

**NORTH LAS VEGAS LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MEETING NOTICE AND AGENDA**

January 24, 2012

Website - <http://www.cityofnorthlasvegas.com>

**CALL TO ORDER**

5:00 P.M., Council Chambers, 2250 Las Vegas Boulevard North, North Las Vegas,  
Nevada

**WELCOME**

The North Las Vegas Library District Board of Trustees welcomes each of you to its meeting. If you wish to speak on any agenda item, or in the Public Forum, please complete one of the green cards which are located on the table outside the main entrance and at the podium rail. When called upon by the Chairman of the Library Board, it is requested that you limit your comments to no more than five minutes, and please avoid repetition. Please no food or drink inside Council Chambers.

Items on the agenda may be taken out of order. The Library District Board of Trustees may combine two or more agenda items for consideration; and may remove an item from the agenda or delay discussions relating to an item on the agenda at any time.

The North Las Vegas City Council Chamber is accessible to all persons. Members of the public who require special assistance or accommodations at the meeting are requested to notify the ADA coordinator at (702)633-1500, TDD (800)326-6868, at least seventy-two (72) hours in advance of the meeting.

**VERIFICATION**

Verification that the Agenda and Meeting Notice was properly posted on the bulletin board at City Hall, the bulletin board at the Public Safety Building, the bulletin board at the Aliante Library and Alexander Library in compliance with N.R.S. 241, "The Open Meeting Law."

**PUBLIC FORUM**

This is the portion of the meeting devoted to the Public. After completing and submitting a green card, please come forward upon recognition by the Library Board Chairman and feel free to speak on any topic. Usually items received under this heading will be referred to the Library District Director for action at a later date.

**AGENDA**

1. Approval of the North Las Vegas Library District Board of Trustees Regular Meeting Agenda of January 24, 2012. (For possible action)

**BUSINESS**

2. Ratification of a grant application submitted to the Nevada State Library for 2012 State Public Library Collection Development Funds in the amount of \$5,636.00. (For possible action)
3. Consideration of changes to circulation policy. (For possible action)

**STAFF REPORT**

**BOARD ITEMS**

**PUBLIC FORUM**

This is the portion of the meeting devoted to the Public. After completing and submitting a green card, please come forward upon recognition by the Library Board Chairman and feel free to speak on any topic. Usually items received under this heading will be referred to the Library District Director for action at a later date.

**ADJOURNMENT**

NORTH LAS VEGAS LIBRARY DISTRICT  
AGENDA ITEM

Number: **2**

**SUBJECT:** Ratification of a grant application submitted to the Nevada State Library for 2012 State Public Library Collection Development Funds in the amount of \$5,636.00. (For possible action).

**REQUESTED BY:** Kathy Pennell, Library Director

**RECOMMENDATION OR RECOMMENDED MOTION:**

That the Board ratify the grant application.

**FISCAL IMPACT:** \$5,636.00  
Explanation: No matching funds required.

**ACCOUNT NUMBER:**  
  
290-200523

**STAFF COMMENTS AND BACKGROUND INFORMATION:**

Pursuant to NRS 378, public libraries may apply for state funding for the purchase of books, library materials and computer databases. Each public library is eligible for an amount based on the library's local collection expenditures in the previous fiscal year. Based on the funds available the North Las Vegas Library District is eligible to receive \$5,636 for FY 2012. These funds are intended as supplemental funding for library materials and cannot supplant, nor caused to be reduced, any other funding for the library.

The grant funds will be used to enhance the children's audio and dvd collections at all three libraries.

**PREPARED BY:**

*Kathy Pennell*

Kathy Pennell  
Library Director

**RESPECTFULLY  
SUBMITTED:**

Timothy R. Hacker  
City Manager

**MEETING DATE:**

January 24, 2012

# NEVADA PUBLIC LIBRARIES FY 2012 STATE COLLECTION DEVELOPMENT APPLICATION

Library North Las Vegas Library District  
Address 2300 Civic Center Drive  
North Las Vegas, NV 89030

Date November 7, 2011  
Telephone (702)633-1070  
E-mail kpennell@cityofnorthlasvegas.com

<b>For Admin Use Only</b>	
Eligible: _____	No decrease _____
Amt. Granted _____	Project ID _____

## **FY2012: TITLE: JUVENILE AUDIO AND DVD COLLECTION ENHANCEMENT**

**Brief Description of Project (Use additional sheets if necessary to fully describe project):**

This project will focus on updating and building our juvenile audio and DVD collections.

**Need for Project:**

An analysis of our collection shows that the relatively small numbers of juvenile audio books on CD and juvenile DVD titles we do own circulate tremendously. Staff at all three branches are receiving more and more requests for additional titles. Visually, it appears to patrons that we have inadequate collections in these areas as very few of these materials are available on our shelves at any given time.

**How the Need was determined:**

The need was determined through an analysis of collection and circulation data which showed a weakness in the quantity of materials available as well as high circulation numbers for the existing juvenile audio and DVD titles. The frequency of requests for additional materials in these formats was also taken into consideration.

**Types of Materials to be purchased:**

Classics, popular titles, and educational materials in audio book and DVD format will be purchased to supplement our juvenile collections.

**Termination for Non-Appropriation.** The continuation of this grant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. Reservation of funds based upon budget reductions is included herein. The granting authority may reduce or terminate this grant, and the grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the granting agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

READ AND SIGN CERTIFICATION BELOW AND RETURN TO LIBRARY DEVELOPMENT:

**CERTIFICATION**

In accepting these funds for collection development, the undersigned agrees and certifies that: 1) they have not supplanted or caused to be reduced any other sources of funding for the public library and 2) narrative reports on the project's progress will be submitted when requested by the State Library.

Cathy Lynn                      11-15-11  
President, Board of Trustees                      Date

Kathy Pennell                      11-16-11  
Library Director                      Date

[Signature]  
Project Director (if applicable)                      Date

NORTH LAS VEGAS LIBRARY DISTRICT  
AGENDA ITEM

Number: **3**

SUBJECT: Consideration of changes to circulation policy. (For possible action).

REQUESTED BY: Kathy Pennell, Library Director

RECOMMENDATION OR RECOMMENDED MOTION:

That the Board approve the recommended changes to the library's circulation policy.

FISCAL IMPACT: None  
Explanation:

ACCOUNT  
NUMBER:

STAFF COMMENTS AND BACKGROUND INFORMATION:

Staff is recommending the following changes to the current circulation policy:

Current policy: Renewals are limited to one on high demand items (DVDs, music CDs, videos, and bestsellers) and two for all other items, as long as there is no waiting list for the item.

Recommended change: Renewals are limited to one on DVDs and three for all other materials as long as there is no waiting list for the item.

Current policy: High demand items such as DVDs, CDs or bestsellers will be limited to seven items per card.

Recommended change: There is a limit of seven DVDs per library card.

Recommended addition: The North Las Vegas Library District is not responsible for any damage to personal property resulting from the use of library materials.

PREPARED BY:

RESPECTFULLY  
SUBMITTED:

MEETING DATE:



Kathy Pennell  
Library Director

Timothy R. Hacker  
City Manager

January 24, 2012

## **NORTH LAS VEGAS LIBRARY DISTRICT CIRCULATION POLICY**

### **Library Cards**

Applicants for North Las Vegas library cards must show a valid, official picture identification and proof of current local residence. A post office box can be used for a mailing address provided the Library District also has your residence address on file. For applicants under the age of 18, a parent or legal guardian must be present with the applicant and sign the application on behalf of the minor. By signing the application the parent or legal guardian accepts financial responsibility for the materials checked out by the minor child and acknowledges that it is his or her responsibility to guide the selection of materials checked out by that minor child.

The first library card is free. Because the card owner is responsible for any item checked out on the card, be sure to notify the library immediately if the card is lost or stolen. There is a \$1.00 charge to replace a lost card.

### **Borrowing Information**

The borrower's library card, current driver's license or valid official photo i.d. must be presented when checking out items.

A library user may have up to 20 items checked out at any time. First-time borrowers are limited to two items. Renewals are limited to one on *DVDs and three for all other materials* ~~high demand items (DVDs, music CDs, videos and bestsellers) and two for all other items~~, as long as there is not waiting list for the item. Materials may not be checked out if there are outstanding fines of more than \$2.00 or overdue items on the card.

Audio visual materials (dvds, cds, cassettes, videos) are sensitive to the heat. Do not leave them in a vehicle or deposit in the outdoor book drops.

*The North Las Vegas Library District is not responsible for any damage to personal property resulting from the use of library materials.*

### **Loan Periods**

The loan period for most library material is 21 days. Special loan periods have been established for the following high demand items:

- DVDs and videos - 7 days
- CDs - 7 days
- Bestsellers - 14 days

**Item Limits**

*There is a limit of seven DVDs per library card. High demand items such as DVDs, CDs or bestsellers will be limited to seven items per card.*

**Fines and Fees**

Overdue items	25 cents per day / \$4.00 maximum per item
Lost/Damaged items	Full replacement cost plus processing fee
Returned checks	\$25.00
Damaged or lost dvd/video/cd case, multimedia bag, insert or graphic	\$2.00
Multimedia album	\$7.00
DVD/Video/CD Case	\$2.00
Processing fees:	
High demand items	\$10.00
Other cataloged items	\$5.00

*Updated and adopted by the North Las Vegas Library District Board on July 28, 2009*