] circulations, including electronic books and downloadable audio. Downloadables grew over 86% from the previous year. Overall circulation was only down ½% from last year. 45% of circulation was for children's materials. Other year-end figures are still fairly high. There were 93,700 active patrons, 178,863 public computer sessions which lasted for more than 10,000,000 minutes. Staff put on 939 programs attended by more than

40,000 patrons. Jim Frey asked who are our computer users and what are they doing when they come to use the computers. Gayle Hornaday responded they check email, work on resumes, look for and apply for jobs, play games, homework and researching information. Jim Frey asked if these people not have computers. Gayle Hornaday responded either they don't have a computer or our internet access is faster or their printing at home doesn't work. Jim Frey said the public computers are an asset. Gayle Hornaday agreed and said there is huge demand. People get very upset if something doesn't work right; this service is very important. Jim Frey asked if access is by appointment. Gayle Hornaday said reservations may be made up to a week in advance. There is a time limit of 90 minutes per patron per day; if it's not busy this can be extended. Generally there are enough computers that walk in users can be accommodated. Cindy Herman said when she visits the Gibson Library the computers are always busy.

MJ Maynard asked what the most popular downloads are. Can they make a request if the download service doesn't have it? Gayle Hornaday responded that it's pretty much the same as print materials. Mysteries and romances are the most popular materials. Requests can be made and holds placed. The informational types of materials are imbedded into the database services as opposed to the downloadable services.

Beginning on September 3<sup>rd</sup>, a new online service will be available called HOOPLA. This service provides streaming of audio books, television shows and music and may be used on portable devices. As patrons use the service, the library is charged per use instead of one large fee. HOOPLA doesn't have the most popular new releases but they have 16,000 items to choose from. This service is extremely popular in other markets and expected to be here too. Angela Thornton said a variety of marketing materials have been provided and will be put out over social media. If you have a Blu-ray or smart TV, you may see it as an available service. Sean Hill said it is not just live streaming, items can be downloaded and accessed later, i.e., on an airplane. MJ Maynard asked if usage can be tracked. Gayle Hornaday said that reports will be providing that information.

#### *Library Reports:*

Gibson Library: Candace Kingsley said a car hit the building over the weekend. The Reading with Rover window was damaged, there were tire marks and other minor damage. The person responsible showed up Tuesday afternoon with their insurance information. Candace Kingsley will call and speak to the person to determine what happened. The damage was past the sidewalk and along 3 of the big windows out front. Repairs are being scheduled.

Materials at the Heritage Park Library are being QR coded and the project is almost complete. A dozen or so items are trickling in each week that still need to be coded.

The Gibson Library celebrated its 4<sup>th</sup> anniversary.

Staff had the opportunity to go to ALA and came back energized.

Summer Reading program [SRP] and foot traffic numbers are up despite traffic adventures.

The Youth Services Department has presented elementary age drop-in story times on Wednesdays, organized and presented by Youth Services Librarians, Rita Botzenhardt and Rachel Mainz. An average of 45 children per week have attended. A different science topic has been featured each week to engage the children and keep them interested in learning during the summer. The story times include stories, science experiments, demonstrations and activities for topics including robots, colors, optical illusions and more. This series of story times has been well loved by patrons. Altogether, Youth Services presented 47 programs with 1,605 attendees during the first 5 weeks of the Summer Reading Challenge. These huge numbers are setting records in the Youth Services Department. MJ Maynard asked what would explain the explosion of growth. Marcie Smedley replied every year has been successful and participation builds each year. It's all about getting the information out. This year Henderson Libraries created a Summer Reading Challenge DVD that was distributed to all schools. People talk about the program and tell their friends and neighbors. A partnership with Lake Mead Christian Academy and the Henderson Boys and Girls Club has brought some new children to the library. The Youth Services team goes to the Boys and Girls Club bringing library services and prizes to get them excited about the library. Jim Frey asked if this is outreach service to the Boys and Girls Club. Marcie Smedley answered yes, and that the club

actually can bus small groups of kids to the library which creates the connection when they see staff at the library that have been to the club. It all comes together. Jim Frey commented that otherwise they may never get to the library.

Adult Services has had some solid numbers. The Real CSI program, Earth, Mars and Microbes, Solar Nevada and as a special treat the Aerospace Hall of Fame presented a program called Nevada and the Transcontinental Airmail. There was a packed blood drive that actually had to turn people away. Today the friends group is finishing up a blowout book sale. August 7<sup>th</sup> will be a double feature sci-fi movie night.

The Gibson Library is still working with Meals on Wheels to develop homebound delivery. Organizational paperwork is being completed; volunteers are being recruited and supplies obtained to run the program.

Paseo Verde Library: Joan Dalusung said the 100 ALA Librarian tour on June 27<sup>th</sup> was very positive. It is interesting to give tours to colleagues because they notice different things, and ask different questions, than patrons. All staff members participated in answering questions and being tour guides. Mark Hall-Patton spoke and was very interesting and entertaining. Thank you, Mark!

The science theme for summer reading has turned out some amazing programs for all age levels at the Paseo Verde Library. The Harry Potter potion class has turned out soda and slime and made toothpaste. Scientific principles are behind all the fun things. Thanks to Paseo Verde Library staff for all those amazing programs!

125 teen volunteers are busy at Paseo Verde Library over the summer. Kristina Wang is in charge of training and keeping them busy, but all Youth Services staff work with them. The teens complete a variety of tasks, such as working on missing lists, cleaning books, cleaning the bright spot area, book sale set up/take down and helping with programs. They have specific times and days to volunteer all summer. This is a true commitment. Attendance is monitored and experience gained helps prepare the teens for having a job. They are expected to show up on time, dress appropriately, be dependable and do what's asked of them. Some tasks are fun, some not so fun, but the teens work together to complete the tasks. Teen volunteers start in middle school and many return every summer until graduation.

The program Earth, Mars and Microbes has been presented twice by Dr. Scott Hamilton Brehm of DRI Desert Research Institute, once at Paseo Verde Library and Gibson Library and will be at Green Valley Library on August 5<sup>th</sup>. Dr. Hamilton-Brehm's talks were wonderful. He studies extremophiles and microbes that live in extreme environments. This has been a great partnership. Dr. Hamilton-Brehm was interviewed on NPR and talked about the program and why he was doing his programs at the library this summer. He answered questions for a half-hour straight after his very thought-provoking program.

Linda Hanks is taking some storytimes to Whole Foods. The partnership with Whole Foods has very beneficial; food and drink has been provided for Paseo Verde Library's 10-year anniversary and the local author program. When Whole Foods contacted Joan Dalusung last spring and asked for some storytimes it was an ideal way to thank them for the support. Whole Foods is a great community partner to have right across the road.

The solar panels are mostly complete. There will be a check presentation ceremony on July 29<sup>th</sup>. Nevada Energy will be sending a solar truck, which keeps with the summer reading science theme and will allow kids to go onto the truck and learn about solar energy. Thanks to Matthew Hорт and Mark McGinty for seeing the project through to completion. The panels are working, but the public display isn't quite up and running; hopefully it will be operable for the check presentation. Joan Dalusung said she hopes to see everyone there.

Green Valley Library: Stephen Platt said Fox 5 news ran a segment yesterday at 9:00 a.m. called Little Yogi's. This was coverage of a program at the Green Valley Library where kids and their parents come in and do yoga together and have storytime based on the movements. Andrea Dalciuk and Bethany Lafferty developed and present the very popular program. The first 3 programs have averaged an attendance of 30. Fox 5 news found it so unusual they ran a segment about the program.

Green Valley Library is participating in a community partnership with Nevada Cooperative Extension providing a storyteller program. Bethany Lafferty wrote a grant to enhance the program, providing \$2,000 for books and craft materials. Families can take the books home to read to their children and learn how to do crafts that enhance the storytelling part of the book. These programs have been offered districtwide with 29-30 families participating. Parents increase their knowledge of how to share storytelling and how to approach reading books to their children. This was provided through the Association of Library Service to Children and is an ongoing collaboration. Right now a Cook with Me program, including storytelling and hands-on food preparation, is being offered.

Las Vegas Lego Users Group sponsors a very popular Lego night the last Thursday of each month. Because some library staff are members of this group and volunteer their time, Lego is donating little kits and bricks that kids can take home. The Lego artist who donates his time starts out with a free build and then teaches participants how to make something in an interesting way. Last time they made a 4<sup>th</sup> of July flag which was like a panorama. Children are encouraged to see different ways to use the Legos and then receive a free kit to take home. Each program averages 40 to 50 people. Stephen Platt said he would like to expand the program and get more materials and supplies. MJ Maynard asked when the program is. Stephen Platt responded the program is once a month right now, the last Thursday of the month. The program started out with 3 educational kits and now there are 5. Each time free supplies are received they are added to the kits.

Every Wednesday night Stephen Platt meets with Syn Shop, Las Vegas' Maker's Space on Fremont Street. A series of programs are being planned for the spring of next year, featuring topics such as chemical engineering, solar engineering and physics. The hands-on programs are geared for ages 8 and up and will involve purchasing equipment and building something based on the principles acquired. Once complete, the project may be taken home. This program will spark participants' interest. There are a number of community partners and most classes are already scheduled, although the content is still in progress. Stephen Platt invited the board to stop by any Wednesday evening at the Syn Shop on Fremont Street. Angela Thornton said the Syn Shop provided a lot of things for the summer reading program. Stephen Platt said an \$85,000 LSTA [Library Technology and Services Administration] grant helped pay for the program and will pay for new materials for the libraries.

Angela Thornton said the ALA librarian tour was a huge success. Many of the participants said we were the highlight of the tour. Several staff members were able to go ALA and we are incorporating those ideas and best practices into our discussions and we are looking forward to some changes.

There has been a lot of good press about a variety of library activities lately. There was an article on the front page of this morning's paper. Online comments contained an interesting discussion about the Dewey Decimal system versus Library of Congress. Angela Thornton and Gayle Hornaday were recently interviewed.

A program committee has been formed. The purpose is to talk among the various locations about ideas for programs, good community contacts and to share ideas about what works and doesn't – but may work at another location. Some districtwide programs and individual programs to keep that community base in the neighborhood the library serves. There will be a more active approach incorporating social media and new designs for the website. An effort is being made to make it all tie in and work a little bit harder for us. Joy Gunn has set up a virtual idea board online. Michelle Mazzanti is also involved in that project.

Gayle Hornaday and Angela Thornton meet tomorrow with a preliminary buyer for the café. He is French and there are rumors of coffee and crepes. Firm details will be brought to the Board.

MJ Maynard praised the director's report and said it is very enjoyable to hear from the different library managers.

#### **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 change in library hours effective September 8, 2014.**

Angela Thornton said the major change is to have the Paseo Verde Library open on Mondays. There is a debt that's been paid off and money can be allocated to support the decision. Other hours are being adjusted to better serve usage at the particular locations. Gayle Hornaday said some hours have been adjusted for opening earlier or later. There is a net gain of about 3 hours per week. The hour changes are necessary to loosen the schedules so staff from other locations can assist as needed at Paseo Verde Library. It is a small sacrifice to achieve a net gain. The alternative would be to continue on as we are for another year until a time when staff can be added and it would be feasible to open all locations on Monday. This plan gets the highest circulating library open on Monday, without endangering any other operations. However, we are functioning in a very tight environment. No staff was added this year even though we increased the staff work week. In the past Monday, along with Tuesday, was one of the busiest days. Jim Frey asked what the Monday hours will be. Gayle Hornaday responded under this plan Paseo Verde Library will be open 9 a.m. to 8 p.m. Mark McGinty said that to accomplish this hours were being taken from other libraries. Gayle Hornaday said a small amount of hours. Jim Frey asked for an example. Gayle Hornaday said that while Paseo Verde Library would be open for a long day on Monday, it would close early on Thursday which is a slow evening. Green Valley Library opens a half-hour later at 10 a.m.; between 9:30 a.m. and 10:00 a.m. Green Valley Library is very slow but is busier in the evenings. The Gibson Library is busier in the morning, so that library will open at 9:00 a.m., but on the weekend when it's slower they will close at 5, instead of 6. These are small adjustments that will adjust to usage and allow staff assistance to the Paseo Verde Library as needed.

MJ Maynard asked how is the messaging for the customers going to work. Customers think all libraries have the same hours. Gayle Hornaday responded that is how libraries are in this area but in other parts of the country library districts have staggered their hours in response to the recession. Districts with branches will have one open in the morning and another open later. Henderson Libraries' branches aren't that far apart and it does keep one branch somewhere open for a full range of hours. If one library closes at 5, you can run down to the other one that's open until 6. Paseo Verde Library, which is a central location, can accommodate anyone needing a library on Monday. Mark McGinty said it is a very holistic approach at hours and commended the plan. Gayle Hornaday said patrons do travel from one library to another for something they like that is offered. MJ Maynard said it is probably not a bad message to let our customers know that due to limited resources we are trying to allocate resources to where our patrons most need them. People should know we need support. Donn Jersey said it was a hard decision to close on Monday at Paseo Verde Library since it is such a busy day. MJ Maynard expressed concern about staff getting burned out and was expressed surprise to see this plan offered without adding staff. Gayle Hornaday said the plan was put together with input from all managers. Angela Thornton said the adjustments are small – an hour or two different at open or close; days are still consistent. This is not a big enough change that people will be upset. Jim Frey made a motion to approve the new hours. Donn Jersey seconded the motion. The vote was unanimous.

**2. Discussion and possible Board action regarding approval of the Debt Management Policy and the Five Year Capital Improvement Plan.**

Debbie Englund said this is an annual housekeeping item to update the debt management policy. There were no changes in the actual policy and there is no contemplated debt. This is as of June 30<sup>th</sup>, 2 days ago the district paid off its debt and is now debt free.

Regarding the Five Year Capital Improvement Plan: Debbie Englund said FY 15 ties to the budget. The only thing added was a 5% increase on library materials and equipment and the contributions and grants were evened out to \$200,000. Mark McGinty made a motion to approve the Debt Management Policy and the Five Year Capital Improvement Plan. Jim Frey seconded the motion. The vote was unanimous.

**Old Business****1. Discussion and possible Board action regarding approval of Public Services Meeting Room Use Policy.**

Angela Thornton said some changes were made to the meeting room policy to make it more standardized for just library use, not as many outside groups, although we did reserve the right to make exceptions. This was what we wanted to run by the district's attorney. Angela Thornton sent Brin Gibson an email telling him Gayle Hornaday had looked at comparable library systems and management felt the policy is in line with what many other places are doing. Brin Gibson didn't have any trouble with that. Cindy Herman expressed appreciation for the extra step taken and hoped the delay of a month didn't create any challenges. Cindy Herman made a motion

to approve the Public Services Meeting Room Use Policy. Mark McGinty seconded the motion. The vote was unanimous.

**Announcements**

The next Board meeting will be held on August 21, 2014 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 was adjourned at 8:38 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries’ Board of Trustees was posted by July 11, 2014, 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 Joy Gunn at 492-7252.*

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