

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
December 14, 2017
(approved May 24, 2018)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Windmill Library Auditorium, Las Vegas, Nevada, at 6:00 p.m., Thursday, December 14, 2017.

Present:

Board:	R. Ence, Chair	S. Moulton
	Y. Yturralde	S. Bilbray-Axelrod
	R. Wadley-Munier	M. Francis Drake
	F. Ortiz	J. Melendrez
	E. Foyt	

Counsel: G. Welt

Absent: K. Benavidez - excused

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

Guests: Mitchell Stipp, Stipp Law Firm

R. Ence, Chair, called the meeting to order at 6:00 p.m. and wished everyone a Merry Christmas and Happy New Year and thanked staff for all they do. Trustee Bilbray-Axelrod chimed in with a Happy Hanukkah as it is the third night of that holiday.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Yturralde attended via telephone and called in at 6:06 p.m. Trustee Benavidez had an excused absence. Appendix A.

Trustee Moulton led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Chair Ence removed Item V. Approval of Proposed Minutes from the Agenda.

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

Presentation by General Services Director Steve Rice on the Facilities Department. (Item IV.)

General Services Director Steve Rice thanked Trustees for the opportunity to talk about what the Facilities Department does for the District. He was joined in the presentation by Assistant General Services Director John Vino, and Purchasing and Administrative Manager Nancy Hodges.

As an introduction, Mr. Rice explained that he was hired by the District in 1993, so he has 24 years of service. At that time, the staff was composed of himself, one full-time maintenance tech, and one full-time maintenance assistant. Administrative support was composed of one volunteer who came in two to three hours every other day and worked on a Tandy Radio Shack PC with WordStar as the program. The office space was a 300 sq. ft. room in a storefront adjacent to the Clark County Library. There were two vehicles in the District's fleet. Rice

said that his department has grown and evolved into a division to keep pace with the District's growth.

Throughout the presentation, Mr. Rice, Ms. Hodges, and Mr. Vino emphasized the longevity and experience of staff. Ms. Hodges has been with the District 23 years as she was Mr. Rice's first hire. Mr. Vino has been with the District 11 years. Courier Services Department Head Keith Williams has been with the District 20 years and Truman Driver has been with the District 19 years. They were all present and applauded for their work. In addition, Administrative Coordinator Diane Dewar, who was also present, has been with the District in several different departments for over 22 years.

Trustee Yturralde called in during Mr. Rice's presentation.

The presentation, copies of which were provided to Trustees at this meeting, is attached as Appendix B.

Trustee Bilbray-Axelrod commented about the lack of easy access on the District's website for information about District facilities available for rent. She was helping one of her Assembly District constituents and felt that the website is not user-friendly. She also wanted to know if there was any chance of re-opening the Rainbow Library amphitheater. Mr. Rice turned the questions over to Community Engagement Director Matt McNally as his division took the lead in those areas.

Mr. McNally explained that the information on the website regarding scheduling and renting District facilities is in the process of being upgraded and replaced. The current system the District is using is outdated and staff are in the process of reviewing new systems as part of the budget process for next fiscal year. The new systems they are looking at have more information that will help customers to determine the best location at the price they want to spend.

Regarding reopening the Rainbow Amphitheater, Mr. McNally said that several different decision points would go into making the decision, such as staffing and programming needs. Staff are continuing to discuss the types of programs that could possibly be scheduled in the space as part of the Facilities Master Plan process. While it is not open, McNally's staff are trying to program the Rainbow Library's meeting room differently and bringing in different things that have not been placed in that meeting room before. Trustee Bilbray-Axelrod was joined by Trustee Wadley-Munier in the desire to see the Amphitheater reopened as the Rainbow Library area is lacking spaces the size of the Amphitheater and they do not want the location going to waste.

Trustee Bilbray-Axelrod noted that prices for District spaces are not on the website until a user fills out a scheduling form. Mr. McNally said he would check and fix that, if necessary.

Trustee Moulton appreciates Mr. Rice's monthly reports, stating they are succinct but full of information. She asked about a succession plan for the division. Mr. Rice said that staff have, in the last year and a half, been working on that to provide a transition as workers retire or leave.

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Trustee Moulton also appreciated the safety presentation given at a previous meeting and is reviewing with interest the reports about the branch training. She said she has not heard negative feedback regarding closing the branches for training so she knows customers appreciate it, as one can never predict when the training will be needed. Moulton also appreciated Rice's focus on Risk Management as her experience is that one cannot afford an accident. She also found the information about night patrols very important.

Mr. Rice took the opportunity to thank all staff members of the General Services Division for their hard work and dedication.

Trustee Ortiz asked if, at the next meeting, Mr. Rice would provide a report on the Fleet Management procedures for gas fueling and control. Rice did note that the District has gas fueling onsite and Ortiz said he was aware of that and wanted to see the procedures for ensuring that access to the fuel source was limited to the appropriate staff. Ortiz suggested the report be included with Rice's monthly report.

Trustee Ortiz next requested a copy of the annual OSHA Safety Report (OSHA 300A log) to the federal government. Safety Officer Nicole Baker explained that the report was due on March 1, 2018. Ortiz then requested it be attached to Mr. Rice's March report to the Board.

Chair Ence commented that it was very evident to him that the best way to know how well people are doing their work is when he walks into a facility and sees how clean and well-maintained it is. He feels District staff is on top of this.

This item was for discussion only.

**Approval of
Proposed Minutes,
Regular Session,
October 13, 2016;
Regular Session,
January 13, 2017;
Regular Session,
February 9, 2017;
Regular Session,
May 18, 2017;
Regular Session,
June 8, 2017;
Regular Session,
July 13, 2017;
Regular Session,
October 12, 2017;
Special Meeting,
October 26, 2017;
Finance and Audit
Committee Meeting,
November 9, 2017;
and Regular
Session, November
9, 2017.**

Removed from Agenda.

(Item V.A-J.)

Chair's Report
(Item VI.)

Chair Ence commented that he visited the Mesquite Library construction site today and received a hard hat tour with the site superintendent. He was so pleased with the progress which is going well and ahead of schedule. The superintendent is pleased with the local contractors and mentioned the excitement in the community from residents who are eager for the Grand Opening. Ence then went to visit Mesquite Library Branch Manager Judy Sargent who reported that staff is excited for the new facilities and grateful for the assistance from staff throughout the District to help Mesquite staff members while the new construction is going on and the renovation of the existing building is proceeding. He concluded by saying that it was an exciting time and he thanked the Trustees and staff for all their work to achieve the new Mesquite facility as well as the East Las Vegas Library.

Library Reports
(Item VII.)

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

Executive Director Dr. Ron Heezen said, in addition to his written report, he wanted to highlight several areas. First, Heezen is grateful to Trustees Bilbray-Axelrod, Yturralde, Foyt, and Melendrez, who took the time to attend the annual UNLV Center for Business and Economic Research (CBER) conference, 2018 Outlook. He noted that Applied Analysis, whose principal Jeremy Aguerro spoke at the event, is participating in the District's Facility Master Plan process through the person of Brian Gordon. Speaking of the Master Plan, Mr. Rice is leading the process with the full involvement of the rest of the Executive Council.

Dr. Heezen then reported that training for staff on the new District website has commenced. He believes that the new website, through BiblioCommons, will solve many of the website issues that Trustees, staff, and customers have complained about.

Dr. Heezen then thanked TPS staff members Brian Zawistowski and Ezra Fowler for their work on this meeting. Heezen also thanked Windmill Library SPS staff member Tony Allison for his work at this location. He then noted that he thanked everyone but Executive Assistant Allison Boyer who puts each Board meeting together, in addition to her other duties.

Dr. Heezen pointed out that each Trustee had been given an invitation to the January 8, 2018 Grand Opening of the Best Buy Teen Tech Center. Information was also provided about a new service of the District, wi-fi to go, which is now operational so people can check out a wi-fi hotspot and work from home.

Finally, Dr. Heezen reported that the FCC, by a 3-2 vote, decided to eliminate Net Neutrality. At this time, he is unsure how it will affect libraries, but, in the past, internet providers have served as gatekeepers. This meant that they gave favorable treatment to their

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business partners. Non-profit and government entities who let people use the internet at no cost are not treated the same. Staff will monitor the results of this vote.

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

Trustee Ortiz noted that for the last three months the numbers continue to slide in circulation and gate count, dropping anywhere from 15-40%. He requested that staff monitor this drop.

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

Trustee Francis Drake asked about the Library Card Contest. She notes that the new cards will be available in February 2018 and wanted to know if all renewing card holders will receive a new card, or will it only be the new library card holders. Dr. Heezen explained that it will be up to the customer and both renewing customers and new customers will be able to obtain the new cards at no cost.

Trustee Wadley-Munier wants to know if Trustees will receive new badges. Dr. Heezen explained that Trustees will not receive new badges until the District has completed its rebranding campaign and, since that will probably involve a new logo, the District will wait on replacing the Trustee badges until that time.

Community Engagement Report and Monthly Statistics (Item VII.A.2.b.)

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

Trustee Bilbray-Axelrod wanted to compliment Development and Planning Director Danielle Milam for her successful book sale at the Sahara West Library that brought in almost \$4,000. A few days prior to the sale, Bilbray-Axelrod contacted Milam about book donations for the Nevada Behavioral Health Department and the Juvenile Detention Center and these groups were able to take as many books as they could handle thanks to Milam and her staff. The Juvenile Detention Center was looking specifically at obtaining historical fiction as their staff believe this type of material is a good way to reach the youth in their facility. Bilbray-Axelrod said she has had this experience each time she contacts District staff. She asks if something can be done and, it is done.

Trustee Francis Drake reported that she was at the Sahara West Library sale as she and her husband work as volunteers in the Foundation's Bookstore at that branch. They had lots of fun. Francis Drake also complimented Leslie Valdes and Matt Moschella who are always able to put together the type of books requested by the different groups who ask for book donations from staff.

Information Technology Report (Item VII.A.2.d.)

No questions.

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Financial Services Report (Item VII.A.3.a.) No questions.

General Services Report (Item VII.A.3.b.) No questions.

Human Resources Report (Item VII.A.3.c.) No questions.

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

Unfinished Business (Item VIII.) None.

Discussion and possible Board action to approve Resolution 2017-04 and grant signing authority to the Executive Director and/or his designee to enter into closing agreements required to obtain financing support from the New Markets Tax Credits program. (Item IX.A.)

Mr. James explained that the Board of Trustees previously approved a transaction financed through the New Markets Tax Credits program related to the East Las Vegas Library construction project, which successfully closed on July 26, 2017. A second opportunity to pursue New Markets Tax Credit financing arose on August 29, 2017, when the Las Vegas-Clark County Library District Foundation, a Nevada non-profit corporation (the "Foundation"), received a Term Sheet from the CDFI, Clearinghouse, out of Yuba City, CA, pledging \$10.0 million in New Markets Tax Credits to finance the library facility in Mesquite, Nevada. As with the previous project, there are several entities involved in the structure of the transaction.

JPMorgan Chase Bank, N.A., a national banking association ("JPMC"), is the sole member of Chase Community Equity, LLC, a Delaware limited liability company ("Investor"). The Investor will be the sole member in Chase NMTC Mesquite Library Investment Fund, LLC, a Delaware limited liability company (the "Fund"). The Foundation will make a loan in an amount equal to \$6,646,000 to the Fund (the "Leverage Loan"), from proceeds granted to it by The Las Vegas-Clark County Library District, a political subdivision of the State of Nevada ("Library District"). The Investor (with the proceeds of an equity investment from JPMC) will make a \$3,354,000 equity investment in the Fund, and the Fund will use such funds, together with the proceeds of the Leverage Loan, to make a "Qualified Equity Investment" (as such term is used in Section 45D of the Internal Revenue Code of 1986, as amended (the "Code"), and referred to herein as a "QEI") in the amount of \$10,000,000 in Clearinghouse NMTC (Sub 52), LLC, a California limited liability company (the "Project Lender").

The Project Lender will use substantially all of the funds provided by the QEI to make certain loans to Mesquite QALICB, Inc., a Nevada non-profit corporation ("Project Borrower"), in the aggregate amount of \$9,800,000 (collectively, the "Project Loan"), each of which is intended to constitute a "Qualified Low-Income Community Investment," as such term is used in Section 45D of the Code (referred to as a "QLICI"). As

a result of the QLICI's, the QEI is expected to generate "new markets tax credits" pursuant to Section 45D of the Code.

The Project Borrower, which is Mesquite QALICB, Inc. (as referenced above), (i) will have a leasehold interest in certain real property located at 121 and 160 West First North Street, Mesquite, Nevada 89027 (collectively, the "Property"), (ii) the Project Borrower will purchase with the Project Loan a new community library facility constructed by the Library District upon the Property (the "Project"), and (iii) upon acquisition of the Project by the Project Borrower, the Project Borrower will lease the Property and Project to the Library District.

As with the previous East Las Vegas Library transaction, the bylaws for the Project Borrower require that the Board of Directors shall include two (2) independent directors elected annually pursuant to NRS 82.196 by the Board of Trustees of the Library District, from nominees who are not officers, directors, trustees or employees of the Library District, the Foundation, or any other affiliate of the Project Borrower, the District, or the Foundation; and three (3) directors elected annually pursuant to NRS 82.196 by the Board of Trustees of the Library District from nominees who are current or former employees, officers, or trustees of the Library District or employees, officers, directors or trustees of the Foundation.

Presently, the members of the board for the Project Borrower are Library District Trustee Randy Ence, Library District CFO Fred James, Foundation Board Member Keiba Crear, and former Library District Trustees Michael Saunders and Tim Wong.

Kutak Rock, LLP ("Kutak Rock"), as lead counsel to the Library District, has prepared the two documents attached to this document: 1) Memorandum dated December 5, 2017, which provides detail on the transaction documents, and 2) Resolution 2017-04, which summarizes the approvals under consideration by the board for this transaction ("Resolution"). The structure of this transaction is substantially the same as the East Las Vegas Library New Markets Tax Credit transaction. All documents, agreements and/or instruments to close the transactions to be signed by the Library District are in substantially final form and have been reviewed and approved by the Library District's attorneys (including Kutak Rock) and the Library District's executives and consultants (including Crescent Growth Capital, LLC). Mitchell Stipp, of the Law Office of Mitchell Stipp, which has been engaged as local Nevada counsel for the Library District and has worked with Kutak Rock, the Library District legal counsel, and the Library District's consultants on the preparation and negotiation of the transaction documents, will be available at the meeting of the Board of Trustees to answer any questions. All documents to be signed by the Library District will be completed and approved by the executives of the Library District and the Library District's attorneys and consultants before being executed and released for closing the transactions.

This item requests Board of Trustees' approval of Resolution 2017-04. This approval gives the Executive Director, Dr. Ronald R. Heezen, and/or his designee (including Deputy Director, CFO, Fred James), the authority to sign any and all documents, agreements and/or

instruments related to the transactions. In the supporting documentation, there is a list showing each document.

Mr. James introduced Mitchell Stipp, who represented the District in this transaction to explain the differences between the East Las Vegas and Mesquite library transactions. Stipp introduced himself as the local counsel representing the District, Library District Foundation, and the newly formed Mesquite QALICB, Inc. entity which is the project borrower. He explained that the documents for the Mesquite transaction are materially the same as those for the East Las Vegas Library transaction. The parties are different. The exception is one document which the lender JPMorgan Chase required, a collateral assignment document for the Mesquite project. This document is used as a way for the lender to complete a project if the loan is in default. Stipp explained that, due to the requirements of NMTC funding, the District had to have the funding in advance and will not default. To satisfy the lender, this document was added, but under Nevada law, there is no risk to the District.

Trustee Ortiz has had experience working with Chase, a long-lived company which will never take a loss it can avoid. Ortiz asked if that was that the only investor looked at for the Mesquite project. Mr. Stipp said there are a number of other tax credit investors around the country but Chase happened to be interested in this project and offered the best terms. Ortiz then asked if Chase offered us a discount or did they charge the usual fees. Stipp said that the fees for this project, in his experience, are very fair and are below market fees. In addition, Chase offered the highest amount of money. Counsel Welt commented on the required collateral assignment document. For that to take effect, that District would have to be in very bad shape, more serious than not being able to complete the Mesquite project. It is a very tiny legal risk.

Chair Ence said he attended the first Mesquite QALICB meeting just prior to this meeting and he trusted Mr. James and legal counsel. He thanked Mr. Stipp for his work on the negotiations. Mr. James said he appreciated the work done by everyone involved, but especially by Mr. Rice as Trustees could not appreciate the amount of work Rice had to do on both NMTC projects. James said he will not put Mr. Rice through two different projects at the same time again.

Trustee Wadley-Munier moved to approve Resolution 2017-04 and grant authority to the Executive Director and/or his designee to enter into any and all documents, agreements and/or instruments for the Mesquite New Markets Tax Credit transaction. There was no opposition and the motion carried.

Resolution 2017-04 is attached at Appendix C.

Discussion and possible Board action regarding contract award for the HVAC system packaged unit

Mr. Rice explained that funds are allocated in the Capital Projects Fund for replacement of the rooftop packaged air conditioning unit at Whitney Library. There are multiple problems with the existing unit related primarily to its age. The unit is 23 years old and the most cost effective approach is to replace it versus investing in a progression of

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**replacement at
Whitney Library.
(Item IX.B.)**

costly repairs.

An Invitation to Bid was advertised in accordance with District policy. The bid opening was held on December 5, 2017. Three bids were received. The bid results follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
ACCO Engineered Systems	\$492,314.00
EMCOR Services Nevada	\$421,800.00
Liberty Heating, Air Conditioning & Refrigeration	\$340,709.00

The lowest responsive and responsible bidder is Liberty Heating, Air Conditioning & Refrigeration.

Mr. Rice said there was one caveat to the award and Trustees can see it in the way he worked the motion. Liberty Heating, Air Conditioning & Refrigeration submitted their bid using an alternate system from what was specified as the basis of design in the bid. Therefore, their bid must be vetted by the Engineer. At this point in time, staff does not have any reason to believe this is not an acceptable alternative, but the District is covered if the Engineer rejects the alternative system. With the way Mr. Rice wrote the motion, Trustees are giving staff the direction to go to the next bidder in line if Liberty's system does not receive approval from the Engineer.

Trustee Moulton noted the significant difference in price between the highest and lowest bidder and asked if Mr. Rice had an amount he thought the project should cost. Rice explained that the Engineer had estimated the cost at \$320K.

Trustee Wadley-Munier said that in her experience with the city of Las Vegas, when the lowest bid comes in, there sometimes is a concern the vendor will not be able to perform. Mr. Rice explained that the vendor had to provide a bid bond to bid in the first place. Full bonding, in the form of a performance payment and guaranty bond, will be required once the project is awarded and prior to issuing formal approval. That is the extent of the protection the District can legally require. Rice commented that Liberty is a reputable firm, and is approved by the Nevada Public Works Board.

Trustee Moulton moved to authorize staff to award a contract for the HVAC system packaged unit replacement at Whitney Library in accordance with Bid No. 18-04 to Liberty Heating, Air Conditioning & Refrigeration in the amount of \$340,709.00; and to authorize staff to award the contract to the next lowest responsive and responsible bidder if Liberty Heating, Air Conditioning & Refrigeration fails to comply with the contract documents and construction specifications or fails to execute the contract. There was no opposition and the motion carried.

**Announcements
(Item X.)**

The Best Buy Teen Tech Center Grand Opening will be held on Monday, January 8, 2018, beginning at 4:00 p.m.

The next Board Meeting will be held Thursday, January 18, at 6:00 p.m. in the Windmill Library, 7060 West Windmill Lane, Las Vegas, Nevada 89113.

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Public Comment None.
(Item XI.)

Executive Session Removed from Agenda.
(Item XII.)

Adjournment Chair Ence adjourned the meeting at 7:18 p.m.
(Item XIII.)

Respectfully submitted,

Shannon Bilbray-Axelrod, Secretary

2017 ATTENDANCE

Appendix A

December 14, 2017 Regular Board Meeting

2017		January 12 Regular Board Mtg	February 9 Regular Board Mtg	March 9 Naming Policy Cmte	March 9 Regular Board Mtg	April 6 Finance & Audit Cmte	May 18 Regular Board Meeting	June 8 Risk Management Cmte	June 8 Nominating Cmte	June 8 Regular Board Mtg	July 13 Regular Board Mtg	August 10 Special Board Meeting	September 14 Naming Libraries Cmte	September 14 Regular Board Mtg	October 12 Regular Board Meeting	October 26 Special Board Meeting	November 9 Finance & Audit Cmte	November 9 Regular Board Mtg	December 14 Regular Board Mtg
Bilbray-Axelrod	Shannon	P	A-E	A-E	A-E	A-E	A-E	P	P	P	A-E	P	P	P	P	P	P	P	P
Crear*	Keiba	P	P	P	P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Drake	Marilyn	P	P	P	P		P	P	P	P	P	P	P	P	P	A-E	P	P	P
Ence	Randy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Melendrez	Jose	P	P	P	P	P	P		P	P	P	P	P	P	P	A-E	P	P	P
Moulton	Sheila	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	P	P	P	A-E	P	P	P	P
Saunders*	Michael	P	P	P	P	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wadley-Munier	Robin	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A-E	A-E	P
Yturralde	Ydoleena	P	P	P	P	P	A-E	P	P	P	P	A-E	P	P	P	A-E	A-E	P	P
Benavidez**	Kelly	X	X	X	X	P	P		P	P	P	P	P	P	A-E	P	P	P	A-E
Foyt**	Elizabeth	X	X	X	X	P	P		P	A-E	P	P	P	P	P	P	P	P	P

attended Committee meeting but not a member

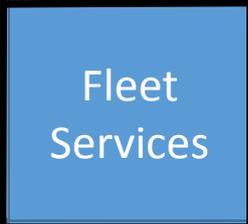
A-E Excused Absence
 A-U Unexcused Absense

as of December 14, 2017

* Term expired March 1, 2017, served until new appointment made March 21, 2017

** Appointed on March 21, 2017

General Services Division



GENERAL SERVICES

Services Statement

The General Services Division is comprised of multiple departments who's staff members have responsibility for a wide-variety of services ranging from transportation of materials to construction of new libraries.

Regardless of each individual's area of responsibility, we all share the same ultimate goal - deliver results by providing timely, cost-effective services and products to support our internal and external customers and the District's Vision 2020 Plan.

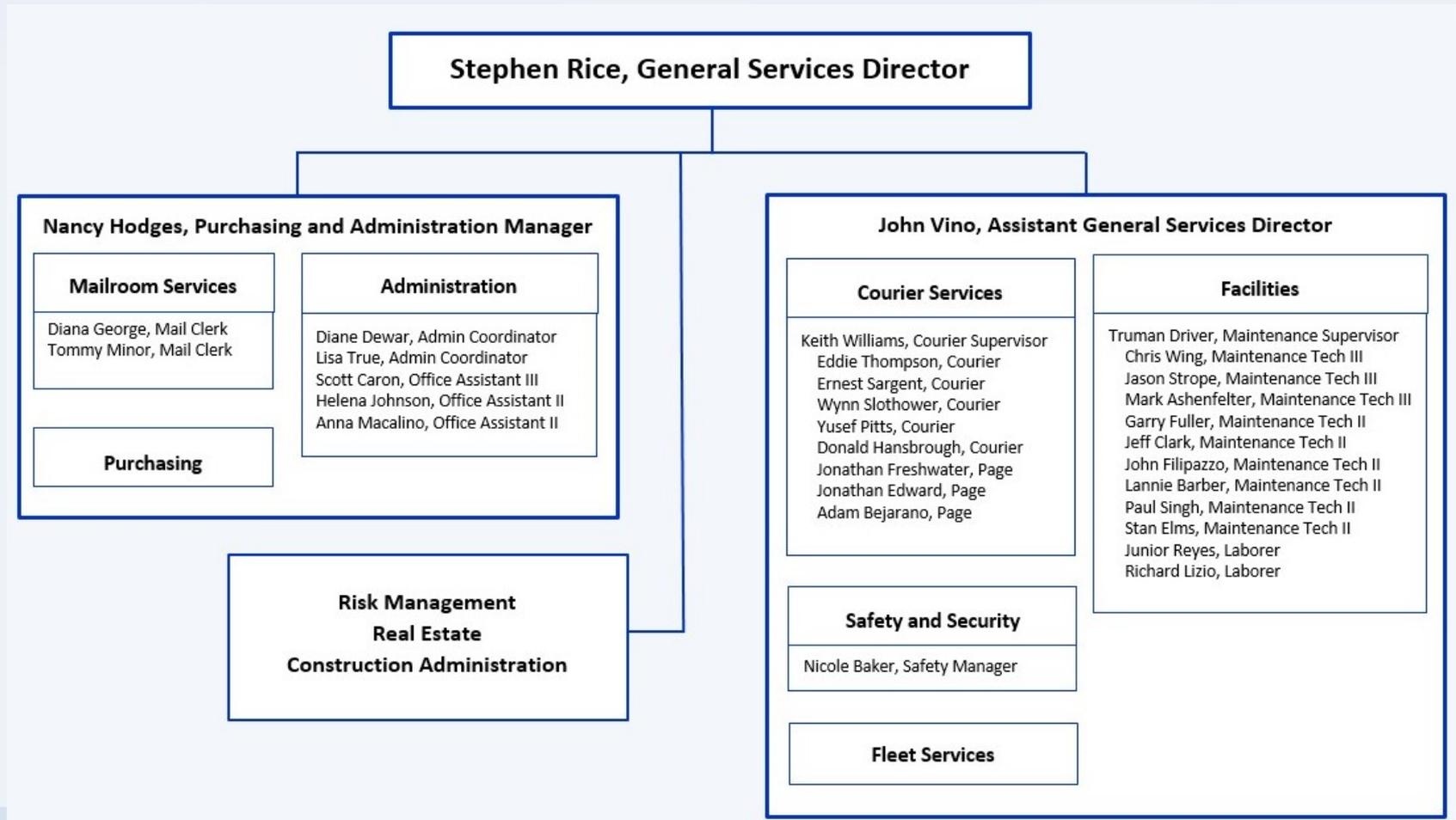


GENERAL SERVICES



GENERAL SERVICES

Organizational Chart



GENERAL SERVICES

Responsibility Overview

Staffing: 25 Full-Time and 7 Part-Time

Contracted Services Staff: 70

Property:

- 25 Branch Locations (17 Own/8 Lease)

- 2 Branches Under Construction

- 1 Facilities Warehouse

- 1 Future Library Site

Square Footage:

- 770,406 Current

- 54,363 Under Construction

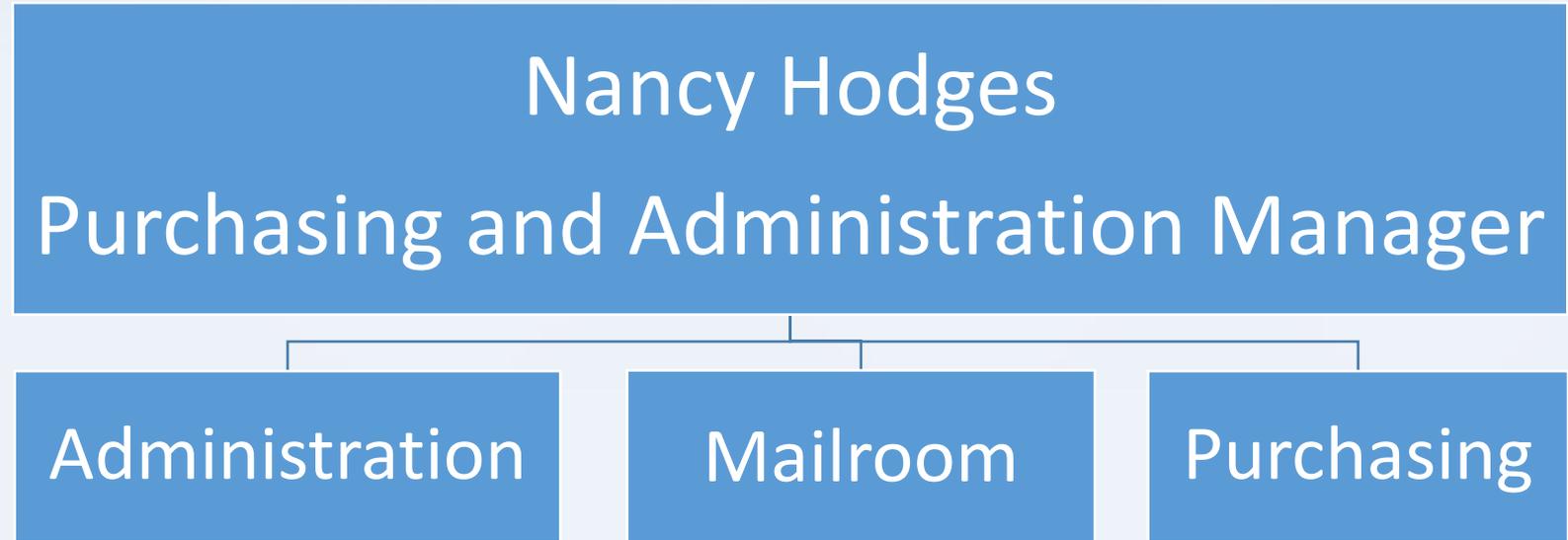
Acreage:

- 57.5 Currently Managed

- 10 Under Construction

- 15 Future Development

GENERAL SERVICES



GENERAL SERVICES

Administration

Staffing: 2 Full-Time Admin Coordinator
1 Full-Time Office Assistant III
2 Part-Time Office Assistant II

Ensure effective, efficient, and fiscally responsible operations with an emphasis on customer service.

Department Responsibilities

- Manage Computerized Maintenance Management System (CMMS)
- Budget administration – 5.1M operating budget (excluding personnel)
- Create purchase orders and process invoices (2,500 + annually)
- Maintain various file systems and long-term record storage
- Manage building plans, specifications, submittals, and manuals library
- Schedule wide-variety of vendor repair/maintenance services
- Maintain 30 + service contracts

GENERAL SERVICES

Administration - Continued

District-Wide Responsibilities

- Building security systems

 - Key control

 - Door access control system

 - Burglar alarm systems

- Video surveillance systems

 - Maintenance, repair, programming, search/archive recordings

- Security scheduling for PVS

- Supply inventory and distribution

 - Consumer products

 - First aid kit supplies

 - Bio-hazard clean-up kit supplies

- Service Center office supply inventory

GENERAL SERVICES

Mailroom Services

Staffing: 2 Part-Time Mailroom Clerks

Responsible for shipping and receiving for Windmill Library and Service Center, maintain stock of various supplies, and supply distribution.

Post and send mail and packages (41,000 average annually)

- ILL and Homebound Services
- Customer notices
- All other mail and packages

Receive and distribute incoming mail, and packages (550 average per week)

Distribute library cards and other items to branches upon request



GENERAL SERVICES

Purchasing

Staffing: 1 Full-Time (Manager)

In accordance with N.R.S. and District policies and procedures, procure goods and services for General Services and Library Operations.

Responsibilities include:

- Obtain quotations

- Outreach to minority-owned and emerging small businesses

- Prepare formal and informal bids

- Create and distribute purchase orders

- Evaluate bids including assessment of products and services



GENERAL SERVICES

John Vino

Assistant General Services Director

Courier
Services

Safety and
Security

Facilities
Services

Fleet
Services

GENERAL SERVICES

Courier Services

Staffing: Keith Williams, Courier Supervisor

5 Full-Time Drivers

3 Part-Time Pages

Sort, transport, and deliver library materials in a responsible, safe, and cost-effective manner.

Details and Statistics

25 District locations

5 contract locations

NLV-3 , Boulder City-1, Las Vegas Detention)

5 million items moved annually (14,500 per day)

7 days a week

110,000 miles / 7,500 deliveries annually



GENERAL SERVICES

Courier Services - Continued

Central Sorter System

Sorts library materials using a centralized automated materials handling system.

3 inputs and 38 output bins

Utilizes RFID technology

Sorts 2,500 items per hour



GENERAL SERVICES

Safety and Security

Staffing: Nicole Baker, Safety Manager

Policies and Procedures

Develop and manage District safety policies and procedures to ensure compliance with OSHA, State and Federal laws and regulations.

Programs and Plans

Develop and manage 30 programs and plans including:

- Bloodborne Pathogen Exposure Plan
- Hazard Communication Program
- Workplace Violence Prevention Program



Safety Training

Ensure staff and outside contractors are in compliance with OSHA and other safety related standards.

GENERAL SERVICES

Safety and Security - Continued

Investigations and Inspections

Conduct on-site investigations of safety related injuries or incidents

Conduct scheduled and unscheduled safety inspections

Identify and document hazards

Recommend corrective action

Oversee the District's Safety Committee



GENERAL SERVICES

Safety and Security - Continued

Fire and Life Safety

Periodic testing of building life safety systems including:

- Fire alarm systems
- Fire sprinkler systems
- Fire doors
- Fire extinguisher
- Emergency lighting systems

Evacuation plans and procedures

Automated external defibrillators (AEDs)



GENERAL SERVICES

Safety and Security - Continued

On-Site Security Services

Administer armed security officer services contract

Ensure contract compliance

Reviews and establishes post orders

Oversee Account Manager and 44 armed officers

1,560 hours of coverage each week

3 roving patrols visit urban branches
multiple times nightly



GENERAL SERVICES

Facilities Services

Staffing: Truman Driver, Maintenance Supervisor
7 Full-Time Maintenance Technician II
3 Full-Time Maintenance Technician III
2 Full-Time Laborers

General Responsibilities

- Ensure safe, secure, clean, and well-maintained facilities
- Implement and manage energy conservation initiatives
- Maintain a proactive preventive maintenance program
- Conduct facility condition audits for planning and budgeting purposes
- Assist with building renovations and other capital projects



GENERAL SERVICES

Facilities Services - Continued

Specific Responsibilities

Maintenance Technicians perform specialized tasks including, but not limited to:

- Preventive and routine inspections

- Replace building system components

- Building maintenance and repair (plumbing, painting, electrical, furniture, HVAC)

Laborers assist technicians and are responsible for:

- Move items from branch to branch

- Assemble furniture, equipment and shelving

- Minor fleet services



GENERAL SERVICES

Facilities Services - Continued

Contract Compliance

Oversee and manage 25 + contracted service vendors to ensure adherence to contract specifications.

- Coordinate and oversee work

- Identify and address deficiencies

Contracted services include:

 - Janitorial maintenance

 - Landscape maintenance

 - Elevator maintenance

 - Emergency generators

 - Pest control services

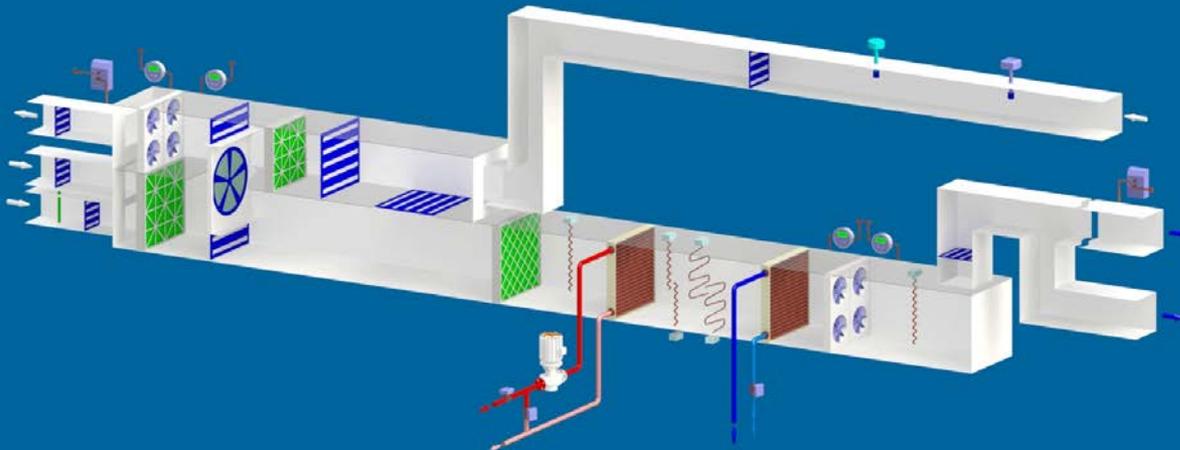
GENERAL SERVICES

Technology - Continued

Direct Digital Controls

Review status of HVAC systems at a glance
Manage and troubleshoot systems remotely
Set and maintain occupancy schedules

Schneider Electric



GENERAL SERVICES

Fleet Services

Inventory

- 33 Vehicles
- 1 Trailer
- 9 Man-Lifts

Provides comprehensive fleet management, ensuring that District vehicles are properly maintained and safe to operate

Responsibilities

- Scheduling vehicles for maintenance and repair
- Fleet acquisition and disposal



GENERAL SERVICES

Risk Management

Responsible for identifying, minimizing, mitigating, and transferring risk inherent to the daily operations of the District:

Identifying Potential Risk - Operational assessment of activities performed and periodic inspections of buildings and grounds

Minimizing Risk - Implementing procedures, controls, and programs and ensuring training of staff and on-site contractors

Mitigating Risk - Investigating safety related incidents and taking corrective measures, if required

Transferring Risk - Insurance (property, general liability, auto liability, management liability, cyber liability, and environmental liability)

Periodic Review - Review and revise program as required

GENERAL SERVICES

Real Estate

Facilities Master Planning

Building and Land Purchases, Leases, and Disposal

Easements

GENERAL SERVICES

Construction Administration

Manage renovations, new construction, and capital repair and improvement projects:

Responsibilities include:

- Programming

- Design

- Bidding

- Contracts

- Project Coordination and Management

- Quality Assurance



Current New Construction – Mesquite and East Las Vegas Libraries - \$27M

Current FY Capital Repair and Improvement Projects - \$2.8M – 53 projects

A stage with red curtains and a wooden floor. The curtains are pulled back, revealing a wooden floor. The text "THANK YOU" is written in large white letters across the center of the image.

THANK YOU

ANY QUESTIONS?

THE LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT

**RESOLUTION 2017-04
OF THE LIBRARY TRUSTEES**

The following resolution (“Resolution 2017-04) of Board of The Library Trustees of the Las Vegas-Clark County Library District, a political subdivision of the state of Nevada (the “District”), is hereby adopted as of December 14, 2017:

NEW MARKETS TAX CREDIT TRANSACTION

WHEREAS, the District is the owner of that certain real property and existing improvements located at 121 and 160 West First North Street, Mesquite, Nevada 89027, the legal description of which is set forth in Exhibit A hereto (the “Land”); and

WHEREAS, District desires to construct and equip improvements on the Land for use as a public library and community service center (the “Project”); and

WHEREAS, District has determined that the Project may be financed in part through financing obtained under the New Markets Tax Credit Program (“NMTC Program”), established in 2000 as part of the Community Renewal Tax Relief Act of 2000; and

WHEREAS, District has determined that it is advisable, and in furtherance of the purposes for which District is organized, to participate in the NMTC Program to finance the Project; and

WHEREAS, to facilitate the participation of the District in the NMTC Program, the District desires to create a new affiliated nonprofit entity which is anticipated to be named Mesquite QALICB, Inc., a Nevada nonprofit corporation (“QALICB”), which will be controlled by the District, and lease an interest in the Land, as lessor, to QALICB, as lessee, pursuant to a ground lease along with addenda attached thereto (collectively, the “Ground Lease”); and

WHEREAS, to facilitate the construction of the Project through participation in the NMTC Program, the District will contract to construct and sell the Project to the QALICB pursuant the terms contained in the Ground Lease; and

WHEREAS, in order to facilitate participation by the District and QALICB in the NMTC Program, the District, as lessee, will enter into an operating lease with QALICB, as lessor, whereby the District will lease the Land and improvements from QALICB (the “Operating Lease”), so the District may operate the Land and improvements as a public library and community services center, in furtherance of the purposes for which the District is organized (the formation of QALICB, the conveyance of the Land, the agreement to construct the Project pursuant to the Ground Lease, and the leasing transactions as described in the foregoing recitals being hereinafter referred to as the “Real Estate Transaction”); and

WHEREAS, in order to participate in the NMTC Program, the District desires to contribute the approximate amount of \$6,646,000 to the Las Vegas – Clark County Library

District Foundation, Inc., a Nevada nonprofit corporation (the “Foundation”) pursuant to a Grant Agreement (the “Grant Agreement”) to enable the Foundation to make a loan in the approximate principal amount of \$6,646,000 (the “Leverage Loan”) to Chase NMTC Mesquite Library Investment Fund, LLC, a Delaware limited liability company and a single-purpose investment fund (the “Fund”); and

WHEREAS, the Fund will use the proceeds of the Leverage Loan, together with other funds to be invested in the Fund by Chase Community Equity, LLC, a Delaware limited liability company (“Tax Credit Investor”), in the approximate amount of \$3,354,000, to fund Qualified Equity Investments in the aggregate amount of \$10,000,000 (the “QEI”) in Clearinghouse NMTC (Sub 52), LLC, a California limited liability company (the “CDE”), in exchange for Tax Credit Investor’s receipt of \$3,900,000 in New Markets Tax Credits in accordance with the NMTC Program; and

WHEREAS, the CDE will make a loan to QALICB in the aggregate amount of approximately \$9,800,000 for the purpose of financing the construction of the Project, establishing reserves and paying fees, other up-front costs and the closing costs of the Project (the “QLICI Loan”) in accordance with those certain loan and security documents to be entered into by the CDE and QALICB; and

WHEREAS, the QALICB will use a portion of the QLICI Loan to reimburse the District for certain costs related to the Project incurred by the District prior to the date of closing of the QLICI Loan (the “Reimbursement”) and such reimbursement will be documented by a Reimbursement Agreement and a Reimbursement Certification and Compliance Agreement (collectively, the “Reimbursement Documents”); and

WHEREAS, as is customary in such transactions, the District and the Tax Credit Investor will enter into a put/call agreement (the “Put/Call”) under which, following a period of approximately seven (7) years from the closing, the Tax Credit Investor will have the right to put and sell its interest in the Fund to the District at the price provided therein, and, in the event such put is not exercised, the District will have the right to call and purchase such interest at its fair market value, all subject to the terms and conditions set forth in one or more agreements establishing such arrangements; and

WHEREAS, the proceeds of payments made by QALICB to the CDE under the QLICI Loan will be distributed to the Fund as its source of funds for payments of principal and accrued interest to be made to the Foundation under the Leverage Loan (the Real Estate Transaction, the Reimbursement, the transaction relating to the Leverage Loan, the assignment of the Leverage Loan and related matters, including the Grant Agreement, as described in the foregoing recitals, being hereinafter referred to as the “Transaction”); and

WHEREAS, as used herein, the documents relating to the Transaction, including, without limitation, the Ground Lease, the Operating Lease, the Grant Agreement, the Reimbursement Documents, and the Put/Call, are collectively referred to herein as the “Transaction Documents”; and

WHEREAS, the Board of Library Trustees has determined that the Transaction is in furtherance of the purposes of the District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Library Trustees hereby consents to the formation of QALICB and the participation by the District and QALICB in the Transaction as described in the foregoing recitals, specifically (a) the participation by the District in the Real Estate Transaction, (b) the contribution of approximately \$6,646,000 to the Foundation to enable the Foundation to make the Leverage Loan by the Foundation, as lender, to the Fund, as borrower, and (c) the execution and delivery of the Transaction Documents; and

RESOLVED FURTHER, that the Chief Financial Officer or other officer of the District (“Authorized Representative”) is authorized and directed to execute and deliver the Transaction Documents on behalf of the District in form and substance approved by the Authorized Representative and Gerald Welt as legal counsel to the District (“Counsel”), and with such changes thereto as the Authorized Representative and Counsel may approve, the execution and delivery by the Authorized Representative being conclusive evidence of the approval of any such changes; and

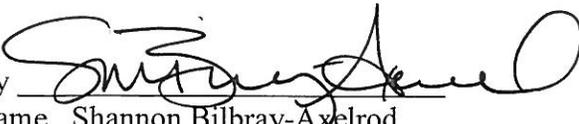
RESOLVED FURTHER, that the Authorized Representative is authorized on behalf of the District, to execute, deliver and perform such further agreements, certificates, filings, financing statements, instruments and other documents as may be necessary or appropriate to consummate the Transaction contemplated or required by the Transaction Documents and as approved by the Authorized Representative and Counsel; and

RESOLVED FURTHER, that any action previously taken by the Authorized Representative or other officer or representative of the District, in the name of or on behalf of the District and in furtherance of the Transaction, is hereby ratified, confirmed and approved in all respects as the action of or action on behalf of the District.

The original executed copy of this document shall be filed in the minute book of the District and become a part of the records of the District.

[Remainder of this page intentionally left blank]

I, the undersigned, hereby certify that I am the duly elected and acting Secretary of The Las Vegas - Clark County Library District, a political subdivision of the state of Nevada, and that, as such, I certify that Resolution 2017-04 has been duly adopted by the Board of Library Trustees on December 14, 2017, in accordance with applicable Nevada law and the Bylaws of the District, which have not been rescinded and remain in full force and effect on the date hereof.

By 
Name Shannon Bilbray-Axelrod
Title Secretary

[Signature Page to Board Resolution 2017-04 for Las Vegas - Clark County Library District]

EXHIBIT A
LEGAL DESCRIPTION OF LAND