

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' AD-HOC CONFERENCE ROOM/PAC USE COMMITTEE MEETING
LAS VEGAS, NEVADA
March 29, 2011
(approved April 14, 2011)
(corrections approved May 17, 2012)

The Board of Trustees' Ad-Hoc Conference Room/PAC Use Committee of the Las Vegas-Clark County Library District met in regular session in the Las Vegas Library, Las Vegas, Nevada, at 12:00 p.m., Tuesday, March 29, 2011.

Present: Committee: K. Crear, Chair
R. Kirsh
V. Davis-Hoggard
K. Benavidez

Counsel: G. Welt

Absent: M. Saunders - excused
C. Reese - excused

Staff: Jeanne Goodrich, Executive Director
Robb Morss, Deputy Director COO
Numerous Staff

Guests:

K. Crear, Chair, called the meeting to order at 12:06 p.m.

Roll Call (Item I.) All members listed above represent a quorum. Trustees Saunders and Reese were unable to attend due to work-related commitments - excused absences.

Agenda (Item II.) Trustee Benavidez moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Discussion and possible Committee direction regarding possible changes to policies governing use of District conference rooms and Performing Arts Centers and related fees. (Item III.) Chair Crear advised Committee members that the purpose of the meeting was to discuss possible changes to the current policies and rates for the use of District conference rooms and Performing Arts Centers (PACs). She reminded Trustees that the Board has discussed the issue at several meetings and the Committee met at the end of 2010 and recommended an option that was discussed at the January 2011 Board Meeting. At that meeting, Trustees requested additional input from the community.

In order to obtain the requested input, Chair Crear reported that a public meeting, at which Crear and Trustee Saunders were present, was held by staff on February 23. The meeting was well attended. Crear has also had further discussions with Executive Director Jeanne Goodrich and Deputy Director, CFO Robb Morss about different options and ways to address the issue.

Mr. Morss handed out to Committee members and the public in attendance a packet of information about the February 23 meeting which included a breakdown of attendees, a copy of the presentation given by staff at the meeting and a list of the issues, concerns and suggestions provided by the members of the public at the meeting. He also provided a copy of several possible courses of action for the Committee to recommend to the Board.

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Mr. Morss said that the February 23 meeting was publicized by the District in several ways: mailing out notices to each individual who signed up for public comment at the Board and Committee meetings at which the topic had been discussed, issuing a press release and providing flyers about the meeting at each District location. In addition, there was an article about the meeting in different *View* sections of the *Las Vegas Review-Journal*. Nineteen members of the public attended the meeting and comprised the following:

- Six - Different quilting groups
- Two - Toastmasters
- Two - Signature Productions
- One - James Seastrand Helping Hands
- One - Las Vegas Highland Dance Association
- Two - Explore Knowledge Academy (student/parent)
- One - Family Solutions
- Three - Media (*Vegas Voice* and *View* publications)
- One - No affiliation

Mr. Morss then discussed the presentation he gave at the meeting which consisted of:

- Information about current rates and fees, noting the complicated structure that depends on the meeting type, group format and location desired as well as the fact that the District's current policy has existed with no change for 17 years.
- Comparison of the District's current rates with other locations in the area such as the Reed Whipple Center (which is closing), the Charleston Heights Arts Center, the Winchester Community Center and spaces at UNLV and CSN. The District's current rates are less than the rates at the above locations. In addition, these locations charge additional fees for technical staff and equipment rental.
- Actual FY 2009-2010 Revenues and Expenditures. The District had expenses of \$1,571,143 to operate these spaces versus revenue of \$177,727. Expenses do not cover the cost of utilities as staff is not able to separate this out from branch utility costs. The salaries of the theater managers and scheduling staff are included; however their services and supplies costs are not, for the same reason as the branch utility costs. Of the space users (conference rooms and PACs), 59% were rentals or community free use which resulted in \$926,974 of the total expenses incurred by the District, and 41% were District sponsored programs which resulted in \$644,169 of the total expenses incurred by the District. Therefore, the District subsidized \$749,247 of the expenses incurred for the spaces used by outside groups.
- Possible increased fee options considered by the Board at the January meeting:

Meeting Rooms:

- One free use per month or no free use

- \$15 per hour for all meeting rooms or \$15 per hour for all meeting rooms 700 sq.ft. or less and \$25 per hour for meeting rooms over 700 sq.ft.

PACs:

- No free use/\$35 or \$50 per hour
- Tech fees - \$25 per hour/Security Fees - \$15 per hour
- Dark Day/Storage Fee - \$100 per day

Different scenarios were also presented showing the costs for different users and types of events utilizing these proposed options.

- Different considerations affecting the District that have led to the current situation: no changes since 1994 to the current policy, increased demand for meetings spaces by users, substantial increase in overhead costs and other non-profit agencies now charge for meeting room and theater use. In addition, the District's revenue for FY 2011-2012 is projected to be \$6 million less than in the previous fiscal year. Morss noted that the revenue deficit is now projected to be \$7 million.

Mr. Morss explained that the meeting was then opened up to allow the public to discuss the issue, with Ms. Goodrich facilitating the discussion. He characterized most of the issues and concerns expressed by the public as the increases would be hard for groups to afford and would take away from their mission. Most of the proposed suggestions had to do with grants or changes to the current rules for high-volume users. Several of the quilter groups suggested different fundraisers they could hold to put money back into the District.

Chair Crear commented that, at the meeting, it was tough to bring groups back to proposed solutions rather than simply listing their concerns, as it was hard for them to understand that District fundraising is focused on the District's core mission. She added that there were lots of suggestions to help with fundraising that came from quilter groups. They also suggested some co-sponsored programs, as has been done in the past. Crear noted that the District will not end co-sponsorship of programs with community organizations.

Mr. Morss agreed, emphasizing that the District will still co-sponsor programs with community groups such as classes, programs to educate patrons and other events that further the District's mission. Morss provided examples of several programs such as the West Las Vegas Library hosting the Summer Performing Arts Camp with the City of Las Vegas and the Clark County Library working with UNLV to provide a location for several of that organization's music groups.

Chair Crear added that Mr. Morss has met with heavy users of District space such as Signature Productions to discuss several of their issues and suggestions. These groups suggested that high-volume users should not have to wait a year out to stand in line and book their space, and suggested that the 50% upfront deposit required of groups using PACs be cut. Mr. Morss explained that these rules are in place due to previous issues where the District had problems collecting money owed. One of the groups also requested that particular techs

be assigned to work their show. Morss noted that while the District will certainly be happy to work with group requests, the final decision on who works a particular event must stay with the District.

Mr. Morss then provided several options for cost recovery using a chart that compared costs for the current policy, which provided a 19% cost recovery, as well as for three options:

OPTION A:

- Increase rates based upon size of the room and recover a portion of the security and tech staff charges. This option is what was proposed at the January Board meeting.
- \$15 and \$25 per hour for meeting rooms (under/over 700 sq.ft.) and \$50 per hour for PACs.
- Security at \$15 per hour/tech fees at \$25 per hour
- Dark Days at \$100 per day
- 53% cost recovery

OPTION B:

- Increase rates based upon the size of the room and recover security/tech fees at 100%
- \$15 and \$25 per hour for meeting rooms (under/over 700 sq.ft.) and \$50 per hour for PACs.
- Security at \$15 per hour/tech fees at \$40 per hour (this includes all security contract costs and salary and benefits costs for the tech staff).
- Dark Days at \$100 per day.
- 60% cost recovery

OPTION C:

- 100% cost recovery
- \$30 per hour rate for meeting rooms/\$170 per hour for PACs
- Security at \$15 per hour/Tech fees at \$40 per hour
- Dark Days at \$100 per day

Mr. Morss also provided several examples of fees incurred by different types of users for different types of events, based upon each option. If Committee members recommended Option A, user fees would increase by 106%-182%, based upon the meeting room and type of event. Option B would see user fees increase between 146%-265% and Option C would see user fees increase between 394% to 570%.

After the presentation, all Committee members present discussed the information and then debated various ways to get to the point of full recovery for the District. Initially the discussion focused on proposing changes to the policies and fees starting at the rates under Option A and determining the number of years it would take to increase rates at a certain percentage to get to full recovery, since a rate increase to either Option B or Option C would be a large initial increase. Committee members then started questioning the proposed rates in relation to the District's current economic situation and expressed their concerns about possible reduced District revenues continuing in future years while still not recovering the costs incurred by outside groups.

Committee members then debated whether it would be more prudent to recommend full cost recovery, Option C at this time. Each

Committee member acknowledged the importance of offering these spaces for use by the community, with Chair Crear stating that she was one of the Trustees who would like to continue offering free use to the community but, based upon the current economy, felt that this was not the District's core mission and that tough choices had to be made. This feeling was echoed by other Committee members.

Committee members asked about how the implementation of any fee and policy changes would proceed, once the Board of Trustees made a decision. They discussed when any new rules would take effect: immediately after the Board's decision or in the next fiscal year. Committee members discussed how to deal with groups who have already signed contracts and have made their arrangements based upon the current rates, as well as how to allow for groups who may come in at the last minute before any rate changes take effect and make several bookings for the next year, as current policy allows bookings to be made a year in advance.

After further discussion by the Committee and clarification on certain rules by Ms. Goodrich and Mr. Morss, Trustee Benavidez moved to recommend to the Board of Trustees the following changes in policies and fees for the use of District conference rooms and performing arts centers (PACs):

- Room rates - \$30 per hour for meeting rooms/\$170 per hour for PACs
- Security costs - \$15 per hour/Technician Fees - \$40 per hour
- Dark Days - \$100 per day
- Allowing groups who have already booked space to continue at the current rates/policies for the event under contract.
- Halting new bookings until the Board of Trustees acts at the next Board of Trustees meeting, scheduled for April 14.

There was no opposition and the motion passed.

Announcements
(Item IV.)

None.

Public Comment
(Item V.)

Ruth Sunday - 4133 Bonita Desert Ct.

Ms. Sunday is a quilter. Her group did research based upon the material handed out at the last meeting and understands that the spaces need to be paid for most of the time. She noted the fundraising suggestions provided at the last meeting as well as the comments about the lack of information available to interested groups who call to ask about meeting space. She suggested that the District market the available space to make up some of the deficit. She also requested that the one-time per month free use for non-profit groups be continued as her group has no income and no way to get it. Ms. Sunday added that her group looked at churches as an alternative meeting space and has been given to understand that there are liability issues unless the group is affiliated with the church.

Juanita Clark – Charleston Neighborhood Preservation

Ms. Clark stated her group had received no information about the last meeting and did not attend. She just wanted to know when her group can call up the schedulers and find out what the information is.

Ms. Goodrich, with permission of Chair Crear, said that she anticipated working with Mr. Morss to ensure that scheduling staff was aware of the freeze on bookings immediately. Once the Board has made a decision at the April 14 meeting, the information on the decision would be available after April 15.

Trustee Davis-Hoggard asked whether the quilts were personal or sold. Ms. Clark explained that there are a variety of different quilting groups, ranging in size from 6-20 members. No one sells their quilts, unless it is an individual, as most are donated to groups such as senior citizens homes, the Children's Hospital or to different veteran's organizations for community use. Quilting is also a method of teaching math to children, which is what Ms. Sunday group, who meets at the Sunrise Library, does. A larger group of 100 people, the Las Vegas Quilters, meets once a month at the West Charleston Library and it is a 501(c)(3) educational group. This is mostly a speakers and business meeting but the group may auction off a quilt or two a year to raise money for the group.

Adjournment
(Item VI.)

Chair Crear adjourned the meeting at 12:40 p.m.

Respectfully submitted,

Keiba Crear, Committee Chair