

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
June 12, 2014
(approved July 10, 2014)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Clark County Library, Las Vegas, Nevada, at 6:15 p.m., Thursday, June 12, 2014.

Present: Board: K. Crear, Chair M. Saunders
R. Ence Y. Yturralde
K. Benavidez S. Bilbray-Axelrod
S. Moulton R. Wadley-Munier (via telephone)
M. Francis Drake F. Ortiz

Counsel: G. Welt (via telephone)

Absent: None

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests: Charles Dorsey, Wells Fargo Insurance Services USA, Inc.
Jim Chachas, Hobbs, Ong & Associates Inc.
Guy Hobbs, Hobbs, Ong & Associates Inc.

K. Crear, Chair, called the meeting to order at 6:04 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Wadley-Munier and Counsel Welt attended via telephone. Appendix A.
Trustee Francis Drake led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

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

Approval of Proposed Minutes Regular Session, May 15, 2014. (Item IV.A.) Executive Director Goodrich asked that a correction be made to the May 15, 2014 Regular Board Meeting Proposed Minutes. In the week after the meeting staff found an error in the original calculation of the number of employees in the Programming and Venues Services Department which affects the total number of additional FTEs for the District in the FY 2014-2015 Budget. There will be 15.35 additional FTEs, not 10.35 additional FTEs. The dollar amounts for these additional FTEs were correct in the original information. The corrections will be made on page six of the Minutes and page 26 of Appendix B.

Trustee Moulton moved to approve as corrected the Minutes of the Board of Trustees Meeting held May 15, 2014. There was no opposition and the motion carried.

Chair's Report (Item V.) The Institute of Museum and Library Services (IMLS) Medal for Library Service received by the District was shown to the Trustees at the meeting. Executive Director Goodrich said that she has been discussing with General Services Director Rice the creation of a trophy

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wall to display the medal and other honors received by the District in the reception area at the Windmill Service Center. Goodrich added that Senator Heller's office just sent a copy of a statement in the Congressional Record made by the Senator. Senator Heller praised the District's achievements in winning the medal and made a personal statement about his family all being library users and supporters. The statement is beautifully presented and will be framed and displayed in the reception area as well.

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

Trustees had no questions on the reports.

Trustee Moulton moved to accept Reports VI.A. 1-7. There was no opposition and the reports were accepted.

Ms. Goodrich directed Trustees' attention to a pack of notecards and chips at each Trustee seat. She explained that these will be given out at the District's booth at the ALA conference which will be in Las Vegas June 26-July 1. The pictures on the cards are taken from the ads that run on the big screens at the airport when there is unsold space and the wrappers celebrate the District's win of the IMLS medal. The chips have the District's logo on one side and the Welcome to Las Vegas logo on the other side. These items are the products of the District's Marketing staff's creativity and hard work.

Ms. Goodrich was excited that all Trustees except Trustee Ence will be attending the conference and hoped they would stop by the District's booth. She noted that all District staff and Trustees should be ready to be ambassadors for Las Vegas. The District will host tours for delegations from China at the Sahara West Library and South Korea at the Windmill Library. Goodrich said that the Windmill Library and Service Center will be one of the stops on a tour hosted by the ALA's Library Leadership and Management Association (LLAMA). The other stops will be the Paseo Verde Library in Henderson and the UNLV Library. IT Director/CIO Al Prendergast will host a visit and Goodrich mentioned that other scheduled visits included representatives from the FCC and the Stockholm Public Library.

Ms. Goodrich said she had more presentations scheduled at this convention than ever which has entailed a lot of preparation on her part. She also mentioned that staff has translated information about the Sahara West Library into Mandarin, assisted by cataloguer Monica Song, who will also serve as translator for the tour by Chinese librarians. Many staff will be attending the conference and are also doing good work to show off the District at the branches. A list of staff attending will be provided to Trustees. Goodrich also said that she understands that registration is ahead of the last time the ALA conference was in Anaheim, noting that registration for west coast locations usually trails those conferences scheduled in the mid- or east-coast locations, so she is happy that the number is higher.

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

No questions.

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Business Office Report (Item VI.A.2.) No questions.

Human Resources Report (Item VI.A.3.) No questions.

Information Technology Report (Item VI.A.4.) No questions.

General Services Report (Item VI.A.5.) No questions.

Marketing Report (Item VI.A.6.) No questions.

Development Report (Item VI.A.7.) No questions.

Unfinished Business (Item VII.) None.

Discussion and possible Board action regarding contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2014. (Item VIII.A.)

General Services Director Steve Rice reported that the Risk Management Committee had met earlier in the afternoon to review the marketing efforts and proposal for insurance.

Trustee Ence 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 \$337,387 for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2014 and to authorize staff to extend the contract for up to three subsequent policy years in accordance with the terms and conditions of a negotiated "rate level" agreement, subject to review by Counsel. There was no opposition and the motion carried.

Discussion and possible Board action regarding the Hobbs, Ong & Associates, Inc. (Hobbs Ong) report. (Item VIII.B.)

In September 2012, the District lowered certain venue rental costs after considerable public input regarding the increase in rates. At that same meeting, the Board of Trustees approved a small increase to tech staff rates which was authorized for September 2013. This small \$5 per hour increase was instituted in November 2013 to better align with the actual cost of providing technicians.

To better understand local and regional venue inventory and fees, Hobbs Ong was engaged to prepare an inventory of similar facilities in Clark County (public and private, including Library District facilities) and a schedule of rates and charges for the use of such facilities that

included meeting rooms, conference rooms and Performing Arts Centers. This inventory was to indicate whether the facilities were managed by owners or outsourced to other service providers. Hobbs Ong was also to prepare a summary of different methodologies used by owners of facilities to adjust rates from time to time, if necessary.

The Hobbs Ong presentation, given by Jim Chachas of Hobbs Ong is attached as Exhibit B.

Ms. Goodrich, Tom Fay, Deputy Director/COO, Mr. Chachas and Guy Hobbs of Hobbs Ong then participated in the wide-ranging discussion with Trustees that followed the report presentation.

Trustees wanted to understand the purpose of the Hobbs Ong report and were advised that the purpose of this report was to learn where the District was in terms of the types of venues, prices and types of management system used in other facilities in the local area as well as libraries around the state and country. This would be used to improve management of these facilities as well as understanding the types of information needed by staff to propose policy changes to the Board that staff, Trustees and patrons can clearly understand.

Mr. Fay emphasized that staff needed to figure out the types of use and the types of users of District venues (which include the District's programming) before making changes that would affect these spaces.

Ms. Goodrich stressed the need to obtain information on the actual costs of operating each type of venue, which includes maintenance and equipment replacements as well as staffing costs, prior to making further changes.

Ms. Goodrich said the District had, in the past, run the venues like a library with a couple of meeting rooms. Instead, the District's facilities are more diverse than most library districts in the country and require a more sophisticated level of management. In the past, staff had managed the facilities more in terms of the numbers of users, rather than looking at the diverse venues the District has or truly understanding who used the different venues. This was due to a number of reasons and was in no way the fault of staff. In addition, maintenance, replacement and staffing costs were considered as part of the formula.

Mr. Fay detailed the actions staff have taken since the last time this issue has come before the Trustees. They include the formation of a new department, Programming and Venues Services (PVS), the hiring of a manager to head it, as well as the actions of staff to determine what data is important. Staff is also looking at the partnerships the District has so staff knows what each one entails. Staff is researching software to track user information and assist in booking the facilities and tracking the hours used as well as the staffing and maintenance needs. The current software is more suited to simply booking meeting rooms and is unable to handle the performing arts centers or different categories of user. The PVS staff and the Business Office must do all the tracking and billing by hand.

Mr. Fay detailed the action of staff to evaluate the types of data the District is collecting and how it is presented so that staff and Trustees have a better idea of how the District is doing in different areas to fulfill the objectives of the District's strategic framework, READ LEARN ACHIEVE.

Trustees, remembering the public concern about the issues last time, seemed to favor a process that included them at all stages, wanting information about tasks to be completed as well as a timeline and not wanting the process to drag on. Trustees felt the District venues needed to be available as much as possible for District and public use but also were concerned about the actual costs of maintenance, equipment replacement and staffing. They wanted to ensure that information about those costs would be clearly understood so patrons would understand why and how fees needed to change. They favored the use of data so that staff could explain how each facility was being used by different groups. Trustees wanted all of the District's meeting and performance spaces to be evaluated for use, not forgetting their location in terms of supply and demand. Investigation of different types of management approaches, such as those used by other entities, was also suggested. They were in favor of cost recovery for the staffing and use of these facilities, but understood that it might take time to get to that level due to the fact that some of the cost increases to achieve this level would be steep and hard to understand by the public and may not be cost-effective in terms of the market.

Mr. Chachas and Mr. Hobbs applauded the District staff and Trustees for investigating an area that brings in from .25% to .5% of 1% of the annual general fund revenues. They noted the passion that staff, not only at the District, but in other library venues, had for making space available to their public. Mr. Hobbs reflected that this is a challenging issue for many public entities due to a prevailing view that the public paid for the space to build these facilities and the misunderstanding that there are significant ongoing costs to operate and equip them. They offered their assistance for further analysis in a cost of services study, if the District determines one is necessary.

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 2014-2015.

IT Director, CIO Al Prendergast presented this annual item for ongoing IT purchases to the Board. He explained that in Fiscal Year 2002-2003, the District established a Technology Replacements and Upgrades Program. The Program was established for the replacement of the District's aging technology assets. This year's budget includes replacement equipment for approximately 240 of the District's computers that are over five years old, a new wireless communication system for Public Services, and the replacement of several public copiers with multi-function devices to provide scanning capabilities for patrons and staff.

Mr. Prendergast continued to say that the funding for these purchases is budgeted in the Technology Replacements and Upgrades Program of the Capital Projects Fund, as approved by the Board of Trustees in the Fiscal Year 2014-2015 Adopted Budget.

(Item VIII.C.)

The purpose of this agenda item is to pre-approve all Fiscal Year 2014-2015 technology purchases over \$50,000. Rather than separately submitting each purchase request over \$50,000 to the Board of Trustees for approval, as required by the District's Purchasing Policy, the Information Technology Department is respectfully requesting that the Board of Trustees give staff the authorization to approve technology infrastructure equipment purchases over \$50,000.

NRS 332.115 exempts these items from the formal bidding process. However, as practiced by staff, multiple informal bids will be solicited and each purchase will be reviewed and evaluated by the Information Technology Department's staff for best possible pricing, and alternatives will be explored prior to purchasing.

Trustee Yturralde moved to authorize staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$50,000 for Fiscal Year 2014-2015, as approved in the District's Adopted Budget by the Board of Trustees. There was no opposition and the motion carried.

**Discussion and possible Board action regarding authorization to negotiate the sale of a 0.082 acre portion of the Mt. Charleston Library property to clear up an encroachment issue with an adjacent property owner.
(Item VIII.D.)**

Facilities Director Steve Rice explained that in 1985 the District purchased the property where the Mt. Charleston Library is located knowing there were encroachment issues that existed on the south border. Several of the residential structures along Aspen Avenue encroached on District property.

In 1988 the District offered owners of the encroaching structures an opportunity to resolve the matter by transferring enough land to each owner to clear the encroachments through the use of quitclaim deeds. The cost to the owners was an equal share of the cost of the survey work needed to identify the land to be transferred which worked out to approximately \$350 per parcel. All but two of the owners participated due to their belief that they owned more property or other issues. Since that time, one of the remaining encroachments was resolved through use of a License and Easement Agreement entered into in 2009. In general, the agreement allows for the occupation of the structure on the property until a structural event makes it uninhabitable. The property then reverts back to the District. The second encroachment remains unresolved.

Mr. Ralph Cordell is owner of the encroaching residential structure that remains unresolved. The majority of his residence is encroaching on District property. Last fall, Mr. Cordell requested that the District sell him the land under his residence as well as enough land for the required setback and access to Aspen Avenue. The size of the land area is 0.082 acre or 3,559 square feet. Mr. Cordell paid the \$3,500 cost of the appraisal needed to determine the value of the land. The appraisal is very detailed to satisfy both the District and County scrutiny. The appraised value is \$32,000 and would serve as a starting point for negotiations.

Staff recommends the sale of the 0.082 acre of land to Mr. Cordell in order to permanently resolve the encroachment issue. The final terms

of the sale will need to be negotiated. Negotiable terms include the cost of the land, survey costs, boundary line adjustment fees, legal costs, etc. Staff intends to bring forward a proposed sales agreement to the Board of Trustees for consideration at a future meeting.

Trustee Benavidez commented that she cannot believe the issue is dragging on and was concerned about the District's liability on the two properties that have unresolved issues as well as maintenance and legal issues on access roads (which are not dedicated streets). Mr. Rice explained that the entire Mt. Charleston area is a mess in terms of access and boundary issues. As Benavidez was asking more questions, Counsel Welt cautioned that the discussion was veering outside of the specific agenda item on whether to approve sale negotiations.

Trustee Ortiz asked whether the parcel to be sold would need to have boundary lines redrawn to conform to the sale and whether the costs would be borne by the buyer. Mr. Rice said that the boundary lines would need to be redrawn but said that the costs would have to be negotiated. Ortiz then wanted to know if the deal, if concluded, would lead the party with the License and Easement Agreement to expect a renegotiation of her deal. Rice said that Counsel has advised him no. Ortiz then asked if the other parcel holders would see an opportunity to encroach and Rice said that staff watches the area closely but feels those properties are long settled and that the District does have legal rights if those owners do encroach.

Mr. Rice explained that the situation came up as the parcels in question, which were originally 50 feet x 50 feet, were supposed to be cabins associated with a resort that later burned down. The parcels were located on the side of a hill and the original owners simply built on the flatlands, which later became District property.

Trustee Yturralde then asked if the proposed negotiation fell through, what Mr. Rice would suggest as the District's fallback position. Rice said he would probably then suggest a License and Easement Agreement similar to the one existing with the other property.

Trustee Saunders moved to authorize staff to negotiate the sale of a 0.082 acre portion of the Mt. Charleston Library property to clear up an encroachment issue with an adjacent property owner and to bring forward a proposed sales agreement to the Board of Trustees for consideration at a future meeting. There was no opposition and the motion carried.

Discussion and possible Board action regarding election of Board officers for Fiscal Year 2014-2015 and accompanying Resolution 2014-01. (Item VIII.E.)

Nominating Committee Chair Saunders reported that the Committee met just prior to the Regular Board Meeting and recommended the following slate of officers to the Board:

Chair – Keiba Chair
Vice-Chair – Michael Saunders
Secretary – Randy Ence
Treasurer – Ydoleena Yturralde

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All trustees named accepted their nominations.

Chair Crear asked if there were nominations from the floor for each office in turn. There being none, Trustees Saunders moved that the proposed slate of officers be elected to the positions named. There was no opposition and the motion carried.

Trustee Bilbray-Axelrod moved to pass Resolution 2014-01 authorizing Fred James, CFO and newly elected Treasurer Ydoleena Yturalde to execute checks on behalf of the Library District. There was no opposition and the motion carried.

Resolution 2014-01 is attached as Exhibit C.

**Announcements
(Item IX.)**

A Public Forum to meet the finalists for the position of Executive Director of the District will be held on Monday, June 16, 2014 between 5:30 and 7:30 p.m. in the Lecture Hall at the West Charleston Library, 6301 W. Charleston Blvd., Las Vegas, Nevada 89146.

There will be a Special Board Meeting on Tuesday, June 17, 2014 at 2:00 p.m. in the Boardroom at the Windmill Library and Service Center, 7060 W. Windmill Lane, Las Vegas, Nevada 89113.

The next Board Meeting will be held Thursday, July 10, 2014, in the Centennial Hills Library, 6711 N. Buffalo, Las Vegas, Nevada 89131.

**Public Comment
(Item X.)**

None.

**Executive Session –
Discussion
regarding the
Executive Director’s
performance
evaluation for the
period June 17,
2013 through June
16, 2014. This will
be a closed session
estimated to require
up to 45 minutes.
(Item XI.A.)**

Chair Crear advised attendees that the Executive Session would be closed and said that it would cover the Executive Director’s performance evaluation. Chair Crear adjourned the meeting into Executive Session at 7:41 p.m.

Chair Crear reconvened the Regular Session at 8:36 p.m.

**Possible Board
discussion and
action regarding the
Executive Director’s
performance
evaluation for the
period of June 17,
2013 through June
16, 2014.
(Item XI.B.)**

Jeanne Goodrich, Executive Director of the Las Vegas-Clark County Library District, began working for the District on June 17, 2009. This is her fifth performance evaluation.

Chair Crear reported that the Trustees were awarding the Executive Director an overall performance evaluation score of Outstanding + + +. Crear added that the Board appreciated Ms. Goodrich’s excellence and leadership during the last five years. Goodrich will be missed upon her departure later this year.

Chair Crear moved to award the Executive Director a one-step increase in pay, which comes out to an approximately 4% increase. There was

no opposition and the motion carried.

The Performance Evaluation Summary is attached as Exhibit D.

Adjournment
(Item XII.)

Chair Crear adjourned the meeting at 8:38 p.m.

Respectfully submitted,

Randy Ence, Secretary

2014 ATTENDANCE

Appendix A

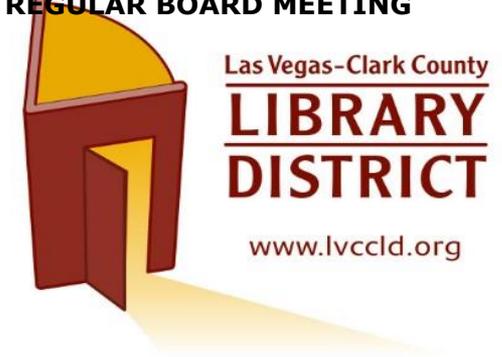
June 12, 2014 Regular Board Meeting

2014		January 9 Regular Board Mtg	January 22 Special Board Mtg	February 13 Risk Mgmt Cmte	February 13 Regular Board Mtg	March 13 Regular Board Mtg	April 10 Finance and Audit Cmte	April 10 Regular Board Mtg	May 15 Regular Board Mtg	June 12 Risk Mgmt Cmte	June 12 Nominating Cmte	June 12 Regular Board Meeting
Benavidez	Kelly	P	A-E	P	P			A-E	P		P	P
Bilbray-Axelrod	Shannon	P	P	A-E	A-E	A-E	P	P	P	P	P	P
Crear	Keiba	P	P	P	P	P	P	P	P	P	P	P
Drake	Marilyn	P	P	P	P	A-E	P	P	A-E	P	P	P
Ence	Randy	P	P	P	P	P	A-E	A-E	A-E	P	P	P
Moulton	Sheila	P	P	P	P	P	P	P	P		P	P
Ortiz	Felipe	P	P	P	P	P		A-E	P		P	P
Saunders	Michael	P	P	P	P	A-E	P	P	P		P	P
Wadley-Munier	Robin	P	P	P	P	P	P	P	P	A-E	P	P
Yturralde	Ydoleena	P	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

as of June 13, 2014



Facility Inventory and Rates and Charges Methodology

Background

- Outgrowth of a process that began some time ago
- Coincident with the recession
- New Economic Environment to the District
- Review Facility Rental Rates
 - April 2011
 - September 2013
- Revisit Policy relating to use of Facilities
- Provide base information and a framework for Facility Policy

Tasks

- Compile an inventory and schedule of rates and charges for:
 - Meeting Rooms
 - Conference Rooms
 - Performing Arts Centers in the urban Las Vegas Valley
- Prepare a report summarizing different methodologies

Organizations Contacted

- Entities contacted:
 - Non-profit organizations or
 - Units of state and local government
 - Casino-Hotel options

Facility Inventory

(Exhibit 1)

- Library Districts
 - Las Vegas-Clark County
 - Henderson
 - North Las Vegas
 - Boulder City
 - Washoe County
- Affiliated Departments
 - Clark County
 - Henderson
 - North Las Vegas
- University of Nevada at Las Vegas
- Community College System of Southern Nevada
- Las Vegas Convention and Visitors Authority Cashman Center
- The Smith Center
- Representative Casino sites

Performing Arts Center Facilities (Exhibit 2)

- Las Vegas Urban Valley
- Western Region of the U.S.

Meeting Rooms

(Exhibit 3)

- Las Vegas Urban Valley
- Washoe County
- Maricopa County, AZ

Amphitheaters

(Exhibit 4)

- Las Vegas Urban Valley
 - The District does not have any amphitheater facilities that are currently available for use

Contracted Management

- City of Las Vegas contracts with the YMCA
 - Centennial Hills and Durango Hills Community Centers
- Clark County contracts with the Las Vegas Urban League
 - Dr. William Pearson Community Center
- City of North Las Vegas contracts with the YMCA
 - SkyView Multi-Generational Facility

-Considerations for outsourcing

- Cost Savings
- Timing of the developments

How often are rates reviewed?

- Annually during budget process
 - Only UNLV had recently adjusted rates. Usually reviews on a 3-year cycle, but went 4 years this time due to recession.
- North Las Vegas – no adjustment in at least 12 years
- City of Henderson and Boulder City do not charge but use must be consistent with Library mission
- Clark County Parks and Recreation - reviews annually but no appetite to raise in many years
- City of Las Vegas recently completed cost of services study and found less than 50% recovery, directed staff to strive for at least 50%
- Washoe County only recently implemented \$20 reservation fee and hopes to rescind when finances improve
- A recurring theme in the pricing for use of facilities was the recognition that the public does pay for the construction and operation of the library facilities and therefore, there is an expectation that the facility will be otherwise free (or very low cost) to them when they enter the facility.

Conclusions

- The District is a provider of much needed public service
- Proactive in addressing a challenging fiscal environment
- Focused on establishing appropriate rates and charges
- Constantly seeking means by which it can provide services more efficiently and economically

Recommendations

- Develop specific plans for library programs and facilities to maximize earning potential consistent with the District mission.
- Develop and or update a policy of fee waivers for discounts for non-profit, governmental uses.
- Develop a partnership policy for library programs offered at District facilities.
- Organize a group of similar service providers to foster discussion, identify emerging issues and establish a forum for the sharing of common interests and the development of best practices among like service providers.
- Undertake a cost of services study for all venues and activities that are available for rent or for which the District charges a fee.

Recommendations (Continued)

- Adjust prices regularly to cover cost increases of personnel, supplies, services and capital outlay
 - CPI adjustments
 - Labor Contract negotiations
 - Security service contract agreements, etc.
 - Eliminate rate shock
- Continue exploration of information technology applications to enhance productivity management processes
- Study alternative means of managing facilities
 - Outsource facilities and management to a public/non-profit entity
 - Ensure compatibility with District mission
 - Evaluate opportunities for cost savings
- Maintain an updated inventory and description of alternative and/or competing facilities to aid in establishing and maintaining a competitive rate structure

Questions?

Resolution 2014-01 Authorizing Checking Account Signature

WHEREAS, the Las Vegas-Clark County Library District (LVCCLD) adopted a Resolution on the 13th of June, 2013 providing that Deputy Director, Chief Financial Officer Frederick J. James, Jr. and LVCCLD Board of Trustees Treasurer Ydoleena Yturralde 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, Ydoleena Yturralde, Treasurer of the LVCCLD Board of Trustees will complete her year term on June 30, 2014; 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, 2014:

Frederick J. James, Jr., Deputy Director, Chief Financial Officer and
Ydoleena Yturralde, 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 Ydoleena Yturralde, 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, 2015.

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 12th of June 2014, LVCCLD Trustees.



Keiba Crear, Chair



Attest: Member, Board of Trustees

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

EXECUTIVE DIRECTOR: _____

EVALUATION EFFECTIVE DATE: 6.12.14.

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: see attachment

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: see attachments

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.

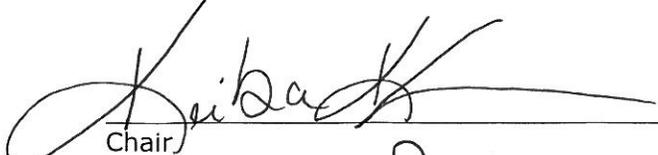
Increase (circle one):

- YES
- NO

Comments: see attachment
Based on outstanding evaluation the entire board recommends and approves a one step increase (4%)

BOARD OF TRUSTEES

CONCURRENCE


Chair

YES / NO


Vice Chair

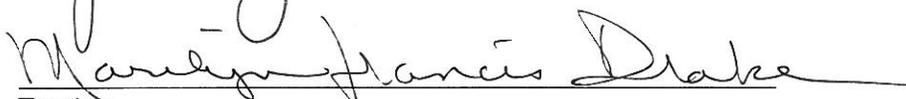
YES / NO


Secretary

YES / NO


Treasurer

YES / NO


Trustee

YES / NO


Trustee

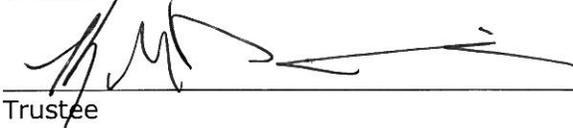
YES / NO


Trustee

YES / NO


Trustee

YES / NO


Trustee

YES / NO

Trustee

YES / NO

EXECUTIVE DIRECTOR ACCOMPLISHMENTS: FY 2013-2014**GOALS**

Accomplishments, both under this heading and the following, are collaborative. I see my job as setting the direction, providing support, asking questions, and providing resources and guidance. The District's wonderful Executive Council and talented staff does the rest.

- Continue close monitoring of expenditures; prepare balanced and sustainable FY 2014-2015 budget
 - After six years of revenue reductions and service cutbacks, the District is finally turning the corner and is able, with the FY 2014-2015 budget to make sustainable service improvements. This budget positions the District for the future in a number of ways: a comprehensive services and facilities master plan will guide future building renovations, expansions and additions; support services required to ensure that public services operate effectively and efficiently are shored up; the library materials budget and collection development approach is optimized to keep pace with needs for both physical and electronic materials. We continue to build reserves for known needs, such as facilities repair and maintenance, technology replacement, Integrated Library System replacement, library materials collections for new or expanded buildings, construction and furniture replacement. We have all the funds required to pay off the medium-term bonds and we maintain a prudent ending fund balance of \$6.5 million. 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, Library Council, managers and staff, continue implementation of *Read Learn Achieve* strategic framework.

- Deputy Director Tom Fay, Assistant Public Services Director Jenn Schember, members of the Public Services Administration team, Branch Managers, and many others have been involved in an extensive process of identifying activities, measures, costs and institutional impact for each branch as *Read Learn Achieve* initiatives are addressed. These branch plans have been discussed with Executive Council members so that they understand the impact of a branch's activities (installing new display shelving would impact Facilities, for example). The plans resulting from this process also formed the basis for budget requests for FY 2014-2015. This level of planning and involvement has never been part of the District's strategic plan implementation process, so it is a major step forward towards making the overall strategic framework real and meaningful at the branch level. Now that consistent, well-defined measurements are in place, another team is working on developing dashboards to monitor and display key indicators. These dashboards will be shared with you, as well as all Executive Council members, managers and staff throughout the District. I'm very pleased with the initial products I've seen and believe this moves us all towards better data driven decision making. Dashboards will be available beginning in July 2014, the beginning of the next fiscal year.
- Working with American Library Association conference and program staff, District and local library staff, host a successful ALA Annual Conference.
 - I've met a number of times with ALA Annual Conference staff, along with Pat Marvel, Marketing and Community Relations Director, Karen Bramwell, Public Relations Manager, and Nevada Library Association President Ann-Marie White. The ALA professional conference staff and the Las Vegas Convention and Visitors Authority do the lion's share of the work. Many of our staff are on local arrangements committees for their divisions and committees and we have been asked to help find volunteers for various activities and functions. The District will have a booth on the exhibits floor (along with NLA and UNLV's library) and has arranged for a Pop Top Stage presentation

based on our very popular Mob Month programming. We are arranging schedules to allow as many staff members as possible to attend and many of us are involved with various programs and presentations. I'm told that the national response has been very good, so ALA Las Vegas should be a success!

- 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*.
 - I've continued to be involved with the Education Sector and the Jameson Fellowship. I've met with representatives of the Education Sector and United Way's Healthy Communities project to discuss the District's heavy involvement with early literacy and to offer our services and insights in that area. We also continue to follow the Downtown Achieves project and are seeking grant funding for tutoring in four more branches (Clark County, Las Vegas, West Las Vegas and West Charleston), which are located in the Downtown Achieves school feeder zone. Development Director Danielle Milam represented the District at the Nevada Literacy Summit, sponsored by Nevada Succeeds. Nevada Succeeds is made up of members of the business community who advocate for smart, responsible reforms to education in Nevada. The Summit involved a number of heavy hitters, including Governor Bob Miller, Jon Ralston, Senator Mo Denis and Speaker Marilyn Kirkpatrick and many other governmental and business leaders.
- 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.
 - Hobbs & Ong was engaged to conduct this study. Their report and recommendations will be presented to the Board at the June 2014 Board meeting. The report basically closes the previous process of analyzing Performing Arts Center/meeting room rates and methodologies and sets the stage for the process that has begun under Matt McNally, our new Programming and Venues Manager.

He and his staff will be analyzing, over the next year, the District's capacity and PAC/meeting room assets with an eye towards maximizing usage and finding the right balance between District, partnership and community usage of the venues. He will be preparing additional analyses and recommendations for the Board's consideration.

- Prepare and plan with you (to the extent you request) a successful recruitment process for my successor.
 - As you know, we're well underway with the recruitment. I think an effective process has been developed and hope you find a replacement that meets/exceeds your needs. I have loved my job with the District. We have passionately committed employees, hard working managers, and a top executive team. You have been a wonderful Board to work with. I'm so pleased that the District got through the Great Recession and is moving ahead to even more exciting levels. The future looks very bright!

ADDITIONAL KEY ACCOMPLISHMENTS

- Submitted nomination which resulted in the District's being selected as a finalist for the prestigious National Medal for Museum and Library Service. The medal is the nation's highest honor conferred on museums and libraries for significant and exceptional services to the community.
- Selected as the Nevada Library Association Librarian of the Year. Thank you again for nominating me. It's an honor to be recognized in such a significant way by you and my colleagues in NLA. The award also resulted in my being recognized by the Las Vegas City Council with a proclamation on December 18.
- Instituted the District's participation on Public Library Association President's signature initiative, the PLA Performance Measurement Task Force. I've passed the ball along to Deputy Director Tom Fay who has been a strong contributing member of the Task Force and has also been able to network with other senior library managers.

- Worked with District and Sunrise staff and architect on the Sunrise remodel project, which will substantially expand services to children, teens and families.
- Worked with District and Rainbow staff and architect to analyze possible solutions to space and service needs at the branch. Ultimately decided to make minor modifications at this time. This analysis underscored the need for a comprehensive services and facilities master planning process, which is budgeted in the FY 2014-2015 budget. Both the Sunrise and Rainbow renovations provide opportunities to prototype new approaches to service delivery, such as the use of smaller reference desks, handheld devices and a flexible approach towards the use of space.
- Spent considerable amount of time and effort on working with City of Las Vegas and City of North Las Vegas on the shared services issue. It is resolved for the District at this point but we should continue to closely monitor to ensure that District interests are protected.
- Worked as active participant on Local Government Fiscal Working Group to identify issues related to the property tax caps and depreciation formula. As with the CTX work that was done in preparation for the last legislative session, this work will provide background and analysis for legislation for the 2015 session.