



## ALL DISTRICT MEMO

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**TO:** All District Employees  
**FROM:** Fred James, Acting Executive Director  
**DATE:** July 9, 2020  
**SUBJECT:** District Update

Hope this finds all of you in good health!

As the summer zips along, please do not let these two important deadlines slip by:

- **Voluntary Employee Separation Package (VESP).** Employees interested in taking advantage of the Voluntary Employee Separation Package must complete the Acknowledgment form of the detailed VESP document available on Voyager at HR section <http://voyager.lvccd.int/index.cfm?dep=2&pg=2>. Your signed and completed Acknowledgment form will serve as your application for the VESP program, and must be received physically or electronically by Human Resources between now and **Friday, July 31, 2020 at 4:00 p.m.** The Acknowledgement form is not an acceptance of VESP. After HR receives your signed Acknowledgement form, they will promptly provide you with your individual payout information and another VESP acceptance document, which will you will then need to sign and return to Human Resources to officially accept the VESP. **Human Resources must receive your signed acceptance document physically or electronically by Monday, August 24, 2020 at 4:00 p.m.** Your last day of employment with the Library District will be **Friday, September 4, 2020.**
- **IT Compliance Training.** The District's IT Department implements a comprehensive security strategy for protecting our information technology assets from unauthorized access. However, even the most sophisticated security solutions can be compromised by using social engineering techniques. Social engineering is a non-technical method of intrusion that hackers use, which relies heavily on human interaction and often involves tricking people into breaking normal security procedures, such as clicking on a link or opening an attachment from an unknown sender. A knowledgeable workforce is the most effective way of combating social engineering attacks. The training classes "Security Awareness Now! Phishing Plus" and "Security Awareness Now! Password Security" are both required training for all District employees. These courses will not only help you with protecting the District's assets, but also with protecting your own personal devices. Everyone must complete these courses by **July 31, 2020.** You can access

these training courses either through the BizLibrary link on the [Voyager](#) home page or through a link provided in the June 30, 2020, AD memo sent to all District staff.

**Protocols for Employees and COVID-19.** Thanks to all your feedback and follow-up questions on this important topic. The Human Resources team is now finalizing procedures for how to handle employee issues related to staff COVID-19 including contact, symptoms, and positive tests. These procedures, along with a list of COVID-19 testing sites, will be issued next week and posted on Voyager in the Human Resources section. Human Resources staff will be contacting your branch or department to review the new procedures and answer further questions that you may have.

**CCSD Plan for Reopening Schools.** We are closely following the CCSD opening plans. Once the school district and state budget plans are approved, the Executive Council will meet to understand the impact on our staff and our service plans. In the interim, Human Resources will be issuing an all-staff online survey to help us understand staff circumstances and concerns related to childcare.

**Nevada Legislature.** At this time the state Assembly and Senate are meeting to discuss the roughly \$1.2 Billion state budget shortfall. On July 8<sup>th</sup>, the Governor's Office provided legislators with a list of department and program budget cuts that total over \$800 million. This was based on his request for all state departments and programs to submit their recommended budget cuts ranging from 6% to 14%. Additional budget adjustments will be needed to fully close the Biennial Budget gap. Once legislature's and Governor's actions are complete, the Library District's Executive Team will meet to determine what fiscal and operational adjustments may be needed at the Library District. We will communicate these impacts to you at that time.

**July Library District Board Meeting Rescheduled.** The Library District Board of Trustees will meet on **Thursday, July 23, 2020**, by Webex. The meeting will start with a special meeting to consider the search for a new Executive Director at a Special Board Meeting at 5:30 p.m. The Regular Board Meeting will begin at 6:15 p.m. Login and call in information for the board meeting will be available on [LVCCLD.org](#).

**New COVID-19 Incident.** Human Resources has been informed today that an employee at Clark County Library has tested positive for the COVID-19 virus. The employee's last day at work was June 28, 2020. Since this person is a District employee, we notified the Health District. The Health District may call the Library District to obtain a listing of the staff working on those days.

The District's protocols with our Janitorial Services requires a thorough cleaning of all branches during and after hours. We believe these protocols, as well as the requirements that we have in place for face coverings and social distancing, should minimize the chance of contracting the virus while at work. If an employee develops symptoms of the COVID-19 virus, the District advises the employee to contact their supervisor, to not to report to work, and to seek medical attention.

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**Thank You.** As I mentioned earlier, all the feedback shared by staff and the public is helping us to adjust to the daily changes and challenges surrounding the COVID-19 outbreak. We are making every effort to identify and address issues early and to communicate clearly, in order to provide the public and our staff with safe and satisfying library services.