

MINUTES OF MEETING  
**Friends of the Library**  
North Las Vegas Library District  
Tuesday, October 18, 2016  
Aliante Library 5:00 p.m.

In Attendance:

Jan Kuhns, Vice Chairperson  
Liz Meyer, Treasurer  
Alanna Carabott, Recording Secretary  
Natalie Tyrrell, Member-at-Large  
Shelly Alexander, Branch Mgr, Aliante Library  
Anita Wood, Mayor Pro Tempore

Absent: Jerry Dockens, Chairperson, Forrest Lewis, Director, NLV Library District

Members also present: Betty Hamilton, Dr. Chip Martin, Jeff Alpert, Sylvia Moody, and Barbara Lacy.

**1. Call to Order**

The Chairperson called the meeting to order at 5:06 p.m. and welcomed those present. A special welcome was extended to Mrs. Liz Meyer as the Board's newly elected Treasurer.

**2. Adoption of Agenda**

MOVED BY N. TYRRELL AND SECONDED BY A. CARABOTT:

THAT the Board of the Friends of the Library of the North Las Vegas Library District approve the agenda of October 18, 2016 as circulated.

CARRIED

**3. Draft AGM Minutes**

The Vice Chairperson noted that the minutes of the July 19, 2016 Annual General Meeting were included with the agenda package for review and noted that they will be placed on the July, 2017 AGM agenda for approval.

**4. Financial Update**

The Treasurer reported that she signed a \$5,000 check for the matching funds toward the LSTA grant that is supplying new computers. A copy of the current financial spreadsheet was included with the agenda package and is attached as Appendix "A." The proposed budget for 2017 will be presented in January.

## 5. Director's Report

Shelly Alexander, Aliante Library Branch Manager updated the board on the following items:

### a) New Public Access Computers

Ms. Alexander reported on the replacement of 12 public computers at the Aliante branch and 16 at the Alexander branch as a result of the \$86,486 LSTA grant with further matching funds of \$5000 from the Friends. The City Hall branch recently received new computers through the generosity of **NV Energy**. The set up and replacement is expected to proceed in the coming week. The old computers will either be used elsewhere in the district or they will be donated.

### b) STEAM Program

Ms. Alexander reported that the STEAM (**Science Technology Engineering Arts and Mathematics**) grant of 2014 from the **Union Pacific Railroad** is a continuing success for preschoolers and early elementary-aged students. It has been offered monthly at the Aliante and Alexander branches and expanded recently to the City Hall branch. It is a popular program with high interest, therefore the remaining grant funds will be concentrated on not only continuing but expanding the program.

### c) Early Literacy Program

Ms. Alexander reported on the outreach and progress of the increasingly popular *1000 Books Before Kindergarten*, which is an early literacy (0-5 years) program in elementary schools. This program is available also as result of the 2014 grant received from the **Union Pacific Railroad**. Ms. Alexander reported that through the on-going generosity of program founder **Mr. Charlie Lutz** of attorneys **Lutz and Associates**, the library district received his direct donation of 500 beautiful, hardbound "log" books replete with a colorful artwork cover and thoughtful organizational pages. These log books are a superior incentive available to each child that enrolls in the 1000 Books Before Kindergarten program while supplies last.

## 6. Flash Drives and Headphones

Ms. Alexander spoke to this item and noted that the stock of flash drives and Ear Bud headphones previously approved by the Friends for sale has been popular, and she requested that the Board consider approving funds to purchase additional product. There followed discussion.

MOVED BY N. TYRRELL AND SECONDED BY A. CARABOTT:

THAT the Board of the Friends of the Library of the North Las Vegas Library District approve the purchase of 100 flash drives for offer to patrons at \$4 each;

AND FURTHER THAT the Friends of the Library approve the purchase of 200 Ear Buds/headphones to offer patrons at \$3 per set.

CARRIED

## 7. Easter Program

Ms. Alexander reported that Easter festivities held at Silver Mesa Park last season in partnership with the Parks & Recreation Dept. were very successful with approximately 300 children and their families attending. This is an outstanding community event opportunity, and for 2017 it is again being planned to take place at Silver Mesa Park. It was noted that \$500 is being requested this year, reduced from the \$1,000 contributed of the Friends for the 2016 event.

MOVED BY N. TYRRELL AND SECONDED BY A. CARABOTT:

THAT the Board of the Friends of the Library of the North Las Vegas Library District approve \$500 toward the 2017 community Easter festivities being planned in partnership with the Parks & Recreation Dept. for Silver Mesa Park.

CARRIED

## 8. LSTA Grant Proposal

Ms. Alexander provided background information on this competitive \$90,000 grant and reported that the proposal has been accepted and is moving forward in the grant process. The grant requires a 10% in-kind match and would support a fully funded, sub-contracted, ONE-year full-time grant specialist position. The goal of the grant is to gain further resources, generate additional revenue, and better position the NLVLD in constructing an additional library in the future. The position to be library-dedicated with support to Director and staff, while also working with the Friends and the Library Board in researching opportunities for fundraising through grants and other opportunities.

## 9. Summer Reading Program

Ms. Alexander provided an update noting that this successful and popular program will be expanded. We serve 5,000 children with this program and an adult program has been added with approximately 100 adults enrolled. The program is funded with the help of the Friends and other generous donors. Last year \$28, 820 was received, including \$15,000 from **Mandalay Bay** and other generous cash donations from the **Emblem Club of NLV** and the **Teamsters Union**. Local businesses were generous with assorted gifts coming from **Silver Mesa Recreation Center**, **Smash Burger**, and **Outback Restaurants**. Grants received totaled \$4,300.

## 10. Aliante Library Landscaping

The Vice Chairperson spoke to this item noting the Aliante branch is very bare of landscaping plants. The Friends of the Library has recorded interest, pending approval from the City, in finding a donor to provide and install plants to beautify the front of the Aliante Library. Ms. Alexander reported that City has approved that a donor may provide and install plantings. Miss Alexander also confirmed that City staff will ensure the irrigation system is operational to new plantings. Mayor Pro Tem Anita Wood offered that she would seek a donor on behalf of the library.

## 11. Fundraising Opportunity - Engraved Donor Bricks

At the recent AGM a member requested the Board consider engraved bricks as a fundraising opportunity. Miss Alexander noted that there has been some background discussion between the Director and the Chairperson on possible details and she provided major points to date. Ms. Alexander noted that the Director suggested a plan that would include a period of time to fundraise in which bricks would be offered for sale and if there wasn't enough bricks purchased to complete the project then the monies would be returned to the donors. The Director is planning to secure quotes.

It was agreed that for this great idea more information/a report providing detail, design, scope, timeline, etc. was required before the Board could consider a recommendation.

## 12. Volunteer Luncheon

The library district is grateful for its dedicated volunteers providing exceptional service to us. April is targeted for a luncheon at the Aliante branch as it is *Volunteer Appreciation Month* and Ms. Alexander spoke to a modest, seated luncheon for approximately 30-40 people. She requested the Board consider approval of funding for the event and that she would be able to provide costs for it at the next meeting.

It was suggested that, as a first priority, local food outlets be contacted as they are often pleased to contribute. Ms. Alexander agreed that staff would contact a few local businesses to donate or sponsor the luncheon. Following discussion, and although there was not a specific budget amount suggested for approval, the board members were absolutely supportive and approve of a honoring volunteers at a luncheon, with a recommendation to come in January for a specific approval amount.

## 13. Workforce Connections

Ms. Alexander spoke to this item and noted that our exciting partnership with *Workforce Connections* is in line with our 5-year strategic plan. *Workforce Connections* is a job search program offering a variety of options to everyone from children to adults. Great classes at the branches are already being provided by the *Workforce Connections* team, and everyone is welcome to sign up (see brochures at the library for the exciting offerings). Ms. Alexander noted that negotiations are in progress on a memorandum of understanding for "one-stop career centers" to be implemented at each library.

## 14. Additional Carpet Cleaning

Ms. Alexander spoke to this item and noted that the budget amount approved by the Friends for carpet cleaning and removing sidewalk gum at the libraries has \$759 remaining. She requested that funds be approved to allow for the Aliante and Alexander libraries to have their carpets cleaned for \$475 each at this time. There followed discussion. It was confirmed that one contractor has been cleaning the carpets for years and that his quote was expected to remain at \$475 per library. With a resounding thanks from the Board it was noted that the Director has generously agreed to personally power wash/remove gum from the entrances as soon as possible.

# APPENDIX "A"

Balance as of 10/31/2016	\$ 52,733.67
Starting Balance	\$ 45,116.20
Committed funds	\$ 2,000.00
Hold Deposit for Credit Card	\$ 5,000.00
<b>Events/programs/purchases</b>	<b>\$ 22,900.00</b>
Winter Reading Program	\$ 500.00
Staff/Board Members Training	\$ 1,000.00
Donor Recognition	\$ 500.00
Stationary/Promotional	\$ 500.00
DIA Grant Supplement	\$ 500.00
SRC (With New Adult Club)	\$ 2,000.00
5 Year Master Plan(Printing, etc.)	\$ 500.00
Petty Cash/Library Incidentals	\$ 300.00
Annual Meeting (Decorations/Awards)	\$ 400.00
Easter Egg Hunt, Silver Mesa	\$ 1,000.00
Vortex donation tunnel	\$ 3,000.00
STEAM Programming	\$ 1,500.00
Sidewalk/Upholstery/Carpet Cleaning	\$ 1,500.00
Workforce Development	\$ 5,000.00
Misc. Programming	\$ 200.00
LSTA Grant, Computers	\$ 5,000.00

<b>Funds available after committed funds expended</b>	
Annual forecasted expenses from B8	\$ 47,733.67
Annual forecasted income from B25	\$ 22,900.00
Forecasted balance, January 1, 2017	\$ 20,950.00
	\$ 45,783.67

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Events/programs/purchases	\$ 22,900.00												\$ -
Winter Reading Program	\$ 500.00												\$ 450.44
Staff/Board Members Training	\$ 1,000.00		\$ 375.58	\$ 55.62	\$ 19.24								\$ 429.85
Donor Recognition	\$ 500.00		\$ 429.85										\$ 261.93
Stationary/Promotional	\$ 500.00		\$ 135.99					\$ 125.94					\$ -
DIA Grant Supplement	\$ 500.00												\$ 3,470.56
SRC (With New Adult Club)	\$ 2,000.00		\$ 894.77			\$ 1,220.48	\$ 1,355.31						\$ -
5 Year Master Plan(Printing, etc.)	\$ 500.00												\$ -
Petty Cash/Library Incidentals	\$ 300.00			\$ 2.42			\$ 15.12	\$ 41.99					\$ 59.53
Annual Meeting (Decorations/Awards)	\$ 400.00						\$ 157.94						\$ 157.94
Easter Egg Hunt, Silver Mesa	\$ 1,000.00	\$ 1,000.00											\$ 1,000.00
Vortex donation tunnel	\$ 3,000.00												\$ -
STEAM Programming	\$ 1,500.00	\$ 1,524.18		\$ 15.97				\$ 10.00					\$ 1,550.15
Sidewalk/Upholstery/Carpet Cleaning	\$ 1,500.00	\$ 755.04											\$ 759.04
Workforce Development	\$ 5,000.00				\$ 184.48								\$ 184.48
Misc. Programming	\$ 200.00												\$ -
LSTA Grant, Computers	\$ 5,000.00									\$ 5,000.00			\$ 5,000.00
TOTALS	\$ 13,323.92	\$ 13,323.92	\$ 1,836.19	\$ 71.59	\$ 206.14	\$ 1,220.48	\$ 1,528.37	\$ 177.93	\$ -	\$ -	\$ -	\$ -	\$ 13,323.92
Regular "Income"	\$ 20,950.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 100.00	\$ 165.00	\$ 30.00	\$ 3,000.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 2,500.00
Goodwill	\$ 2,750.00					\$ 358.90							\$ 653.90
Approx membership dues	\$ 1,200.00					\$ 1,500.00							\$ 6,500.00
Estimated Business donations	\$ 10,000.00		\$ 501.39	\$ 1,034.23	\$ 52.11	\$ 745.10	\$ 1,254.75	\$ 949.25					\$ 6,402.87
Estimated Book sales	\$ 7,000.00												\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Non-Cash Donations: 2000 (Computers) 2500 (RTC Bus Passes) 6,075 (1000 Books Before Kindergarten) TOTAL \$ 16,056.77