

(approved July 11, 2013)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, June 13, 2013.

**Present:** Board: K. Benavidez, Chair  
K. Crear M. Saunders  
R. Ence Y. Yturralde  
S. Bilbray-Axelrod S. Moulton  
R. Wadley-Munier M. Francis Drake

Counsel: G. Welt

Absent: R. Kirsh - excused

Staff: Jeanne Goodrich, Executive Director  
Numerous Staff

Guests: Charles Dorsey, Wells Fargo Insurance Services USA, Inc.

K. Benavidez, Chair, called the meeting to order at 6:01 p.m.

**Roll Call and Pledge of Allegiance (Item I.)** All members listed above represent a quorum. Trustees Bilbray-Axelrod and Yturalde attended via telephone. Trustee Yturalde dropped off the line several times, but immediately called back. Trustee Kirsh had an excused absence. Appendix A.

Trustee Saunders led attendees in the Pledge of Allegiance.

<b>Public Comment (Item II.)</b>	None.
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**Agenda (Item III.)** Trustee Wadley-Munier moved to approve the Agenda as proposed. There was no opposition and the motion carried.

**Presentation by Foundation Director and former Trustee Lawrence T. (Tim) Wong. (Item IV.A.)**

Development Director Danielle Milam introduced Foundation Director and former Trustee Lawrence T. (Tim) Wong by saying that Mr. Wong was a founding member of the Foundation's Board of Directors in 2003, a remarkable leader who served two terms as Secretary-Treasurer and two terms as President. Milam said Wong has moved the Foundation forward at every single level.

Ms. Milam continued to say that last year the District gave recognition for Mr. Wong's gift, on behalf of Arcata Associates, which provided funding for the 2012 Summer Reading Program. The 2012 gift enabled the Foundation to partner with R&R Partners, a local marketing firm. From this partnership, the Foundation learned so much about approaching its community and ensuring community members engage with these programs for reading. The 2013 program demonstrated the impact that this kind of gift can give the entire District as staff saw 11,000 children sign up for the this year's Summer Reading Program in the last 12 days. Ms. Milam concluded her introduction by thanking Mr. Wong on behalf of the Foundation Board of Directors for all of his work.

leadership and vision he has provided to both the Foundation and the District.

Mr. Wong thanked Ms. Milam for her introduction and said he is excited to be able today to make a donation, on behalf of Arcata & Associates, Inc. (Arcata), of \$10,000 in support of Club Read and its associated programs. He explained that, as a representative of a business that has been in Las Vegas for over 30 years, Arcata recognized the importance of literacy in the valley. Arcata staff knows the District is such an important part of encouraging children to read at a young age, but also to lay the groundwork for life-long learning. Wong continued by saying that the Summer Reading Program is critical with so many schools on a nine-month cycle, as it is important for children to continue reading over the summer months and to get into the library enables students to be able to achieve this.

Mr. Wong also wanted to thank everyone for the opportunity to have served on both the District's Board of Trustees and the Foundation Board of Directors. He said there is tremendous leadership with new Foundation Board President Keiba Crear and all the new people coming on to the Board of Directors. It is time for the people who have been on for a while to step off and let others help the organization grow.

There was a round of applause as the check was presented.

**Discussion and possible Board action regarding the extension of the Agreement with the Las Vegas-Clark County Library District Foundation, Inc., designating the Foundation as the sole recipient of discarded library materials for the purpose of funding Library District and Foundation programs and projects. (Item IV.B.)**

Ms. Milam said that this next item is requesting the extension of the Agreement between the District and the Foundation, which was originally signed in 2009.

The Las Vegas-Clark County Library District Foundation, an independent 501(c)(3) non-profit corporation, was chartered in 2003 to "aid, support and assist the promotion, growth, and improvement of the Las Vegas-Clark County Library District," and to serve as an "innovative, flexible, and efficient vehicle to facilitate the solicitation and management of gifts, grants, bequests, and devises for the benefit of the Las Vegas-Clark County Library District."

Since that time, the Foundation Board of Directors has shaped a Library District support organization with three major functions: fundraising, advocacy and friend-raising. Today, the Library Foundation strategic direction and activities are aligned to support the Library District's strategic plan: READ LEARN ACHIEVE. The leadership of Tim Wong and Tom Lawyer over the past few years has allowed the Foundation to move forward. There is a dedicated group of people on the Foundation Board of Directors who are very committed to the work of the District.

A major source of the Library Foundation's revenue is derived from sales of donated and discarded materials received from the Library District, as a result of an Agreement entered into between the parties in September 2009. The terms of the Agreement are as follows:

- the Foundation is designated as the sole recipient of restricted revenues from discarded and donated library materials for the purpose of funding Library District and Foundation programs and projects
- the Agreement calls for an annual audit of the Foundation's financial

statements and regular reports to the Library District Board of Trustees on the activities of the Foundation

- it stipulates that the annual budget for these restricted revenues be created by the District's Executive Director in consultation with the Library Foundation

While most of the proceeds come from sales at used bookstores and special sales in thirteen urban branch and two rural branch locations, over the past two years, revenues from online book sales have started to rise.

Bookstore activities are supported by both Foundation volunteers and District youth and adult Volunteer Coordinators, all of whom are integral to the continued health and sustainability of this revenue stream for the Foundation and the District. Ms. Milam highlighted the work of the Coordinator, Leslie Valdes, who also oversees volunteer recruitment and onboarding, bookstore operations, annual volunteer appreciation activities and training for Library branch youth and adult Volunteer Coordinators.

This item requests a three-year extension of the Agreement, as provided for in Section IX. Execution of Agreement, to be executed by the authorized representatives of the District and Foundation on or before July 1, 2013. While previous Agreement extensions have been in line with a contract start date of September 1, 2009, this action also requests an adjustment to the extension term, July 1, 2013, through June 30, 2016, to align with the fiscal year of both the District and the Foundation.

Staff recommends support for this Board action, as the Agreement between the District and Foundation provides substantial benefits to the District and Foundation:

- Foundation book sale revenues have provided support for core Library District services and programs at a time of high demand and drastic cuts in public revenues. With \$175,000 in start-up funding, over the past four years the Foundation has generated an additional \$820,017 in revenues and expended \$812,008 in program support. In the last audited year (FY 2011-2012):
  - o 32% of expenditures went to Library programs and services for children, youth, families and caregivers, including Summer Reading, Teen Tech Week, Spring Break Art Camp, and Homework Help
  - o 31% went to community programs, including the Vegas Valley Book Festival, cultural and adult learning programs (CALL, among others)
  - o 17% went to support for the District's Volunteer Coordinator position and volunteer recruitment, management and recognition activities
  - o 7% went to small branch improvement projects
  - o the remaining 13% supported Foundation marketing, bookstore

operations, bookkeeping, audit and merchandise costs (flash drives and book bags are sold at all branch locations)

o Milam also noted that the Foundation not only plays an important role in supporting District programs with money, but can also support the Summer Reading Program by providing "Book Bucks." Book Bucks are given out for every five books read by participants in Club Read. Recipients are able to go to the District's bookstores and select any book they want. Milam said that she recently received an email from a Branch Manager relating the experience of a young boy who received two Book Bucks. He walked into the branch bookstore and said, "I'm rich!"

- These restricted revenues have also supported a District Volunteer Program Coordinator, who has been instrumental in keeping an active volunteer corps of 350 – 400 volunteers deployed throughout the District at any one time, with 34,000 hours of volunteer time logged through May 2013.
- The Agreement continues to align Foundation and District activities, expand resources for key programs, and increase community visibility for both the District and Foundation as well as facilitating programs to support READ LEARN ACHIEVE.
- As the economy improves and core program budgets like Summer Reading are absorbed back into the District's general operations fund, the Foundation will focus on raising funds for priority and service innovation projects, such as Homework Help, the Youth Media Lab and Family Place grant projects, and raising the visibility of the Library District as an integral part of community development initiatives related to education, workforce and the economy.

Chair Benavidez asked about the Foundation's online book sales, and whether the books are sold online for a nominal fee. Ms. Milam said that Amazon is the District's vendor for online sales. Using a scanner, volunteers determine the value of all donated books. If the book scans above a certain value, in general above \$7, the item is placed online as that will make a profit. Items that do not move in the District bookstore or online are directed to a third-party vendor where the books are sold through 18 channels. The Foundation realizes 50% of the proceeds after paying for freight.

Trustee Crear commented that she is proud to sit on both the Board of Trustees and the Foundation Board of Directors and she valued the work done by Ms. Milam and District Executive Director Jeanne Goodrich. Finally, Crear noted that Trustee Bilbray-Axelrod is the other Trustee who serves on the Foundation Board of Directors.

Trustee Wadley-Munier moved to authorize the Board Chair to sign a three-year extension of the Agreement between the Library District and the LVCCLD Foundation, Inc. and to adjust the contract extension term to start on July 1, 2013, and extend through June 30, 2016.

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### **Meeting, May 9, 2013 and Regular Meeting, May 16, 2013. (Item V.A-B.)**

Meeting held May 9, 2013. There was no opposition and the motion carried.

Trustee Moulton moved to approve the Minutes of the Board of Trustees Meeting held May 16, 2013. There was no opposition and the motion carried.

### **Chair's Report (Item VI.)**

Chair Benavidez reported that she was honored to represent the District at a local radio station, Univision, to let people know about the Summer Reading Program. The station was very excited to hear about the large number of people waiting for the program to start in June and pledged their support to get the word out.

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

Ms. Goodrich started off her report by recognizing Spring Valley Library Branch Manager Nikki Winslow. Ms. Winslow has been selected as one of 40 mid-career librarians to participate in an American Library Association (ALA) leadership institute. Ms. Winslow was given a round of applause and Ms. Goodrich said that, once again, she felt very proud of how staff in the District measure up against other librarians in the country.

Ms. Goodrich next talked about her efforts over the last month, working with different organizations in a process that will culminate in a resolution to be presented at the U.S. Conference of Mayors, meeting in Las Vegas later in June. Goodrich worked with ALA, the federal Institute of Museum and Library Services (IMLS) and the Urban Libraries Council (ULC) on grade-level reading with the U.S. Conference of Mayors to promote the concept of, and underscore the importance of, summer learning. The group is promoting not only library summer reading programs but also programs that may be happening in Boys and Girls clubs or other kinds of city-assisted school learning projects during the summer that work to get the message across that children lose a lot, perhaps one grade level, if they do not keep engaging their minds during the summer by reading. Conversely, if children read five to six books they can return to school at or even above grade level.

This is an important message that the groups want to get across. It's complemented by the message that if children are not reading at grade level by 3<sup>rd</sup> grade, they fall farther and farther behind – many times giving up and dropping out. As attendees know, this is a real issue in Las Vegas, so Goodrich is very pleased Mayor Goodman has agreed to be one of the signatories of the resolution. Goodman will be including information about the District's programs including the Summer Reading Program in her message about this conference. It is a good example of how the District is now being seen as a player in terms of community engagement and development.

Ms. Goodrich reminded Trustees that she selected Tom Fay, currently Executive Director of the Henderson District Public Libraries, as the District's new COO/Deputy Director for Public Services. Mr. Fay emerged as the outstanding candidate from the field of four finalists. The national search resulted in 43 applications, which were winnowed down to eight semi-finalists and then four finalists, who were interviewed by three different panels the week of May 27. Fay brings a

breadth of experience to the District, as well as extensive regional and statewide knowledge. Goodrich is looking forward to working with Fay and orienting him to the District – he has already begun setting up meetings with staff. Fay's start date will be July 22.

Finally, Ms. Goodrich wanted to acknowledge again the recent Sahara West Library Small Business Expo that took place on May 18<sup>th</sup>. While both Deputy Director Robb Morss and Ms. Milam mentioned this event in their reports, Goodrich wanted to underscore the huge success this event was and what a terrific job staff did in pulling it off. She felt it was very inspiring. Goodrich dropped by for a while at the event, and had trouble finding a place to park! Foundation Director Tom Lawyer had just finished a presentation, people were talking with people at resource tables, attending presentations, networking, and enjoying lunch from the food truck parked in front of the library doors. The event did exactly what it was designed to do...and certainly was congruent with the District READ LEARN ACHIEVE service priorities!

The success of the Small Business Expo, as well as several other meetings, led Ms. Goodrich to the realization that the District facilities can work very well with hosting small conferences of 200-300 people. She mentioned the Nevada Broadband Conference which took place at the same location last fall. This success has caused her to think that there are other things that the Sahara West Library can do as the District continues to think how it can best use its facilities to carry out the priorities of READ LEARN ACHIEVE.

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**    None.  
**(Item VIII.)**

**Consent Agenda**

Trustee Moulton moved to approve the Consent Agenda, which included the items listed below:

**Discussion and possible Board action regarding changing urban branch service hours to 10:00 a.m. – 8:00 p.m. Monday through Thursdays effective September 3, 2013.**

Changing the service hours of urban library branches to 10:00 a.m. - 8:00 p.m. Monday through Thursday, effective September 3, 2013.

Authorizing staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$50,000 for Fiscal Year 2013-2014, as approved in the District's Adopted Budget by the Board of Trustees.

**Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$50,000 for Fiscal Year 2013-2014.**

Authorizing the Executive Director to award a contract to Unique Management Services, Inc. to provide library materials and debt collection services for one year and to authorize staff to extend the contract for four, one-year renewals in subsequent years subject to funding being available and the vendor continuing to meet specifications as outlined in the contract documents.

There was no opposition and the motion carried.

**Discussion and possible Board action regarding contract award for Library Materials and Debt Collection Services with Unique Management Services, Inc. (Unique) for one year with options to extend the contract for four (4), one-year renewals.**

**(Item IX.A.1-3)**

**Discussion and possible Board action regarding contract award for property and**

General Services Director Steve Rice invited Trustee Crear to report on the Risk Management Committee Meeting, which took place at 4:00 p.m. today.

Trustee Crear reported that the Committee met with Mr. Rice and Wells

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**casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2013. (Item IX.B.)**

Fargo representative Charles Dorsey to review the District's insurance coverage, the two proposals received as well as the marketing of the policy. Mr. Dorsey also provided a description of the specific coverage that is provided.

Trustee Crear moved to authorize staff to award a contract, through Wells Fargo Insurance Services USA, Inc., to Philadelphia Indemnity Insurance Company at an annual premium of \$293,207 for property and casualty insurance for the policy year commencing on July 15, 2013. There was no opposition and the motion carried.

Trustee Crear moved to authorize staff to award a contract, through Wells Fargo Insurance Services USA, Inc., to Philadelphia Indemnity Insurance Company at an annual premium of \$26,695 for public officials and employment practices liability insurance for the policy year commencing on July 15, 2013. There was no opposition and the motion carried.

**Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2013-2014 and accompanying Resolution 2013-01. (Item IX.C.)**

Chair Benavidez reported that the election of Board officers for Fiscal Year 2013-2014 has been tabled until the July 11, 2013, meeting. The Nominating Committee members will be contacted to set up a new meeting.

Chair Benavidez then advised that Treasurer Michael Saunders will continue in his role until a new Treasurer is elected.

Trustee Crear moved to approve Resolution 2013-01 which allowed Treasurer Michael Saunders to serve until a new Treasurer is elected. There was no opposition and the motion carried.

Resolution 2013-01 is attached as Appendix B.

**Announcements (Item X.)**

Trustee Moulton reported on the June 4 meeting of the State Council on Libraries and Literacy, of which she is a member. One of the programs highlighted at that meeting was the District's CALL program. Many compliments were extended to the program at that state-level meeting. Moulton said she reported on the District's May trustee meeting, at which CALL students were recognized.

The next Board Meeting will be held Thursday, July 11, 2013, in the Centennial Hills Library at 6:00 p.m.

**Public Comment (Item XI.)**

None.

**Executive Session (Item XII.A.)**

Chair Benavidez advised attendees that the Executive Session would be closed and said that it would cover the Executive Director's performance evaluation for the period June 17, 2012, through June 16, 2013. Trustee Crear moved to adjourn into Executive Session. There was no opposition and the motion carried. Trustees adjourned into Executive Session at 6:27 p.m.

Trustee Yturralde did not participate in the Executive Director evaluation.

Trustee Crear moved that the Regular Session be reconvened. There

was no opposition and the Regular Session reconvened at 6:58 p.m. Trustees Bilbray-Axelrod and Yturralde were not on the line when the meeting reconvened.

**Possible Board discussion and action regarding the Executive Director's performance evaluation for the period of June 17, 2012 through June 16, 2013. (Item XII.B.)**

Chair Benavidez announced that Trustees agreed to award the Executive Director an overall performance evaluation score of OUTSTANDING.

The Evaluation form is attached as Appendix C.

**Adjournment (Item XIII.)**

Chair Benavidez adjourned the meeting at 6:59 p.m.

Respectfully submitted,

Keiba K. Crear, Secretary

# 2013 ATTENDANCE

## APPENDIX A

### JUNE 13, 2013 REGULAR BOARD MEETING

2013		January 10 Regular Board Mtg	February 14 Regular Board Mtg	March 14 Finance & Audit Cmte	March 14 Regular Board Mtg	April 11 Finance & Audit Cmte	April 11 Regular Board Mtg	May 9 Special Board Mtg	May 16 Regular Board Mtg	June 13 Risk Mgmt Cmte	June 13 Nominating Cmte	June 13 Regular Board Mtg
Benavidez	Kelly	P	A-E	P	P	A-E	P	P	A-E	P	P	P
Bilbray-Axelrod	Shannon	P	A-E		P		P	P	P	P	P	P
Crear	Keiba	P	P	P	P	P	P	P	P	P	P	P
Drake*	Marilyn	X	X	X	X	X	X	A-E	P			P
Ence	Randy	P	P	P	P	P	P	P	P			P
Kirsh	Ron	A-E	P		P		P	P	P	A-E	A-E	A-E
Moulton	Sheila	P	P	P	P	P	P	P	P	P	P	P
Reese**	Carol	P	P		P	P	P	X	X	X	X	X
Saunders	Michael	P	P	P	P	P	P	P	P	P	P	P
Wadley-Munier	Robin	P	P		P		P	P	P	P	P	P
Yturralde	Ydoleena	A-E	P	P	P	P	P	P	P	P	P	P

attended Committee meeting but not a member

A-E Excused Absence  
A-U Unexcused Absence

\* Appointed for a term beginning April 18, 2013  
\*\* Term expired April 17, 2013

as of June 13, 2013

## Resolution 2013-01 Authorizing Checking Account Signature

WHEREAS, the Las Vegas-Clark County Library District (LVCCLD) adopted a Resolution on the 14<sup>th</sup> of June, 2012 providing that Deputy Director, Chief Financial Officer Frederick J. James, Jr. and LVCCLD Board of Trustees Treasurer Michael Saunders were designated with the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District and an engraved signature plate was prepared in their names; and

WHEREAS, Michael Saunders, Treasurer of the LVCCLD Board of Trustees will complete his year term on June 30, 2013; and

NOW, BE IT RESOLVED that the following individuals shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District as of July 1, 2013 *until a new Treasurer is elected at the July 11, 2013 Board Meeting*  
Frederick J. James, Jr., Deputy Director, Chief Financial Officer and Michael Saunders, Treasurer of the LVCCLD Board of Trustees

AND, THEREFORE RESOLVED that Frederick J. James, Jr., Deputy Director, Chief Financial Officer, as the acting representative of the LVCCLD and Michael Saunders, Treasurer of the LVCCLD Board of Trustees shall be authorized to execute any and all checks on behalf of the Las Vegas-Clark County Library District ~~until June 30, 2014.~~

This Resolution shall be spread at large, upon or attached in full to the minutes of the Las Vegas-Clark County Library District Board of Trustees.

PASSED, ADOPTED and APPROVED, this 13<sup>th</sup> of June 2013, LVCCLD Trustees.

  
\_\_\_\_\_  
Kelly Benavidez, Chair

  
\_\_\_\_\_  
Attest: Member, Board of Trustees

**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
EXECUTIVE DIRECTOR  
PERFORMANCE EVALUATION  
SUMMARY**

EXECUTIVE DIRECTOR:

JEANNE GOODRICH

EVALUATION EFFECTIVE DATE:

6-14-2013

**Achievements Relative to Objectives for this Evaluation Period**

Note: Executive Director may provide list of accomplishments for this evaluation period to the Board of Trustees.

Comments:

(challenges) leadership, thru both positive and negative issues. Set the standard for staff and board. Impressed with leadership with staff and guidance provided to board. Professionalism, Respect

**Future Goals and Objectives**

Note: Executive Director may provide list of proposed goals and objectives to the Board of Trustees.

Specific Goals and objectives to be achieved in the next evaluation period:

Please see attached handout "Executive Director Accomplishment FY 2012-2013"

**Overall Evaluation Score**

Rating (circle one):

Outstanding

Exceeds  
Expectations

Meets  
Expectations

Below  
Expectations

Needs  
Improvement

**Merit Increase Recommendation**

The Board of Trustees recommends the Executive Director receive an annual increase to the next step.

Increase (circle one):

YES

NO

Comments:

No merit would be given if possible. Excellent Year!

**BOARD OF TRUSTEES**


**CONCURRENCE**

  
Chair

☒ YES / ☐ NO

N/A  
Vice Chair

YES / NO

  
Secretary

☒ YES / ☐ NO

  
Treasurer

☒ YES / ☐ NO

  
Trustee

☒ YES / ☐ NO

  
Trustee

☒ YES / ☐ NO

  
Trustee

☒ YES / ☐ NO

Bill Bray Axelrod via phone vote  
Trustee

☒ YES / ☐ NO

N/A  
Trustee

YES / NO

N/A  
Trustee

YES / NO

**EXECUTIVE DIRECTOR ACCOMPLISHMENTS: FY 2012-2013****GOALS**

- Continue close monitoring of expenditures; prepare balanced and sustainable FY 2013-2014 budget
  - Cost reduction and containment measures, including wage and health insurance cost concessions obtained from Teamsters 14 two years ago have resulted in two years of budgetary and staffing stability. We set aside funds at the end of last fiscal year sufficient to retire our medium-term debt, which means we can plan for the gradual restoration of services lost during the years of cutbacks and begin planning with a bit more latitude than we've had during the last three years. The FY 2013-2014 budget allows for the addition of an additional hour of service in the urban branches (M-Th, 7-8 p.m.), needed deferred and current facility maintenance and repair projects, restoration of public services staff to meet workload demands, and retains a 15% allocation for library materials. As in past years, revenues and expenditures have been projected conservatively to determine that the proposed budget and future budgets are sustainable under current assumptions.
- Working with Executive Council and District managers, develop work plans to implement services congruent with service priorities identified during the strategic planning process
  - The Strategic Framework, *Read Learn Achieve*, was finalized during the last fiscal year and staff groups, under the guidance of Assistant Public Services Director Jenn Schember, have begun the process of identifying and selecting goals, objectives and measurements to apply under the major service initiatives. In many cases, we will keep the same statistics so that we continue to have comparable, longitudinal data. In other cases, we'll be working to find ways to

collection more qualitative data, to ensure that our programs and services are responsive to current community needs.

- Prepare for and oversee negotiations with Teamsters 14 (current contract runs one more year, expiring June 30, 2013)
  - Negotiations began as scheduled in January and, as of April, have proceeded smoothly and positively. All non-economic contract changes had been tentatively agreed to by April, with the economic issues to be addressed once property valuation figures are released by the state and health insurance costs provided by the Teamsters Trust (the District's healthcare provider). I've met with the management team throughout the process. Deputy Director/CFO Fred James and his staff have provided estimates of various salary and benefits cost scenarios, which I've reviewed both with appropriate Business Office staff and management negotiating team members. Both sides are aware of the importance of reaching a final agreement by the end of the fiscal year.
- Oversee completion of Mesquite Library addition, provide expanded materials collection and required staffing
  - The Mesquite Library addition opened to an enthusiastic crowd on July 16, 2012. This was a very gratifying project. Usage continues to be up about 20% and we continue to hear positive comments about the expanded space, larger collection, and additional number of public computers. Steve Rice did a great job of managing the project, Mesquite staff did a wonderful job of providing services during the construction phase, and IT and General Services staff made sure everything was ready to go on time.
- Continue to monitor usage of emedia, new platforms and services provided by vendors, and national developments in emedia publishing and digital rights management
  - Electronic formats and downloadables continue to be an evolving format, with a variety of vendors providing a variety of types of services. We're still experiencing strong increases in usage, but

overall the usage of e-books and other downloadables accounts for about 4% of overall circulation. I try to keep up with what is happening in the industry and what professional groups, such as the Digital Content Working Group of the American Library Association are doing to monitor and influence developments in this fluid area. We continue to increase the budget for e-books and downloadables and in early 2013 added a new service, Zinio, which allows library cardholders to download a number of magazines to their computer or mobile device for free. The magazines are available to read as long as the user wants and can be read on multiple devices. Our vendor, OverDrive, has enhanced the e-book reading experience by providing a new feature, which allows a patron to immediately read the book in his browser rather than first downloading the book, then accessing it through additional software.

- Prepare for 2013 legislative session and serve as District liaison to government relations representatives. Keep Board updated on issues that could impact District.
  - I briefed representatives from Kaempfer Crowell Renshaw Gronauer & Fiorentino (Kaempfer Crowell) on the legislative issues we wished to monitor and provided background on the proposed changes to the consolidated tax (CTX) distribution formula. Robert Crowell and Jennifer Lazovich met with the Board in December to provide a preview of the upcoming legislative session, key issues, and to discuss issues of District interest. Board and Executive Council members were provided with access to the bill tracking database maintained by Kaempfer Crowell. Other than the CTX bill, which passed and was signed by the Governor, there were no other legislative actions that had major impact on the District.
- Develop and implement outlying branch service and usage analysis, with recommendations to Board in time for preparation of FY 2013-2014 budget
  - General analysis of the usage of outlying branches has been conducted but we are not recommending changes in service hours or locations at this time. We will continue to monitor the usage of

outlying branches, particularly those that are close to other branches and/or are experiencing declines in population.

- Continue working with partners to support the development and improvement of reading skills and to foster the love of reading
  - The District continues to develop and strengthen partnerships with United Way, Three Square, The Boys and Girls Clubs, and a variety of workplace skill development partners. Our own CALL program continues to be recognized by the Nevada Department of Education, Office of Career, Technical & Adult Education, as a top-performing program in the state in outcomes, persistence, and continued increased enrollment. CALL met or exceeded the state performance targets in five of the six Educational Functioning Levels for English Literacy. The District was invited by the Gard Jameson Fellowship to participate in meetings with other community leaders, which we did, focusing on education and workforce issues. The District was also invited to participate in the Family Place initiative, which is designed to promote early childhood literacy skills development, which is the basis for reading and school success. We were successful in applying for an LSTA grant with the state library to fund a project which will allow us to work with the Clark County School District to track the achievements of students who enroll in our Summer Reading Program.

## **ADDITIONAL KEY ACCOMPLISHMENTS**

- Worked with EC members and Board members to resolve Performing Arts Center/meeting room fees issue. This was a very time consuming process, involving multiple meetings with elected officials and the negotiation of a compromise fee schedule with the very able assistance of Guy Hobbs.
- Working with Library Council members, concluded "PC equity" project in six branches to bring the number of PCs in children's departments up to at least six.

- Hired space consultant who is an expert in children and teen spaces in public libraries to look at Sunrise and Rainbow libraries and make recommendations on renovations which would allow for better services to children and teens. Implementation will be planned in future budgets, as funds allow.
- Continued to attend CTX study group and local government work sessions to represent District interests and participate in development of new funding formula. AB 68, which represented the recommendations of the study group, passed both houses unanimously and has been signed by Governor Sandoval.
- Continued use of internal communications mechanisms, open door accessibility policy, participation in District Department Heads meetings, Youth Services Summit, and Outlying Branch Retreat, and attendance at selected District events and staff activities, such as Vegas Valley Book Festival, Dia de los Ninos/Dia de los Libros, Aid for AIDS of Nevada and Making Strides Against Breast Cancer walks.
- Continued to develop and expand working relationships with local partners. Invited to participate in Gard Jameson Fellowship, which afforded additional networking opportunities. Sought additional leadership training through the Fellowship initiative.
- Conducted 26 informational meetings with staff on budget issues and strategic framework.
- Moderated three *Library Journal* webcasts on topics related to data-driven collection analysis, customer segmentation studies and data analytics, and data-driven decision making. I feel honored to have been asked by *Library Journal* Editor-in-Chief Mike Kelley to participate in these webcasts.
- Provided availability for interviews with local media and reporters, prepared for and presented programs on KNPR, wrote book pick reviews for *VegasSeven* magazine.
- Worked with HR Director Jerilyn Gregory on Deputy Director/COO recruitment process. Plan to have new Deputy Director in place on or near July 12.

## **PROPOSED GOALS FOR FY 2014**

- Continue close monitoring of expenditures; prepare balanced and sustainable FY 2014-2015 budget.
- Working with Executive Council, Library Council, managers and staff, continue implementation of *Read Learn Achieve* strategic framework.
- Working with American Library Association conference and program staff, District and local library staff, host a successful ALA Annual Conference.
- Build on Jameson Fellowship leadership and networking experiences to build strong, productive collaborations with other organizations and agencies that have service goals congruent with *Read Learn Achieve*.
- Oversee the Performing Arts Center/meeting room rate analysis study (which will include a recommendation regarding methodology to use to periodically increase rates), to be conducted by Hobbs & Ong.
- Prepare and plan with you (to the extent you request) a successful recruitment process for my successor.