

**NORTH LAS VEGAS LIBRARY DISTRICT
BOARD OF TRUSTEES
MEETING MINUTES**

January 28, 2014

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

CALL TO ORDER

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

ROLL CALL

PRESENT

Chairwoman Rita Langford
Vice Chairwoman Vernie Borgersen
Trustee Gloria Cherchio
Trustee Julie Rose
Trustee Willie Stewart

EXCUSED

Trustee Linda Powers
Trustee Nona Whipple

WELCOME

Chairwoman Rita Langford

VERIFICATION

Barbara A. Andolina
Acting City Clerk

PUBLIC FORUM

There was no public participation.

AGENDA

1. **APPROVAL OF THE NORTH LAS VEGAS LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA OF JANUARY 28, 2014. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Vice Chairwoman Borgersen

SECOND: Trustee Cherchio

AYES: Chairwoman Langford, Vice Chairwoman Borgersen, Trustees Cherchio, Rose and Stewart

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees Powers and Whipple

BUSINESS

2. **APPROVAL OF REGULAR LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES OF NOVEMBER 26, 2013. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Trustee Rose

SECOND: Trustee Stewart

AYES: Chairwoman Langford, Vice Chairwoman Borgersen, Trustees Cherchio, Rose and Stewart

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees Powers and Whipple

3. **APPROVAL TO ACCEPT THE NEVADA DRIVER AUTHORIZATION CARD AS A VALID FORM OF IDENTIFICATION TO APPLY FOR A LIBRARY CARD. (FOR POSSIBLE ACTION)**

Trustee Rose confirmed the primary method of identification for a library card was a state issued identification. Library Director Forrest Lewis said a state issued identification was the primary method. He explained the current policy stated acceptance of any valid photo identification along with proof of address as verification. Out-of-state identification was accepted as well as utility bills and passports. The driver authorization card stated "not a valid form of identification." The authorization card was not valid for airline boarding or voter registration. For the purpose of the Library District to assure the individual's residence the authorization card could be utilized.

Chairwoman Langford supported the use of the Nevada Driver Authorization Card as a valid form of identification.

ACTION: APPROVED

MOTION: Chairwoman Langford

SECOND: Trustee Stewart

AYES: Chairwoman Langford, Vice Chairwoman Borgersen, Trustees Cherchio and Stewart

NAYS: Trustee Rose

ABSTAIN: (None)

ABSENT: Trustees Powers and Whipple

4. DISCUSSION AND/OR ACTION REGARDING SERVICE REDUCTION OPTIONS IN PREPARATION FOR AN EXPECTED FY2015 BUDGET SHORTFALL. (FOR POSSIBLE ACTION)

Director Lewis explained no motion would be taken regarding the presentation. He would be providing a list of options and requested direction from the Library District Board of Trustees regarding the option to pursue. The issue would be brought back to the Library Board for action at the next meeting on March 25, 2014.

Director Lewis reviewed the following:

Current Level of Operation:

- ◆ Three full service libraries providing an average of 43 service hours per week district wide
- ◆ 20 Full time employees, down from 23 since August, 2013
- ◆ Public access computers and free wi-fi available at all branch locations

Director Lewis said prior to the reduction in service hours the service level was 66 hours per week district wide. Of the 20 full-time employees, six employees were part-time employees utilized to stack shelves which equaled three full-time employees. The part-time employees and one full-time cataloger did not work the front desk areas.

Current Budget:

- ◆ The North Las Vegas Library District's current budget was \$3,638,329
- ◆ \$1,003,600 went directly to debt service obligations
- ◆ A General Fund transfer was required to maintain service levels

Director Lewis said prior to the recession, the Library District was able to sustain operations with fund reserves but there were no reserves remaining. The Library District began the current fiscal year with a \$743,000 beginning balance. A transfer of \$768,500 was required from the General Fund to maintain service levels. Director Lewis stated the reserves were not available and the General Fund could not subsidize the Library District for next fiscal year.

FY2015 Budget Challenges:

- ◆ \$638,843 deficit at current service levels
- ◆ Service and staffing levels must be reduced
- ◆ Demand for library services remained high

Director Lewis explained services were reduced but library standards were maintained such as the purchase of a specific number of materials to remain a public library. He explained that five or six positions would need to be eliminated which would leave the Library District with 11 full-time positions district wide.

Director Lewis prepared four options for review by the Library District Board of Trustees for the next fiscal year to assist with a balanced budget:

Option 1:

- Close Two Full Service Branches
- Benefit:
 - Restore full hours and services to one branch
- Cost:
 - Loss of library services to majority of residents

Director Lewis explained 2/3 of the residents would be without library services.

Option 2:

- Completely Close Civic Center Branch
- Benefit:
 - Slight increase in service hours at the Aliante Branch
- Cost:
 - Loss of library services to community with least resources

Director Lewis said there were two libraries located in the City of Las Vegas within a two mile radius. He was concerned about transportation for the residents that used the Civic Center Branch.

Option 3:

- Close Civic Center Branch, Open Storefront Branch at City Hall
- Benefit:
 - Library services remain available
 - Essential services provided, with emphasis on computer access and employment resources
 - High interest materials and courier service available
- Cost:
 - Reduced services and hours
 - Aliante Library closed on Saturdays

Director Lewis explained there was retail space available at City Hall which faced Las Vegas Boulevard. There would be 3,000 square feet of space. One area would be designated for computer usage. Another area would be used for traditional library services. There would be full courier service. Option 3 would require a \$640,000 budget reduction and staffing reduction. Director Lewis said to make Option 3 viable, both Aliante and Alexander Libraries would operate four days per week. The Main Library would operate two days per week. The Staff overflow from the Main Branch would be split among the other two libraries.

Option 4:

- Close Civic Center Branch, Open Storefront Branch at City Hall
- Formally request that the North Las Vegas City Council consider raising the designated library tax rate.
- Benefit:
 - No staff reductions
 - No district wide service hour reductions
 - Ability to provide better service to the public
- Cost:
 - Tax Increase

Director Lewis said Option 4 would still require closure of the Civic Center Branch due to the age of the building and the cost for maintenance. A number of resources would be needed to keep the library at a level useful to the public. In 1994 when the Library District was created, it was designated a Library District with the ability to raise the tax rates specifically for the library, upon approval by the City Council, to match the level of Las Vegas/Clark County Library District. Over the years Las Vegas/Clark County Library District raised their tax rate. In the beginning the North Las Vegas Library District was comparable. The Las Vegas/Clark County Library District tax rate was currently \$9.42 per \$100 in assessed value and the North Las Vegas Library District tax rate was \$6.32 per \$100 in assessed value which never changed.

In addition to the tax revenue Las Vegas/Clark County Library District received, all other Library Districts in the Valley received consolidated tax revenue. North Las Vegas Library District was the only library in the Valley that did not receive consolidated tax revenue. The low tax rate and lack of consolidated tax revenue was a major factor in the Library District's current situation.

Director Lewis gave an overview of the necessity of the Civic Center Branch which included:

- Circulation:
 - 180,826; 27% of district total
- Computer Usage:
 - 48,037; 51% of district total
- Patron Traffic:
 - 177,409; 38% of district total

Director Lewis presented Staff suggestions which consisted of:

- ▶ Option 4 provided service at all locations
- ▶ No further reductions in staff
- ▶ Maintained district weekly service hour average
- ▶ Computer access and employment resources to be emphasized
- ▶ High interest youth and adult materials available
- ▶ Small children's reading area
- ▶ Courier service for materials drop-off/pick-up
- ▶ Access to reading incentive programs

Utilizing the Storefront Branch at City Hall would provide the ability to operate a four day week; and the Aliante library, currently closed on Friday, would be open on Friday and Saturday.

Director Lewis explained there would be outreach for outside assistance to help with the budget shortfall.

Outside Assistance:

- Friends of the Library:
 - Funding and advocacy
- Increased volunteer presence
- Seek new grant funding opportunities for materials and programming
- Order pre-processed and cataloged materials from main book vendor

Director Lewis said there were plans to revitalize the Friends of the Library. He said due to the limited staff available, volunteers could be utilized to keep the front end staff from having to leave the desk. He was working with the main book vendor to have the books and materials pre-catalogued and shelf ready.

Chairwoman Langford questioned whether the Interim City Manager and City Council were asked if they supported a library tax increase. Director Lewis said he had discussions with the members of the City Council who were concerned about maintaining library services. He explained the City Council was aware of the Library District situation and the consequences they faced if budget reductions were needed. Chairwoman Langford thanked Director Lewis for his efforts in developing and researching several options. She expressed her support for Option 4 and said the community would not want the Civic Center Branch closed without having alternatives available for services.

Trustee Cherchio concurred with the comments made by Chairwoman Langford.

Trustee Stewart stated that a minimal tax increase would be beneficial to the Library District.

Director Lewis was working with Deputy City Manager Dr. Qiong Liu and the Finance Department regarding the amount of the tax increase. With City Council approval, the Library District had the ability to raise the tax rate \$.02 which would provide additional revenue of approximately \$800,000 and would cover the \$640,000 deficit and provide a reserve that would be used for the increase in the bond for Alexander Library in FY2017. The rates were based on a median household of \$167,000. Currently, the taxes brought in for the Library District were \$37.05 per year. If the tax rate was increased by \$.02, the general revenue on a median household would increase \$48.70 per year. For a \$300,000 home, the revenue generated was approximately \$66 per year for the Library District. The proposed tax rate for the Library District would be minimal but would decrease the deficit and prevent further staff reductions.

Trustee Rose questioned when the tax increase would be effective. Director Lewis explained there was a level of tax override if the rate increase was approved in which the City Council had the ability to raise the tax rate without approval of the voters. He said the rate increase would be effective immediately upon approval by the City Council.

Trustee Stewart questioned whether the Library Board had the desire to increase the tax rate for the Library District. He said a minimal amount of \$.02 - \$.04 would be beneficial in revenue. Chairwoman Langford supported the tax increase and felt there would be no hardship on the community.

Trustee Cherchio questioned whether the Library Board could vote on the tax increase and not wait until the next meeting. Director Lewis wanted to assure that the process was followed and the public was properly notified. He said the Library Board consensus was in support of Option 4 and he would begin the due diligence with the City and be prepared to move forward when the formal vote was taken in March.

ACTION: DISCUSSION HELD

STAFF REPORT

There was no additional report.

BOARD ITEMS

Vice Chairwoman Borgersen questioned if the information was available regarding excess absenteeism from Board Members. Deputy City Attorney Bethany Rudd Sanchez said she had not completed the research but would provide the information at the March 25, 2014 meeting.

PUBLIC FORUM

Bob Borgersen, 7617 Island Rail Drive, North Las Vegas, said there should be consideration for a new library in the Park Highlands area for the future. He questioned whether the library building on Civic Center was paid for and if the building could be sold or leased. Mr. Borgersen questioned who would receive the revenue from the sale or lease, the Library District or the City's General Fund. Deputy City Attorney Sanchez said the building was owned by the City of North Las Vegas who would make a decision regarding sale or lease. She explained the building needed substantial improvements prior to sale or lease and proceeds would go to the General Fund. Chairwoman Langford stated the City did not have the funds to make the necessary improvements.

Richard Cherchio, 417 Horse Pointe Avenue, North Las Vegas, expressed his support for Option 4 and thanked Director Lewis for his hard work. He said the amount of revenue generated from a tax increase should not be overestimated. Mr. Cherchio was opposed to the possibility of additional reductions in staff. He said revenue generated by Option 4 should be given to the Library District and not the City's General Fund. He recommended increasing the tax to a rate comparable to surrounding jurisdictions.

ADJOURNMENT

ACTION: THE MEETING ADJOURNED AT 5:40 P.M.

MOTION: Vice Chairwoman Borgersen

SECOND: Trustee Cherchio

AYES: Chairwoman Langford, Vice Chairwoman Borgersen, Trustees Cherchio,
Rose and Stewart

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees Powers and Whipple

APPROVED: April 3, 2014

/s/ Vernie Borgersen
Vernie Borgersen, Vice Chairwoman

ATTEST:

/s/ Barbara A. Andolina
Barbara A. Andolina, City Clerk