

**MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
February 14, 2013
(approved March 14, 2013)**

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., Thursday, February 14, 2013.

Present Board: R. Kirsh, Vice-chair M. Saunders
K. Crear R. Ence
C. Reese Y. Yturralde
S. Moulton R. Wadley-Munier (via telephone)

Counsel: G. Welt

Absent: K. Benavidez – Excused
S. Bilbray-Axelrod - Excused

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests: Adam Crandall, District Mgr., AlliedBarton Security Services
Steve McCoy, Business Development Mgr., AlliedBarton Security Services

R. Kirsh, Vice-chair, called the meeting to order at 6:00 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustees Benavidez and Bilbray-Axelrod had excused absences. Appendix A.
Trustee Yturralde's daughter, Adina Moraga, led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

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

Las Vegas Library branch presentation by Branch Manager Theron Nissen (Item IV.) Chair Kirsh welcomed Las Vegas Branch Manager Theron Nissen for his presentation. Mr. Nissen then welcomed Trustees to the branch.
Mr. Nissen explained that the Las Vegas Library's service area runs from Owens Avenue in the north to Charleston Boulevard in the south. Martin Luther King Boulevard is the western border and Mojave Road makes up the eastern border. The branch is located in the Cultural Corridor and adjacent to the Corridor of Hope.

Patron population and demographics:

The branch serves a population of 65,660 of which 22,950 (35%) have a library card. Last year branch circulation was 671,951 with an average of 30 items checked out per library card holder. The branch has nine market segments in its service area. They are *NeWest Residents, Social Security Set, Industrious Urban Fringe, City Dimensions, Inner City Tenants, Simple Living, City Commons, International Marketplace* and *Old and Newcomers*. The three largest segments are *NeWest Residents, Social Security Set* and *Industrious*

Urban Fringe. These segments make up more than 70% of the branch's current users.

In terms of diversity, the patron base is made up of:

- 30,960 White/Caucasian
- 9,276 Black/African–American
- 40,308 Hispanic (of any race)

The largest segment, *NeWest Residents*, are most likely to be in their mid-20s and married with two to three children. They might also be a single-parent or a young married couple who started a family or a family whose children have already left home. There is a very good chance that members of this segment are foreign born and arrived in the U.S. within the last ten years. This is one of the most racially and ethnically diverse segments.

Often, people in this segment are beginning their career and learning English. Odds are they haven't completed high school and this strongly limits their employment options. Members of this segment work in the service industry and skilled labor jobs in construction, manufacturing, hotels/food services, administrative services and agriculture. But, unemployment in this segment runs high. This group is most likely to rent an apartment in an urbanized area.

The second largest segment is the *Social Security Set*. Members of this segment are usually over 65 and live alone on a low or fixed income. They probably rent an apartment near the city or live in congregate housing, and rely on public transportation. Often this segment may receive public assistance and/or Supplemental Social Security Income. If they are still working, it is in the service industry.

The third largest segment is the *Industrious Urban Fringe*. This segment is family-oriented, either married or headed by a single-parent. Often this group lives in multigenerational housing. They are young, in their late-20s. This group is probably Hispanic; there's a good chance that they are foreign born, adding a high degree of diversity to the neighborhood. The neighborhoods inhabited by members of this segment are in the outskirts of the metro area but they work in town. The educational level of this segment is modest, and many may not have graduated high school. If employed, the job is probably in areas such as manufacturing, construction, retail trade or the service industry. Members of this segment probably own their house.

Mr. Nissen said that the Las Vegas Library has an additional population that is not reflected in CommunityConnect and that is the homeless. The Las Vegas Library is located at the edge of the "homeless corridor." According to the 2011 Homeless Census (the most recent) it is estimated there are 43,294 homeless in Southern Nevada:

- 47% of homeless survey respondents identified their racial/ethnic group as White/Caucasian
- 29% of homeless survey respondents were Black/African American
- 12% of homeless survey respondents were Hispanic/Latino
- 5% of homeless survey respondents were Asian/Pacific Islander
- 63% are between the ages of 31-60

Mr. Nissen felt the numbers in the survey were accurate. He added that the most recent homeless census has just been completed and Nissen hoped the number had gone down.

Mr. Nissen then discussed several programs hosted at the Las Vegas Library in the past year as a result of CommunityConnect:

- January, 2012 - Community and Employment Resource Fair for Ex-Felons. This event was aimed at helping people with a felony record reintegrate into the community, as well as connect with organizations that will provide resources for skill building, basic needs, record sealing and job training. Total Participants: 200+
- June, 2012 – Las Vegas Library Community Health and Resource Fair. A day of screenings, child immunizations and information about healthy living and community resources. Community Partners included: East Valley Family Services (EVFS), Regional Transportation Commission (RTC), Southern Nevada Health District, American Heart Association, CSN Dental Hygiene School, United Blood Services (UBS) and Dr. Azimi, D.D.S. Total Participants: 75 (attendance was affected due to an event for Latino Americans at the Latin Chamber of Commerce.
- September, 2012 - Senior Resource and Wellness Fair. A day of screenings and information about healthy living and community resources for seniors. Community Partners included: East Valley Family Services, Southern Nevada Regional Housing Authority, Southern Nevada Health District, Catholic Charities, Clark County Social Services, AARP, RTC and UNLV.
- Starting in February, 2013 and running through October, 2013 – Ask a Lawyer. In partnership with law firm Stovall & Associates, the branch is offering classes on topics such as Civil Law, Immigration, Family and Estate Planning.
- The Computer Lab Supervisor/Department Head runs a job resume/job search workshop using the CALL lab every Sunday from 2:00 – 5:00 p.m. So far, 12 people have let staff know they have found jobs using this service.

Mr. Nissen then provided other information about the Las Vegas Library:

- The branch has 20 adult computers which average 4,000 internet sessions per month.
- The branch's YPL area has increased the number of computers in the children's area from 4 to 8, averaging 1,000 internet sessions per month.
- The District's CALL program is run out of the branch with an average of 30 people in each class the program offers.
- Usage of the YPL area is growing with an outstanding new Department Head. She is also increasing YPL outreach to area schools and daycare programs.
- The branch offers tutoring by UNLV students.

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In closing, Mr. Nissen said that this is an excellent time for the Las Vegas Library, even with all the challenges; he believes that the downtown area will keep growing. With Zappos and other companies moving to downtown, high-rises are filling up and hopefully it will become a desirable place to live.

Approval of Proposed Minutes Regular Session, January 10, 2013. (Item V.A.)

Trustee Wadley-Munier moved to approve the Minutes of the Board of Trustees Meeting held January 10, 2013. There was no opposition and the motion carried. Chair Kirsh and Trustee Yturralde abstained as they were not present at this meeting.

Chair's Report (Item VI.)

Chair Kirsh congratulated Michael Saunders on his engagement to Daniela.

Chair Kirsh then congratulated Counsel Welt on celebrating 40 years as a member of the Nevada Bar and his granddaughter Elizabeth's upcoming bat mitzvah.

Executive Director's Report (Item VII.A.)

Executive Director Goodrich highlighted several items from her report. Ms. Goodrich pointed out a handout on the District's new tool, BusinessDecision. She recognized staff members Lorinda Soto and Mario Aguilar (from the Sahara West and Laughlin libraries, respectively), who staffed a resource booth at the recent Las Vegas Metro Chamber Preview Las Vegas event. There was a lot of traffic at the District's booth, with many opportunities to talk to the Chamber's small business members. Goodrich emphasized that this new tool is a wonderful service for patrons. Staff at each branch have been trained on the tool to assist patrons who are thinking of opening a business.

Ms. Goodrich also recognized Tim McDonald, director of the District's CALL program and several of his students. They were featured in the newsletter *Nevada Connections* which showed them recently hosting Assemblywoman Irene Bustamante Adams. Assemblywoman Bustamante Adams is a huge supporter of libraries and the Spring Valley Library in particular. She is spending time learning about District programs so she can talk to constituents.

Ms. Goodrich pointed out an article also handed out at the meeting, "Library Trustees as Community Connectors," from the most recent issue of the *National Civic Review*. The entire issue is dedicated to the topic of libraries and their ability to focus on civic engagement and involvement; how libraries help people in their communities do what they want to do. Goodrich felt as this is the whole thrust of the District's strategic framework, the article would be very helpful to Trustees.

Finally, Ms. Goodrich noted that Deputy Director, COO Robb Morss is retiring at the end of the fiscal year. Mr. Morss will have completed 30 years of service to the District by his retirement date, starting as a page and climbing up through the organization to his current position. Morss has been a tremendous asset in every position and will be missed by everyone who works with him. District staff have begun the national recruitment process for Morss' replacement and hope to have

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someone in place by the beginning of the next fiscal year (July 1). As retirement events are scheduled, Trustees will be notified.

There were no questions for Ms. Goodrich.

Public Services and Security Report (Item VII.A.1.)

No questions.

Business Office Report (Item VII.A.2.)

No questions.

Human Resources Report (Item VII.A.3.)

No questions.

Technology Report (Item VII.A.4.)

No questions.

General Services Report (Item VII.A.5.)

No questions.

Marketing Report (Item VII.A.6.)

No questions.

Development Report (Item VII.A.7.)

No questions.

Unfinished Business (Item VIII.)

None.

Presentation, discussion and possible adoption by the Board of the draft strategic framework, *Read Learn Achieve: Your Library's Community Impact for the Las Vegas-Clark County Library District.* (Item IX.A.)

Ms. Goodrich noted that since 2000, the District has conducted three very robust strategic planning cycles. These efforts were staff intensive, very expensive and resulted in mammoth reports, numerous goals and objectives and extensive statistical compilations. They also set the District on a path of significant achievement, which early on resulted in the Las Vegas-Clark County Library District being named Library of the Year by *Library Journal* in 2003. These planning efforts served the District well, prompting the setting of ambitious service goals, the establishment of consistent and meaningful metrics, and the acquisition and use of community and demographic data as the basis for facilities and service planning.

The last large-scale strategic planning effort was designed to cover calendar years 2008-2011. The District began to feel the impact of the economic recession in 2008 and by late 2009 staff and managers agreed that the goals and objectives of the *Plan* had to be abandoned, as revenues and service capacity declined and the fortunes of District constituents plummeted. In response to staff pleas for guidance under reduced circumstances, a very brief, focused service statement was created entitled *Forward to Basics*. This enunciation of both the service

environment and the District's service priorities proved to work very well in providing guidance to staff regarding collection development, service priorities, and programming emphases.

Staff began in 2012 to embark on another strategic planning process. Due to a combination of fiscal reality, the availability of reliable internal statistics, comprehensive demographic, population segmentation and use data through the CommunityConnect project and the positive experience of using a streamlined service priorities document, the decision was made to embark upon a much less expensive process that would include both staff and community input and result in a "strategic framework," a concise tool that would emphasize what the Library does to help the community achieve its goals and aspirations.

Consultants Joan Frye Williams and George Needham were retained to assist in assessing current services, conduct community and staff visioning sessions, and guide the development of the strategic framework to ensure that it was community-focused and responsive to what was heard from the various group sessions. As Ms. Williams told Trustees during the February 2012 Board presentation, the goal was to create a broad set of strategic directions that are not a thick document containing a prescriptive, to-do list type of plan but a framework for future policy and decision making that will last over a period of time.

The draft framework, *Read Learn Achieve: Your Library's Community Impact*, reflects conversations with community leaders and staff who work directly with the communities the Library District serves. It reflects staff's understanding of community needs as reflected in CommunityConnect data and review of the context within which the Library District provides services. It is the result of much work sifting through a large amount of data and information. Staff teams have already begun work on fleshing out implementation activities and defining appropriate measurements, which will be incorporated into individual and work unit work plans and performance evaluations and reported to Trustees.

Read Learn Achieve takes an outward looking approach of examining and listening to what the community wants and needs, not in presuming that the District knows what the community needs. Staff is developing techniques to continue this approach so that the District is responding appropriately to patron needs.

The District will continue its primary role in the community as a provider of information in all its forms in as many languages as the local community wants and to continue to champion the importance of reading both for personal pleasure and, even more importantly, for advancement in school and life.

READ

Ms. Goodrich said that some of the measurables in this area will include expanding the card holder base in areas where the District has not traditionally had many patrons, such as those in which English is not the patron's first language. She will be meeting with the Clark County School District's new Assistant Superintendent for English Language Learning, to discuss programs and to learn how the Library District can

work with the School District in this area. The District has had a hard time targeting families for which English is not their first language, and Goodrich hoped that by working cooperatively with the CCSD, staff can bridge the gap.

LEARN

Ms. Goodrich explained that this area will build upon existing programs and partnerships to help people learn using new modalities such as the new grant the District has received to set up Youth Media Labs, with their focus on active learning. Instead of passive learning, with an instructor providing information, active learning or connected learning involves actions in several areas: working with and talking to peers which opens up a whole new way for staff to utilize our facilities and staff. For example, a recent guitar workshop at Sahara West invited people to bring a guitar and show up. Working together with an instructor, students in six weeks were able to play and several of them have continued to meet to extend their learning of this instrument.

Ms. Goodrich said that the Library District must change from a transaction-based institution, measuring circulation, questions answered, items in the collection and attendance at programs, which is very passive. Instead, the Library District must move to a transformational model, a location in the community where people can meet, learn about and obtain the information they need. While the Library District will not change to a recreation center or staff become social workers, libraries must be seen to be a place for more than books. Staff see that demonstrated in patron demand for computers and homework help centers, as well as the demand for tutors at all branches regardless of the socio-economic standing of the patrons. Collaborating with community organizations of all types, the Library District can become that community location.

ACHIEVE

Ms. Goodrich believes there is a natural progression from learning to achieving. The Library District will help people do what they need to do to advance themselves. Instead of an aspirational approach, for example, stating that the Library District will provide culture, the Library District will provide information patrons need to deal with what is going on in their lives and neighborhoods, which can include cultural activities and classes.

Ms. Goodrich concluded her overview of the framework and suggested that the first paragraph of the document could fit very well as a new mission statement for the Library District as it encapsulates what staff is trying to do with the *Read Learn Achieve* framework. If Trustees agree, they could address that in their motion regarding the strategic framework.

The revised Mission Statement would read, if approved by Trustees:

The Las Vegas-Clark County Library District provides welcoming and inspiring spaces for reading, learning and achieving, and the tools and resources that families, children, teens and adults need to succeed.

The Library is committed to building communities of people who can come together to pursue their individual and group aspirations.

Finally, Ms. Goodrich said that staff have become very interested in the notion that libraries are instruments for public engagement and innovation. As Development Director Danielle Milam noted in her report, the American Library Association and President Maureen Sullivan have rolled out a new initiative, "The Promise of Libraries Transforming Communities." The thrust of the initiative, in the words of President Sullivan, is to "...offer a means to build upon the strengths and assets of our libraries and to engage with our communities in deeper, meaningful ways."

Ms. Goodrich noted that the initiative complements the framework perfectly and provides a way for the Library District to talk about it with both staff and the community. Ms. Goodrich has asked Ms. Milam to give a presentation at the next Board meeting about the Harwood Institute program regarding public engagement and innovation. Flo Rogers of KNPR attended sessions several years ago as manager of a public broadcasting station and Goodrich plans to meet with her. United Way has also been involved and Goodrich plans to meet with Cass Palmer of that organization. The meetings will focus on how the District can work with other key community groups to make sure all groups are moving down the path to help people in the community do the things they would like to do.

Ms. Goodrich said she would be happy to answer any questions.

Trustee Wadley-Munier was very pleased to see the strategic framework. She noted that these were some of the topics discussed at the Public Library Association Conference she and Trustee Yturralde attended last year.

Chair Kirsh questioned whether the proposed revision to the District's Mission Statement should be a separate item. Kirsh felt that it was very important as it is the District's "statement." He would like to digest the proposed change and discuss it further, perhaps at the next meeting.

After a short discussion, Trustees agreed to table the proposed changes to the District's Mission Statement and discuss at the March Board Meeting.

Trustee Wadley-Munier moved for adoption of the strategic framework, *Read Learn Achieve: Your Library's Community Impact*. There was no opposition and the motion carried.

Read Learn Achieve: Your Library's Community Impact is attached as Exhibit B.

Discussion and possible Board action regarding contract award for security guard services.

General Services Director Steve Rice explained that the District contracts for unarmed and armed uniformed security guard services on a scheduled basis, roving patrol, and for special events at 13 of the urban branches. The District's urban branches are high volume, interactive, multi-use facilities that attract a variety of patrons. These demands require security guards that are experienced, well trained and

(Item IX.B.)

that project a professional image that instills a sense of confidence in patrons and staff that the guards are able to maintain a safe, secure and orderly environment. The current contract expires at the end of February, 2013. A request for bid proposals was developed that specified the desired requirements.

A Request for Bid Proposals for Security Guard Services was advertised in the *Review-Journal* and the community based minority newspapers. Additionally, the Request for Bid Proposals Notice was faxed to minority Chambers of Commerce and to firms listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories. The proposal opening was held on January 25, 2013. A total of nine proposals were received. A committee comprised of the District's Deputy Director, C.O.O., Deputy Director, C.F.O., General Services Director, Assistant General Services Director, and the Health, Safety and Security Coordinator conducted a thorough evaluation of the proposals. The process involved a scoring and ranking of each proposal to establish a finalist.

The Committee selected AlliedBarton Security Services for recommendation for contract award. The new contract will be effective March 1, 2013. The contract will have an initial term of one year with three optional one-year extensions.

For the initial contract term, the billable rate for unarmed guards will be \$14.13 per man-hour and for armed guards \$21.78 per man-hour. This is a slight reduction in the current rates. AlliedBarton is the District's current security provider and has provided excellent service for the last four years.

Based on the current schedule of 966 man-hours per week for scheduled unarmed guard service, 389.5 man-hours per week for scheduled armed guard service and a roving patrol at an annual cost of \$85,263.88, as well as a dedicated full-time account manager at an annual cost of \$64,937.60, the total initial contract term amount will be \$1,301,111.76, plus the cost of coverage for special events. The cost for special events coverage varies by volume of use. The projected total contract cost if all three optional one-year extensions are exercised is \$5,485,643.54, plus the cost for special events coverage.

Mr. Rice introduced Mr. Adam Barton and Mr. Steve McCoy from AlliedBarton Security Services and offered to answer any questions from Trustees.

In response to a question from Chair Kirsh, Mr. Rice confirmed that the proposed contract covers only 13 of the urban branches, with the exception of the Meadows Branch. The outlying branches do not have security guards.

Trustee Moulton asked about the number of bidders and whether that was a large number. Mr. Rice said he believed the District had five bidders four years ago.

Trustee Moulton also asked if the billable hours will go up or remain the same. Mr. Rice said that the billable hours will remain the same unless the District changes the current hours. Currently, security officers'

hours follow District open hours, arriving right before the branch opens and remaining 15 minutes after the branch closes.

Trustee Moulton asked if the rates for the security officers will go up. Mr. Rice explained that there is an escalation rate built into the contract if the District chooses to extend the contract in the one year increments. Each company, as part of their proposal, was required to provide an escalation rate so the District knows the exact cost for each of the three years, if the contract is extended.

Trustee Crear noted that usually Trustees are provided with a list of all the bidders with their bid amounts. She understood that this is a slightly different process and requested an explanation of how the committee reached their decision. Mr. Rice explained that each bidder was evaluated using six different criteria and scored based upon a weighted scale:

- Demonstrated experience of contractor and key personnel (this criteria was given the highest weight)
- Experience and performance at comparable service engagements
- Staffing ability, selection, training methods, retention and supervision methods
- Operating procedures, degree of incident response, reports and documentation
- Required uniforms and equipment
- Proposed billable rates and security officer minimum hourly wages (this criteria was given the lowest weight)

Mr. Rice explained that staff intentionally put a low weight value on billable rates as the service is not driven by cost as much as it is by the ability of the proposing contractor to provide the level of services that the District requires. In addition, the District stipulates a minimum starting hourly wage rate for the security officers which gives the District a level of control over the quality of recruitment as the desire is NOT to have minimum wage security officers. Using low paid officers did not work for the District in the past.

Mr. Rice continued to say that between the top three ranking proposals, the difference in the five year cost between the contractors ranked first and second was 1/10th of 1% and the difference in the five year cost between the contractors ranked first and third was 2/10th of 1%.

In response to a further question from Chair Kirsh, Mr. Rice confirmed that all security officers are in uniform with the only distinction being made between armed and unarmed guards.

Trustee Ence understood the cost of special event services is in addition to the contract amount and wondered if staff could provide the figures for what is spent in this area per year. Mr. Rice said that the budget for special events is approximately \$35,000 for the current fiscal year. Only about \$6,000 has been spent so far. Rice attributes

this to the lower usage due to the change in the theater rates. Use dropped and so have the costs. The majority of special event costs are recovered from outside users, so the actual cost to the District is lower than the budgeted amount.

Trustee Saunders moved to authorize staff to award a contract, subject to review by Counsel, to AlliedBarton Security Services for security guard services in accordance with RFP NO. 13-05 and to authorize staff to extend the contract in subsequent years subject to funding being available and the contractor continuing to meet performance standards outlined in the request for bid proposal documents. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract award for replacement of the HVAC system chiller at Clark County Library. (Item IX.C.)

Mr. Rice explained that staff has been investigating mechanical problems with the 260-ton chiller at the Clark County Library since last summer. The investigation has revealed that internal bearings in the compressor are deteriorating, causing metal filings to contaminate the oil. Failure of the chiller is imminent. The chiller is 18 years old and the most cost effective approach is to replace it.

Funds were allocated in the Capital Projects Fund for unanticipated emergency building repairs. The replacement chiller has twin magnetic bearing compressors with a high efficiency variable drive and is very energy efficient, projected to use up to 50% less energy at peak load than the current chiller. The equipment is similar to that used at the Windmill Library and Service Center.

An Invitation to Bid was advertised in the *Review-Journal* and community based minority newspapers. Additionally, the Invitation to Bid Notice was faxed to minority Chambers of Commerce and to contractors listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories. The bid opening was held on January 25, 2013. A total of five bids were received. One bid was determined to be non-responsive and subsequently rejected.

The bid results follow:

Bidder	Bid Amount
Quality Mechanical Contractors, LLC	\$385,900.00
*Quality Control Systems, Inc. dba QCS	\$325,328.00
Southland Industries	\$305,070.00
U.S. Mechanical, LLC	\$270,971.00
MMC Contractors West, Inc.	\$270,700.00

*Bid non-responsive and rejected.

The lowest responsive and responsible bidder is MMC Contractors West, Inc. and staff recommended approval of the contract.

Chair Kirsh asked how long it would take to install the new chiller and whether it will affect business hours at the branch. Mr. Rice said the actual installation should take about a week. There is an eight week lead time on the equipment order so installation should take place at the end of April or beginning of May. There will be a couple of days where it will be warm inside the building.

Trustee Moulton moved to authorize staff to award a contract to replace the HVAC system chiller at Clark County Library in accordance with Bid No. 13-03 to MMC Contractors West, Inc. for the amount of \$270,700.00. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract award for the asphalt pavement replacement at Sunrise Library. (Item IX.D.)

Mr. Rice explained that funds were allocated in the Capital Projects Fund to replace the asphalt pavement in the parking and driveway areas at the Sunrise Library. The existing asphalt is 25 years old and has deteriorated to the point of needing replacement.

An Invitation to Bid was advertised in the *Review-Journal* and community based minority newspapers. Additionally, the Invitation to Bid Notice was faxed to minority Chambers of Commerce and to contractors listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories. The bid opening was held on January 28, 2013. A total of two bids were received. One bid was determined to be non-responsive and subsequently rejected for failure to conform to approved plans and specifications and to properly complete the bid form. The bid results follow:

Bidder	Bid Amount
Las Vegas Paving Corporation	\$232,000.00
*Aggregate Industries – SWR, Inc.	\$162,750.00

The lowest responsive and responsible bidder is Las Vegas Paving Corporation.

Mr. Rice said that after the bid from Aggregate Industries was rejected, staff, the engineer and representatives from Las Vegas Paving Corporation met onsite to discuss ways to reduce the cost of the bid, which was higher than anticipated. After discussion, a plan to recycle and compact the existing pavement was discussed. This could result in significant savings, approximately \$60,000. Once the change directive is issued, this will result in a deductive change order. Rice said the plan is to award the contract and issue the deductive change order before the work begins.

Chair Kirsh asked why the bid from Aggregate Industries was rejected. Mr. Rice explained that the bid form did not include required unit costs for materials and the bid was different from the required specifications. For each reason, the bid was rejected.

Trustee Moulton asked if Mr. Rice was surprised there were only two bids received. Rice said that only a few paving contractors (Las Vegas Paving and Aggregate Industries can) can serve as a prime contractor,

normally they serve as subcontractors to a general contractor who would be the prime contractor. The District requires prime contractors to be pre-approved by the state public works board. There were several paving contractors at the bid conference and they could have qualified.

Trustee Moulton asked if there were any expenses associated with the change order. Mr. Rice said that once the engineering plans were finalized, the changes would be done on a deductive change order so there would be a reduction in the contract amount.

Chair Kirsh asked about expected disruptions to the Sunrise Library. Mr. Rice said the branch would stay open but parking may be moved to a dirt lot during the process. Ms. Goodrich added that the work will be done in phases.

Trustee Reese asked how staff kept track of necessary repairs to District facilities. Mr. Rice said that staff have an idea of how long things are designed to last, for example, the new pavement is specified for 20 years and with appropriate maintenance, it will. The replacement cost for the pavement, 25 years old at this date, has been in the budget for approximately six years and was the first thing to be eliminated each year when the District had budget issues. This year, staff realized the pavement would not last and must be replaced.

In response to further questions from Trustee Reese, Mr. Rice explained that for equipment, manufacturers can provide life expectancy rates. For buildings, grounds and landscaping, there are standards of general life expectancy if maintained. Proper maintenance is a key issue. Rice said that the District's long-range plan uses these guidelines for planning purposes, but relies primarily on condition audits (inspections), then extend the use out for several years, and then do the replacement. For unexpected items, like the Clark County chiller, there is a contingency budget. Several years ago, District staff put together a detailed plan based upon anticipated life expectancy which is revised periodically. Rice noted that staff will repair or patch items as necessary instead of replacing to extend usable life. This is not an exact science, but ensures the District is getting the most value out of building components before spending money to replace them.

Trustee Saunders asked if the reductive change order is an oral agreement. Mr. Rice said that there is a written proposal as staff and contractors and engineers discussed three different options based upon engineering recommendations and asked the contractor to price them. The contractor made some additional suggestions on site that contributed to additional savings. Once the engineer finishes writing up the revised design specifications, a change directive will be issued to the contractor with a request for a proposal. The contractor will provide a price and, if acceptable, a deductive change order will be issued. All of this will be done before authorization to proceed will be issued.

Trustee Yturralde moved to authorize staff to award a contract for the asphalt pavement replacement at Sunrise Library in accordance with

Bid No. 13-02 to Las Vegas Paving Corporation for the amount of \$232,000.00. There was no opposition and the motion carried.

Announcements
(Item X.)

The Finance and Audit Committee will meet on Thursday, March 14, 2013, in the Sahara West Library at 4:30 p.m.

The next Board Meeting will be held Thursday, March 14, 2013 in the Sahara West Library at 6:00 p.m.

Public Comment
(Item XI.)

None.

Executive Session
(Item XII.)

Removed from Agenda.

Adjournment
(Item XIII.)

Chair Kirsh adjourned the meeting at 6:53 p.m.

Respectfully submitted,

Keiba K. Crear, Secretary

2013 ATTENDANCE

Appendix A

February 14, 2013 Regular Board Meeting

		2013									
		January 10 Regular Board Mtg	February 14 Regular Board Mtg								
Benavidez	Kelly	P	A-E								
Bilbray-Axelrod	Shannon	P	A-E								
Crear	Keiba	P	P								
Ence	Randy	P	P								
Kirsh	Ron	A-E	P								
Moulton	Sheila	P	P								
Reese	Carol	P	P								
Saunders	Michael	P	P								
Wadley-Munier	Robin	P	P								
Yturralde	Ydoleena	A-E	P								

attended Committee meeting but not a member

A-E Excused Absence
 A-U Unexcused Absence
 as of February 15, 2013



READ ♦ LEARN ♦ ACHIEVE: YOUR LIBRARY'S COMMUNITY IMPACT

The Las Vegas-Clark County Library District provides welcoming and inspiring spaces for reading, learning and achieving, and the tools and resources that families, children, teens and adults need to succeed. The Library is committed to building communities of people who can come together to pursue their individual and group aspirations.

READ

The Library offers a wealth of services and resources that promote reading and provide access to library materials in a variety of formats:

- More than 2.8 million books and other materials in over 36 languages
- High interest materials both fiction and nonfiction, DVDs, books on CD, eBooks, popular music CDs, downloadables for all ages
- Author visits and writing workshops
- Reading programs for kids and teens
- Outreach to schools, child care centers and senior housing
- Online catalog and numerous digital resources for readers

Community Impact: The Library provides free, convenient access to books and other library materials in a wide variety of formats and languages to the 1.5 million people it serves. Many people in the community cannot afford to buy materials themselves, particularly during recessionary times. These library materials support self-directed and group learning, stimulate the imagination, provide enjoyment, and reinforce the pleasure and value of reading. There is no other source for such an extensive collection of titles, formats, and language choices or of professional, objective recommendations and reading guidance.

How Will We Know We've Had an Impact? The Library tracks the use of materials and the relevance of these materials to library users and the community. Building layout, displays, web-based tools, reading promotions and author programs are all designed to inspire existing readers and entice new readers. Yearly goals are set to increase the use of library materials, the number of cardholders, promote reading and ensure that library materials are meeting community needs. Appropriate measurements are taken and analyzed to make sure that goals are being met. Innovative techniques are tried and evaluated.

LEARN

The Library is a learning place for children and adults in all stages of life:

- Learning skills and school readiness for children, birth through kindergarten
- Free homework help for K-12 students online and in the branches through materials and in-person tutors
- Online information through the Library's website on education, government resources, world events and cultural diversity
- Spaces, collections, programs and activities that support self-directed and out-of-school learning to explore and expand personal interests and find success in the workplace, at home and in the community
- Programs for English as a Second Language and adult literacy
- Job skills workshops and programs
- Citizenship classes
- Trained staff to assist learners of all ages and levels

Community Impact: The Library works with hundreds of other community organizations to help ensure that young children are ready to learn when they go to school, develop strong reading skills so that they can do well in school, graduate ready for additional education or training without remediation and successfully enter the workforce. Clark County and the Las Vegas Valley are home to thousands of people who lack basic reading skills or for whom English is not a first language. Many were able to function, even thrive, before the recession. Now there is a general recognition that a high school diploma is a minimal requirement for most jobs, particularly as the local economy works to diversify beyond service and hospitality occupations. People of all ages are attracted to self-directed and group learning as a means of developing a personal interest, preparing for a career or increasing skills. The Library's assets include facilities in 25 locations throughout Clark County, including 14 in the metro area and 11 in outlying areas. Most facilities include meeting rooms of various sizes that can be used for individual, group or community learning activities.

How Will We Know We've Had an Impact? The Library is strategic in evaluating itself and its community partnerships and collaborations to ensure that collections, projects, programs and services are meaningful. This requires intentional focus on the part of the Library and choosing partners who can clearly articulate their intentions and purpose to confirm that they are in alignment with the learning needs of the community. The Library plans its collections and services with the community's aspirations in mind to ensure that assumptions and suppositions are not made in place of accurate knowledge about community needs and desires. The Library creates innovative ways to support connected learning and other new learning modalities.

ACHIEVE

The Library is a place of possibility and a community partner that connects people to information and to each other:

- 13 urban branches, an outreach library and 11 outlying branches serve 1.5 million people across 8,000 square miles
- Programs for self-improvement, health education, financial literacy, business success and more
- Meeting spaces, performing arts centers and art galleries
- Public computers with free access to the Internet and productivity software, free Wi-Fi, computer classes
- Services to the homebound
- Online resources including business and investment databases, legal forms and business plans, trade journals, newspapers and magazines, government information and more

Community Impact: The Library provides safe, inviting, inspiring spaces where community members can connect with their neighbors for mutual benefit. Through its community-based locations and customer-focused collections and services, the Library helps prepare community members to pursue opportunities, meet life's challenges and build flourishing communities. Community members can acquire or expand important life skills in areas such as health, employment, finance and technology. Library facilities are well-located, trusted and neutral, which makes them ideal venues for community meetings and the discussion of community issues.

How Will We Know We've Had an Impact? The Library tracks visitor volume and attendance at library and community-sponsored events, as well as media coverage and stories about the impact library services have had on individual community members. Customer satisfaction surveys, community meetings and focus groups are used to continuously evaluate and recalibrate library facilities, collections and services to make sure that the Library is putting the interests of the community front and center. The Library seeks out community partners that are capable of helping community members achieve their goals.