

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
October 11, 2005
(approved November 17, 2005)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Tuesday, October 11, 2005.

Present: Board: V. Davis-Hoggard L. Overstreet
K. Benavidez K. Carter
A. Arthurholtz A. Aguirre
T. Wong L. Harala

Counsel: G. Welt

Absent: E. Sanchez
F. Sponer

Staff: Daniel L. Walters, Executive Director
Numerous Staff

Guests:

V. Davis-Hoggard, Vice Chair, called the meeting to order at 6:00 p.m.

Roll Call All members listed above represent a quorum; Chair Sanchez was excused due to illness.

Agenda Trustee Arthurholtz moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, September 8, 2005 and Executive Committee Meeting, September 8, 2005. Trustee Arthurholtz moved to approve the Minutes of the Board of Trustees Meeting held September 8, 2005. There was no opposition and the motion carried. Trustee Arthurholtz moved to approve the Minutes of the Executive Committee Meeting held September 8, 2005. There was no opposition from Committee members and the motion carried. Trustee Wong abstained from voting.

Chair's Report (Item IV.) Haley Victoria Harala was born on October 6, 2005 at 1:26 p.m. She weighed 8 lbs. 3 ozs. and was 19 inches long. Mommy, baby, daddy and big sister, Alina, are all doing great. Congratulations to Trustee Harala!

The retreat has been scheduled for Thursday, November 17, 2005 in the Stardust Hotel in the President's Boardroom located in the Convention area from 5-9 p.m.

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Executive Director's Report (Item V.A.)	Trustee Davis-Hoggard moved to accept Reports V.A. 1-7. There was no opposition and the reports were accepted.
Public Services and Security Report (Item V.A.1.)	Accepted.
Business Office Report (Item V.A.2.)	Accepted.
Human Resources Report (Item V.A.3.)	Accepted.
Technology Report (Item V.A.4.)	Accepted.
General Services Report (Item V.A.5.)	Accepted.
Marketing Report (Item V.A.6.)	Accepted.
Development Report (Item V.A.7.)	Accepted.
Unfinished Business (Item VI.)	None
Discussion and possible Board action regarding the Finance and Audit Committee's recommendation to approve the audit performed by Piercy, Bowler, Taylor & Kern for the year ending June 30, 2005. (Item VII.B.)	<p>At the request of Finance and Audit Committee Chair Arthurholtz, this item was moved to be presented first. CFO Fred James introduced Martha Ford, Manager of Piercy, Bowler, Taylor & Kern who reported that there were no audit findings for the year ending June 30, 2005. Ms. Ford expressed her appreciation to the Business Office staff for their assistance during the audit. She added that nothing needs to be changed and that they have done a very good job.</p> <p>Trustee Arthurholtz moved to approve the 2004-2005 audit report as presented by Piercy, Bowler, Taylor & Kern and to incorporate the Opinion Letter into the official minutes of the Board of Trustees October 11, 2005 meeting. There was no opposition and the motion was approved.</p>
Consent Agenda. 1. Discussion and possible Board action regarding contract award for the purchase of	Trustee Wong asked for the differential between the bids of Sprint and XO Communications. IT Director Al Prendergast answered that the District pays XO Communications \$61,000 a year and Sprint had presented two quotes, one for 36 months at \$67,000 a year and one for 60 months at \$60,000 a year. Going with the five-year option, the

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telecommunication services for the District's Telephone System.

District will be paying less than it does now with XO Communications.

2. Discussion and possible Board action regarding the award of printing services to Haig's Quality Printing for *Library District Highlights*.

Trustee Carter moved to approve the Consent Agenda in its entirety. There was no opposition and the motion was approved.

3. Discussion and possible Board action to authorize the Executive Director to enter into a contract for Staff Day 2006.

4. Discussion and possible Board action to modify the existing policy on smoking on District property.

5. Discussion and possible Board action regarding contract award for janitorial maintenance services for the Laughlin Library.

(Item VII.A.1-5)

Discussion and possible Board action regarding an employment agreement for Marie Cuglietta as Public Services Director. (Item VII.C.)

Human Resources Assistant Director Melissa Peters presented this item. After completion of the interview process, Marie Cuglietta was selected as Public Services Director, filling the position vacated by Robb Morss when he was promoted to Deputy Director.

Ms. Cuglietta is a long-term employee whose work for the District began in 1980 when she started with the District as a Programming Aide, then became a Reference Assistant and Programming Librarian at the Clark County Library during the mid and late 1980s. She worked as the Assistant Administrator at the Spring Valley Library from 1988 to 1992, and was the Assistant/Interim Administrator at the Sahara West Library from 1992 to 1994. Ms. Cuglietta then served as the Administrator of the West Charleston Library from 1994 to 1999 before being promoted to the position of Support Services Director, a position she held until 2000. Ms. Cuglietta was selected for her current position of Collection Development Director in 2001.

Trustee Overstreet moved to authorize the Executive Director to

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Discussion and possible Board direction regarding policies governing meeting room and performing arts center use and fees. (Item VII.D.)

execute an at-will employment agreement for Marie L. Cuglietta for the position of public Services Director effective October 15, 2005 subject to the review and approval of legal counsel. There was no opposition and the motion was approved.

Deputy Director Morss and CFO James presented this item in response to a question raised by Trustee Wong at the last Board meeting.

A presentation was given to the Board at the June 8, 2004 meeting in which staff showed that the District does absorb some costs associated with meeting spaces specifically in the area of security and tech fees. At that time the Board took no action to change the fees associated with these services but asked staff to return at the end of the fiscal year 2004-05 to report on costs associated with the meeting rooms as they pertain to security and tech fees. Staff included a report in the September 8, 2005 Board packet showing that for the fiscal year 2004-05 the District generated \$38,053.75 in net revenue based solely on room rental revenue and security and technician expenses. These figures do not take into consideration utility costs or benefits paid to technicians which would be incurred whether our facilities are used or not.

Staff recommends that the Board continue to enable broad community access to meeting rooms and theaters by subsidizing the use of library facilities by non-profit groups and for-profit groups at the existing rates. The alternative is to increase rates to cover the incremental costs associated with after-hour and private use or develop a plan to increase fees to a fair market value rate.

Trustee Wong stated for the record that he is for the use of common facilities and that his question was only for an understanding of when was the last time that the Board had looked at the actual cost increase.

October 10, 1996 was the last time that the fees were actually revised. As this item was for information and direction, no motion was needed.

Presentation of a staff report and Board discussion regarding capital planning issues to be addressed at the Board's November 17 Planning Retreat, and possible Board action regarding staff's recommendation to designate the Centennial Hills site as the location for services currently

This item was presented by Deputy Director, CFO Fred James, Deputy Director, COO Robb Morss and General Services Director Steve Rice.

Mr. James began by presenting an outline of revenue savings and additional revenues that are estimated to be added to the capital construction fund at the close of the fiscal year 05. Budgeted resources total \$16.1 million, less obligations of \$2.2 million for the Integrated Library Systems replacement; \$2.2 million for technology replacements and upgrades; and, \$2.3 million for building repair and maintenance. This leaves \$9.4 million net available for capital construction. With a planned budget augmentation from the 04-05 audit of \$5 million and the potential of estimated transfers of \$5 million from the FY 06-07 budget, a total of \$19.4 million is being considered to be available for the capital construction fund. Associated risks with estimates include the possibility of Prop 13 tax initiatives and the impact of union contract negotiations. A volatile CTX revenue may impact the District's ability to

**provided at the
Green Valley
Library. (Item
VII.E.)**

continue transfers or allocations to the capital project fund.

Trustee Aguirre asked when the CTX is disbursed. James answered that it is disbursed on a monthly basis but is two months behind, so when the October amount is received, it is actually August revenue.

General Services Director Rice continued the presentation describing preliminary project options and cost estimates. He stated that the available funding identified by Mr. James is insufficient to cover all of the needs.

Based on available funding, the highest priority projects have been identified. First is the Centennial Hills Library at \$10.3 million, second is radio frequency identification (RFID) at \$3 million, (this would fund RFID at the circulation desks and patron self-check) and third are the efficiency/remodeling projects identified in the *Strategic Plan*. Since these projects have not been fully identified or designed, cost estimates can not be established at this time.

A proposed budget for these projects has been developed, however. The proposed efficiency/remodeling budget is \$7 million, which breaks down to three branches @ \$1 million per branch and 8 branches @ \$500,000 per branch.

To begin the process of identifying efficiency solutions and associated remodel challenges in each branch, Aaron and Alex Cohen of Aaron Cohen and Associates, an architectural firm that specializes in library space planning, were on-site the week of September 29th. They met with staff and toured the urban branches to gather preliminary information on District needs and challenges.

Fourth is the Materials Distribution Center at \$9.4 million. This would fund the building only, and does not include the cost of the automated sorting system.

The Centennial Hills Library is projected to be 25,000 sq.ft. G.C. Wallace, a local engineering firm, developed a cost estimate for this library for the 2003 bond proposal. In light of the recent dramatic increase in construction costs, the District asked G.C. Wallace revised the estimate.

In 2003 the estimate was \$6.3 million. As revised, if built within the next two years the estimate is \$10.3 million (which is a 64% increase over 2003.) If built within the next three years the estimate is \$11.7 million (which is an 86% over 2003.)

A major economic advantage for the District in developing the Centennial Hills site is that the interlocal agreement with the City of Las Vegas requires the City to pay for certain development costs that the District would otherwise have to pay. These costs include soils testing, required fill and rough grading of the site, offsite improvements (which includes traffic lights, crosswalks, turn lanes) and utilities underground to the site.

The Materials Distribution Center is projected to be 25,000 sq.ft. The center will accommodate the centralized automated sorting and distribution of library materials. RFID and/or barcode technology will be utilized. The center is necessary to fully support in-branch material handling efficiencies, and therefore, is highly desirable if the District can afford it.

G.C. Wallace developed a cost estimate for this facility based on the center being located at Compass Point Site which is at Rainbow Blvd. and Windmill Lane. The cost estimate, if built within the next two years is \$9.4 million. If built within the next three years is \$10.7 million (an additional 13.8%.)

Deputy Director Robb Morss continued the presentation with preliminary project details. He stated that the recent agreement with the Henderson District Public Libraries has reshaped the District's boundaries. The transfer of the Green Valley Library to the HDPL will give the District a chance to move staff and collection resources to a new branch to be located in an underserved area.

Mr. Rice distributed a map of the current branches and the four proposed future library sites. Planning consultants Dubberly/Garcia examined the four sites and based on the demographics determined that if the District could only build one site it should be the Centennial Hills Branch.

The reason for choosing Centennial Hills is that the overall population will be 272,637 residents when the area is built out and secondly, the closest library, Rainbow, is approximately five miles away. Lastly, circulation is expected to be higher than at the Green Valley Library which has a Henderson branch only a few miles away.

A second project that staff will need to investigate is addressing the efficiencies that were called out in the new *Strategic Plan*.

Remodeled circulation desks and front entries will allow the implementation of several new efficiencies called for in the *Plan*. Self-check stations and areas designated for patrons to pick up materials that they have reserved will help eliminate the long lines that branches are currently facing. A better designed service point will also expedite the check-in of materials and the possibility of patrons having access to return materials as soon as they are checked in. Patrons will also be able to pay their own fines and fees.

Homework Help Centers will be investigated for all urban branches. The West Las Vegas Library will have the first center in the District serving as a prototype for other proposed centers.

The remodeling and revision of interior layouts to make existing libraries more efficient and convenient will require significant planning and phased implementation. Costs will vary from branch to branch, but the return on investment will be the same for each facility – more

efficient use of staff time, increased convenience for customers, and improved utilization of existing space.

RFID (Radio Frequency Identification) technology uses radio frequencies and RFID tags to read and charge item information from short distances. RFID technology could speed transactions, eliminate several material handling tasks, and allow easier self-checkout of materials by users. The budget does not include materials handling/sorting equipment needed at the distribution center. The first priority is to use the technology to handle the increase in circulation that has been experienced over the past five years.

Deputy Director James wrapped up the presentation by discussing options for preliminary alternative financing. The total estimated resources is \$19.4 million; however, the proposed projects add up to \$20.3 million. This leaves almost \$1 million unfunded. Added to that is the cost of a Material Distribution Center of \$9.4 million, which means that there is \$10.3 million unfunded plus an unknown cost for the related RFID/barcode sorting equipment for the Material Distribution Center.

Under NRS, there are two options that do not require ballot approval: issuing General Obligation Bonds pledged by 15% of CTX up to 30 years and issuing General Obligation Medium Term Bonds pledged by General Fund revenues up to 10 years. A report is being prepared by Hobbs, Ong & Associates to address alternative financing in greater detail and this will be presented at the November retreat meeting.

In summary, staff request direction regarding augmentation of the FY 05-06 budget, replacement of the Green Valley Library, efficiency/remodeling projects, Material Distribution Center and options for alternative financing.

After brief discussion among Board members, Trustee Wong moved to approve designating the District's Centennial Hills' site for the relocation of services currently provided at the Green Valley Library and authorizing staff to prepare information regarding a preliminary timeline for the project to be discussed at the November 17 retreat. Trustees Harala and Benavidez abstained from voting citing their status as City of Las Vegas employees. There was no opposition and the motion carried.

Announcements
(Item VIII.)

The next Board Meeting will be a retreat and will be held Thursday, November 17, 2005 in the Stardust Presidents' Board Room beginning at 5:00 p.m.

Trustee Benavidez thanked staff and Trustees for their support and for attending the Latin Chamber of Commerce banquet. Salvador Avila announced that the Library District participated in the 5th Annual Hispanic Day Parade and placed third under the designation of "Community Floats."

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Public Comment None
(Item IX.)

Adjournment (Item Trustee Davis Hoggard adjourned the meeting at 8:35 p.m.
X.)

Respectfully submitted,

Kelly Benavidez, Secretary