MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES’ MEETING
LAS VEGAS, NEVADA
October 13, 2016
(approved January 17, 2019)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Enterprise Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, October 13, 2016.

Present: Board: M. Saunders, Chair R. Ence
Y. Yturralde S. Bilbray-Axelrod
K. Crear S. Moulton
R. Wadley-Munier M. Francis Drake
F. Ortiz J. Melendrez

Counsel: G. Welt

Absent:

Staff: Dr. Ronald R. Heezen, Executive Director
Numerous Staff

Guests: Mike DelGatto, Carpenter Sellers DelGatto
Lee Swanson, Richard Bauer
Tommy Huggins, Core Construction
Marty Harpster, Core Construction

M. Saunders, 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. Trustees Ence and Bilbray-Axelrod attended via telephone. Trustee Bilbray-Axelrod left the meeting at approximately 7:11 p.m. Appendix A.

Trustee Melendrez led attendees in the Pledge of Allegiance.

Public Comment (Item II.)

Jose Solario – 11108 Vasario Ct., 89144

Mr. Solario spoke on Item IX.A. He told Trustees he was a member of the East Las Vegas community and had been living here since 1970. Mr. Solario was thrilled that a library would be placed in the area but commented that the schematic drawings were not culturally appealing. However, he was happy there would be a library in the area and volunteered to help in any way he could.

Chair Saunders thanked Mr. Solario for his input.

Agenda (Item III.)

Chair Saunders moved Item IX.A. to come after Item III.

Trustee Moulton moved to approve the Agenda as changed. There was no opposition and the motion carried.

Discussion and possible Board action regarding approval of the schematic design phase for the East Las Vegas Library.

Facilities Director Steve Rice introduced Mike DelGatto from Carpenter Sellers DelGatto (CSD) and Lee Swanson of Richard Bauer (RB) to provide information and details of the schematic design for the East Las Vegas Library. Marty Harpster and Tommy Huggins from Core Construction (CC) were also present to answer questions about project costs. A copy of the Design Narrative is attached as Appendix B.
(Item IX.A.) Carpenter Sellers Del Gatto Architects (CSD) has completed the schematic design phase for the East Las Vegas Library. The project consists of an approximate 40,000 square foot public library facility on 5.79 acres of the District's 8.41 acre site located at 2851 E. Bonanza Road, Las Vegas, NV 89101.

Numerous work sessions were conducted by CSD with the staff programming and design committee throughout the schematic design process.

The budgeted construction cost is $17,244,543.

Proposed project schedule:

- Complete Revised Schematic Design: October 2016
- Complete Design Development Phase: January 2017
- Complete Construction Documents Phase: July 2017
- Complete City Plan Check Review: August 2017
- Finalize CMAR Construction Services Agreement: October 2017
- Construction Start: November 2017
- Construction End: November 2018
- Complete FF&E Set-up and Move-in: December 2018
- Open to Public: January 2019

A narrative of the project and drawings depicting the building site plan, floor plan, and exterior elevations were provided to the Trustees.

After the presentation, Trustees had many questions about construction details, including security, space, LEED designation, coordination with local schools, existing tree maintenance, cost, community murals, possible community events, signage, and parking. Dr. Heezen, Mr. Rice, and Mr. DelGatto (CSD), Mr. Swanson (RB), Mr. Huggins and Mr. Harpster (CC) answered questions. Trustees were very excited about the new facility but during the extensive discussion emphasized that the community needs to be involved with library from the beginning.

Trustee Ortiz moved to approve the schematic design phase for the East Las Vegas Library and to authorize staff to have Carpenter Sellers Del Gatto Architects proceed with the design development phase. There was no opposition and the motion carried.

Trustee Bilbray-Axelrod had to leave the meeting at this time.

Presentation on the Community Engagement Department by Community Engagement Director, Matt

Community Engagement Director Matt McNally addressed the Trustees and provided details and information about his department, the newest member of the Executive Council. His presentation is attached as Appendix C.

Trustees had many comments on the presentation and appreciated the information on the number and types of the events. They liked the variety of the events. Trustee Crear emphasized that staff needed to
McNally.  
(Item IV.)

analyze the room rental rates on a regular basis so that the District did not find themselves in the same situation as occurred several years ago.

Approval of Proposed Minutes Regular Session, September 8, 2016, 2016.  
(Item V.A.)

Trustee Moulton moved to approve the Minutes of the Board of Trustees Meeting held September 8, 2016. There was no opposition and the motion carried.

Chair’s Report  
(Item VI.)

Chair Saunders and Trustee Crear reported on the recent Staff Day, held on Monday, October 10, 2016. They both were able to spend time with staff and appreciated the focus on maintaining a good work/life balance. They also enjoyed judging the photo booth entries. They thanked the entire team who put the event together.

Library Reports  
(Item VII.)

Trustee Wadley-Munier moved to accept Reports VII.A.1-3. There was no opposition and the reports were accepted.

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

Executive Director Dr. Heezen reported that the District had been informally notified that the contract with the County Jail will be terminated and staff will work on a smooth transition. District staff who are assigned to the jail will be transferred to other positions within the District.

Dr. Heezen thanked the Staff Day Committee and will provide a complete list in his next For the Record. He also acknowledged and thanked staff members who worked on the Board meeting.

Library Operations, Security Reports and Monthly Statistics  
(Item VII.A.1.a.)

Accepted.

Branding and Marketing Report and Electronic Resources Statistics  
(Item VII.A.2.a.)

Accepted.

Community Engagement Report  
(Item VII.A.2.b.)

Accepted.

Development and Planning Report  
(Item VII.A.2.c.)

Accepted.

Information Technology Report
Financial Services Report (Item VII.A.3.a.)
Accepted.

General Services Report (Item VII.A.3.b.)
Accepted.

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

Unfinished Business (Item VIII.)
None.

Announcements (Item X.)
The VIP Reception for the Vegas Valley Book Festival will take place on Friday, October 14 from 6:00 to 8:00 p.m. at the Historic Fifth Street School, 401 S. Fourth Street, Las Vegas, NV 89101. Trustees can contact Executive Assistant Allison Boyer if they wish to attend.

The Grand Opening for the Community Resource Center at the Spring Valley Library will take place from 3:00 to 5:00 p.m. at 4280 S. Jones Blvd, Las Vegas, NV 89103.

The next Finance and Audit Committee Meeting will be held at 6:00 p.m. on Thursday, November 10, 2016 in the Clark County Library, 1401 E. Flamingo Road, Las Vegas, Nevada 89119.

Trustee Ortiz requested the Deputy Director/CFO Fred James provide a six month update on CTX at the Finance and Audit Committee meeting.

The next Board Meeting will be held at 6:15 p.m. on Thursday, November 10, 2016, in the Clark County Library, 1401 E. Flamingo Road, Las Vegas, Nevada 89119.

Dr. Heezen thanked Technical and Production Services technicians Brian Zawistowski and Ezra Fowler for their work on the meeting.

Public Comment (Item XI.)
None.

Executive Session (Item XII.)
Removed from Agenda.

Adjournment (Item XIII.)
Chair Saunders adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary
### 2016 Attendance

**November 13, 2016 Regular Board Meeting**

<table>
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<tr>
<th>Name</th>
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Architecture Narrative

CONCEPT

Sited in contrast to the desert climate of its setting, a gathering of mature and verdant Aleppo pine trees rest in the east side Las Vegas neighborhood that serves as the site for the new East Las Vegas Library. The design of the library seeks to preserve and emphasize this distinctive landscape by integrating it into the gathering spaces that are central to the library's connection to the community.

The barrio and the plaza serve as architectural archetypes that reference the culture and traditions of the diverse neighborhood. Sited delicately so as to avoid disturbing the landscape, the library's materials and form relate to the neighboring architecture. Undulating shade canopies intermixed with the existing pine trees throughout the plaza celebrate the main entry into the building.

A flexible library space is defined by the orthogonal grid of the structure and the folding form of the roof structure above. Glass to the north and south of the main library space creates transparency through the building, connecting the public plaza to the south through the library and out to Bonanza Road to the north.

SITE

The project site once existed as a public housing development for the Southern Nevada Regional Housing Authority, leaving behind that collection of pine trees that once dotted the residential cul-de-sacs and provide a character unique to the desert landscape of Las Vegas. The site sits along the arterial of Bonanza Road that provides primary access on the northern edge of the site. The collector road to the west, 28th Street, provides a secondary but significant route to the site from the south. Parking is located to the south and northeast of the building, utilizing access from the western, and eastern sides of the site. The northeast lot provides parking for library staff as well as a drive-up book drop window for patron use. The south lot provides visitor parking. Ancillary on-street parking is also available along the three residential roads adjacent to the site; 28th Street, Walnut Avenue, and Wandelle Street.

Pedestrian paths emerge via an analysis of site forces; the primary from the major pedestrian node at the northwest corner at Bonanza and 28th Street and a proposed bus stop just east of the intersection. These paths wind through the canopies of the existing trees into the plaza providing shade and access to the interior library spaces. The three main zones of the library bound this plaza: the library reading and stacks area, the multipurpose room, and the CALL center. The multi-purpose room, CALL center, and cafe can be accessed after hours via the entry plaza. Oriented toward the southern side of the building, the plaza provides shade during hot summer months, warmth during the winter, and ambient light throughout the year.

Placing the building to the north end of the site allows for potential future expansion on the southern portion of the site.
Building

The building is defined primarily by three zones: the main library area, the multi-purpose area, and the CALL center. The main library area breaks down further into key spaces: the entry, multi-generational living room, and popular collection; the children’s space and collection; the teen space and collection; the tech zone; and the business area and adult collections. The multi-purpose area and the CALL center have after-hours access via the exterior plaza and utilize security curtains to be split from the main library space during those times. For long term flexibility and visual control, the primary reading room is a large singular space.

At the main entry, the welcome desk greets visitors as they move into the multi-generational living room that acts as the hub for the rest of the spaces. Here, visitors will also find the holds, media, and popular collections. Branching out, the children’s space lies to the northwest side of the building next to the storytelling room, the teen space to the east, and the adult collections and business center to the east leading to the CALL center. The tech zone lies adjacent to the multi-generational living room. The administration and service functions sit along the northeast side of the building to provide patron drive-up and service access. This configuration allows for the multi-generational living room to be the interior focus while separating the three main user groups – adults, teens, and kids – into identifiable zones and maintaining visual control. This layout also provides exterior access for the after-hours programs and for the multi-purpose area specifically to accommodate larger events via the exterior plaza.

Quiet lounge areas are organized adjacent to the windowed areas to maximize access to natural daylight and mixed throughout the library space to separate zones. Within the overall space, clerestory windows introduce natural daylight into center of the building. Additionally, specialty lighting and signage will identify each of the zones within the library.

Materials/Systems

The roof is constructed of a primary structural frame of steel pipe columns supporting steel wide flange beams and secondary engineered wood joist or metal channels below corrugated steel roof decking. Exterior walls are cement plaster/stucco with a synthetic topcoat over CMU with an exposed honed finish CMU base up to 24” and double insulated Low-E glazing will be provided in a thermally broken aluminum glazing facing the plaza.

An accessible floor system sits under the entire collection and reading room space. The accessible flooring accommodates subfloor mechanical, electrical, and tele-data distribution thus providing future flexibility for changing library needs. This technique minimizes the tempered volume of the space and eliminates the traditional overhead mechanical plenum. Task oriented and stack mounted lighting allows for the flexibility to move portions of the collections or reading areas without compromising adequate lighting.

In combination with the accessible flooring, a removable carpet tile system is utilized throughout the building. The interior solid volumes are treated with a unique graphic finish to identify each zone.
Civil Engineering Narrative

Site Grading/Drainage

The site will be graded in accordance with the approved drainage impact study will be performed on the proposed site. Every effort will be made to ensure that the existing drainage patterns for the site will remain the same and that no additional impact will be made to the offsite storm water flows. It appears that the storm water will be removed from the site on the surface. It does not seem that an underground storm water system will be required. However, this will be confirmed once detailed grading of the site and the drainage impact study are complete.

Site Utilities

Water – Offsite water services are available within Wardelle St (8" ACP), Bonanza Rd. (12" ACP), Walnut Ave. (8" ACP), and 28th St. (8" ACP). The intent is to use one the existing tie-ins for domestic water. It is anticipated that a new domestic meter and reduced pressure principle assembly will be required to serve the site. The fire service line will require two separate tie-ins to the existing off-site water line. A Reduced Pressure Detector Assembly will be required near each tie-in location. The fire service line will be required to be looped within the site, connecting the two fire service tie-ins. The domestic and fire services will be shown on the civil plans up to 5 feet within the building.

Sanitary Sewer – Offsite sanitary sewer lines are available within Bonanza Rd. and Wardelle St. The design intent is to connect the onsite sanitary sewer line to an existing stub located at the intersection of Bonanza Rd. and Wardell St. If the elevations of the existing stub cannot be met, other options may need to be considered. The civil plans will show the site sanitary sewer up to 5 feet within the building. The minimum size of the onsite sanitary lines will be 6 inch.

Storm Water – It is not anticipated at this time that underground storm water facilities will be needed, however there is a possibility that these will be required. This determination will be made once the drainage impact study is completed.

Design Standards

Clark County Area Uniform Standard Drawings

Uniform Design and Construction Standards for Potable Water Systems (Las Vegas Valley Water District)

Design and Construction Standards for Wastewater Collection Systems (Clark County Water Reclamation District)

2012 Uniform Plumbing Code with State of Nevada Amendments
Landscape Design Narrative

DESIGN INTENT

Landscape is a crucial element for the image of any facility. The landscape theme for the East Las Vegas Library Project will be a desert adaptive landscape that compliments the adjacent built environment, strives to preserve the existing and established pine tree collection on site, while complementing and enhancing the structure and form of the building architecture. The landscape will not only be aesthetic but functional as well by providing needed shade for user designated areas and helping to reinforce wayfinding to both pedestrian and vehicular traffic. This combination of responsible design and aesthetics will provide a welcoming atmosphere for the community, visitors, and staff.

The landscape architect will utilize environmentally appropriate materials that are tolerant of the Southern Nevada climate. Trees, shrubs, boulders, hardscape, decorative walls and other functional and aesthetic landscape elements will be incorporated into the site to frame important design elements, screen unattractive areas, enhance site amenities and serve as a counterpart to the building architecture. The landscape will be designed to optimize the safety, comfort and usefulness of the outdoor spaces. Shade trees will be used in conjunction with architectural elements and seating to provide users relief from the sun in hot summer months and reduce heat gain in parking and other hardscape areas. The landscape will be designed to create microclimates around the building, most notably within the outdoor plaza area, as well as other planned outdoor spaces, providing a cooling effect that can help reduce the energy required to cool the building. Developing these microclimates will also help serve the functions of the programmed spaces within the plaza.

The locations, patterns and designs of the plant material will be coordinated with the building location and orientation, existing pine tree locations, utility locations, geotechnical soils report and site grading in order to provide the most enjoyable and functional circulation possible for both staff and visitors. A hierarchy of landscape and hardscape will be defined to provide direction for various different user groups: vehicular, staff, and visitors.

PLANT MATERIAL

The plant palette will consist of plants that are appropriate for the Southern Nevada area. The plant material will be drought tolerant and have low water requirements. Plant selection and design will minimize maintenance requirements. Plant materials will be chosen to provide color and interest for all seasons. In retention areas or where appropriate, proper plant material will be utilized to take advantage of the more wet conditions and to serve as a natural filter for sediment and to help with erosion control.

INERTS

Crushed decorative rock mulch will be installed in all planting areas to prevent moisture loss in the soil and help prevent weeds. The color of the rock will be a light color to prevent heat gain and will complement the colors of the buildings and structures. Size of the rock will vary or be mixed to create a natural feel to the planter areas. Boulders and boulder outcroppings will be utilized in areas adjacent to walkways to help frame and define
pedestrian pathways and to provide an opportunity to introduce accent plants that are more naturally protected or found near boulders.

**IRRIGATION**

The plant material will be irrigated with a drip irrigation system. Water is applied directly to the root zone of the plants and the amount of water can be strictly controlled through the irrigation controller. Irrigation components will be specified to meet all governing codes and requirements. The native and desert adaptive plant material, in combination with the drip irrigation, will decrease water use by at least 50%, compared to an average landscape design in Las Vegas. The irrigation design, equipment, and controller will help implement environmental responsibility and show a commitment to the water conservation effort.
Las Vegas-Clark County Library District

Community Engagement
Community Engagement

[Organizational Chart]
Community Engagement
Community Engagement
Community Engagement

• Youth Services
• Programming and Venues Services (PVS)
• Gallery Services
• Literacy Services (CALL)
• Community Outreach
Community Engagement

Community Partnerships

- Create *experiences*
- Cultivate *interactions*
Community Engagement

- Matt McNally
  Community Engagement Director

- 53 employees; 43.87 FTE

- Total Budget Allocations
  - $3,396,232 – Salaries and Benefits
  - $798,500 – Services and Supplies
  - $390,000 – Capital Fund (PVS)
Youth Services

- Shana Harrington
  Youth Services Manager

- 2 employees; 1.60 FTE

- Indirectly leads
  - 13 Youth Services Department Heads
  - 91 Youth Services staff

- $169,906 – Salaries and Benefits
- $112,500 – Services and Supplies
Youth Services

• Committees
  ❖ Teen Team
  ❖ STEAM Team
  ❖ Youth Services Summit Team
  ❖ Club Read Team
  ❖ Story Time Resource Team
Youth Services

- Annual Impact and Scope (2015-2016)
  - 8,556 in-house programs; 215,910 patrons
  - 1,217 youth outreach visits; 84,503 patrons
  - 81% increase in STEAM programming
  - 39,199 patrons enroll in *Club Read; Summer Reading*
Youth Services

Club Read

Club Read!
June 1st - August 2014

District-wide Initiative

Anime Festival

Sahara West Library, 2016
Youth Services

STEAM Programs

District-wide initiative

Teen Tech Week

Ozobot
Youth Services

Makerspaces

Little Bits

Makey Makey

Special Guests

Play Date
Windmill Library, 2016
Youth Services

Story Time

Youth Services Department Head, Erin Collins (WH Library) presents the Elephant and Piggie Puppet Show Moapa Valley Library, 2016

Youth Services Training

Youth Services Manager, Shana Harrington and Outreach Youth Services YPL/Children’s Assistant, Glenda Billingsley present Mind in the Making Rainbow Library, 2016
Programming and Venues Services

- Ryan Neely
  Programming and Venues Manager

- 32 employees; 25.58 FTE
- Indirectly leads 8 employees; 8.00 FTE

- $2,225,610 – Salaries and Benefits
- $425,000 – Services and Supplies
- $390,000 – Capital Equipment
Programming and Venues Services

• Annual Impact and Scope (2015-2016)
  - 6,111 programs
  - 130,414 patrons
  - 2,664 rental events
  - 20 Meeting Rooms; 6 Performing Arts Centers

• Structure
  - Scheduling and Production Services (SPS)
  - Technical and Production Services (TPS)
Programming and Venues Services

Performing Arts Centers

West Las Vegas Library Theater

Windmill Library Auditorium

Whitney Library Concert Hall
Programming and Venues Services

Meeting Rooms

Whitney Library Conference Room

Windmill Library Conference Room
Cultural Performances

Something Scottish
Sahara West Library, 2016

Las Vegas Contemporary Dance Theater
West Las Vegas Library, 2016

Las Vegas Taiko Drummers
Clark County Library, 2014

Acoustic Eidolon
West Charleston Library, 2016
Programming and Venues Services

Film Viewings

Pokémon
Pre-show Queue Line
Windmill Library, 2016

Community Programs

Job Fair
West Las Vegas Library, 2016
Programming and Venues Services

Exhibits, Classes, Lectures

Back to the Future, DeLorean Exhibit
Windmill Library, 2015

Special Events

Artist Alley
Vegas Valley Comic Book Festival
Clark County Library, 2015
Gallery Services

- Darren Johnson
  Gallery Services Coordinator

- 2 employees; 2.00 FTE

- $134,024 – Salaries and Benefits
- $14,500 – Services and Supplies
Gallery Services

• Annual Impact and Scope (2015-2016)
  ❖ 75 art exhibitions
  ❖ 13 Gallery Spaces
  ❖ 712 artists exhibited
  ❖ 10,055 entries documented in guest visitor books
  ❖ 1,092 linear feet
  ❖ 8,551 square feet
Gallery Services

The Studio @ Sahara West

Sahara West Library
Gallery Services

Windmill Library Gallery

*Down the Colorado*
Geri Kody
Windmill Library, 2016

Whitney Library Gallery

*Sounds of Color*
Zinovy Shersher
Whitney Library, 2016
Gallery Services

Art Installation

Gallery Services staff member, Darren Johnson, installs 2-D artwork with artist Eyob Mergia
The Studio
Sahara West Library, 2016

Gallery Services staff member, Darren Johnson, installs 3-D artwork with artist Luis Varela Rico
Sahara West Library, 2016
Gallery Services

Permanent Art Collection

Executive Hallway
Windmill Service Center

Permanent Art Storage
Sahara West Library
Gallery Services

Art Education

Color Theory Workshop with Allison Streater
Art Outreach Visit, 2016

Enhance Performing Arts

Las Vegas Young Artists Orchestra
The Studio
Sahara West Library, 2016
Gallery Services

Art Gallery Receptions


Retrospective Reception for Martin Kreloff The Studio Sahara West Library, 2016
Literacy Services (CALL)

• Jill Hersha
  Literacy Services Manager

• 11 employees; 8.49 FTE
• 142 instructor contracts annually
• 17 volunteer tutors

• CALL – Community Adult Learning in Libraries
• Library District and Grant funded service
Literacy Services (CALL)

- **Library District Funded**
  - 5 employees; 2.49 FTE
  - $283,652 – Salaries and Benefits
  - $82,000 – Services and Supplies

- **Grant Funded**
  - 6 employees; 6.00 FTE
  - $493,047 – Salaries and Benefits
  - $372,127 – Services and Supplies
Literacy Services (CALL)

- Annual Impact and Scope (2015-2016)
  - 1,724 students served
  - 80.39% student retention rate
  - 70.27% student advancement rate
  - 90 students completed Adult Basic Education (ABE) classes
  - 1,634 students completed English Language Learning (ELL) classes
  - 10,054 hours of instruction
Literacy Services

English Language Learners (ELL)

Clark County Library, 2016

Sunrise Library, 2016
Literacy Services

One-on-One Tutoring

Citizenship Preparation

Clark County Library, 2016

Clark County Library, 2016
Literacy Services

Adult Basic Education

West Las Vegas Library, 2015

Computer Assisted Classes

Clark County Library, 2015
Literacy Services

Career Readiness Skills

- National Career Readiness Certificate

Employment

- Workforce Connections

Workforce Connections

A proud partner of the American Job Center Network
Community Outreach

- Joe Stoner
  District Outreach Librarian

- 6 employees; 5.20 FTE

- $419,250 – Salaries and Benefits
- $10,500 – Services and Supplies
Community Outreach

- Annual Impact and Scope (2015-2016)
  - 72,500 items circulated
  - 475 adult visits
  - 1,000 youth visits
  - 20,000+ miles traveled
  - 25,000 people reached at community resource fairs
  - 60,000 people reached through all services provided
Community Outreach

Words on Wheels (WOW)

Library District
Words on Wheels vehicle

Community Outreach
staff member, Andrew Brannon, loads library collection materials for an outreach visit

Community Outreach
senior apartment visit
Community Outreach

WOW School Visits

Community Outreach staff member, Glenda Billingsley, reads to children at Reach Out Head Start, 2014.

Quick Start Cards

Quick Start Card (front)
Community Outreach

Community Events

Community Outreach staff members, Andrew Brannon, Joe Stoner and Nina Guevara present the Words on Wheels Library District vehicle at the Touch-a-Truck event, 2016.

Homebound Patrons

Community Outreach staff member, Sylvia Riesselmann, prepares items in the collection to mail to patrons.
Community Engagement

• In Conclusion
  ✷ Community Engagement Action Plan
  ✷ Partnerships with the community
Las Vegas-Clark County Library District

Community Engagement