



## ALL DISTRICT MEMO

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**TO:** All District Employees  
**FROM:** Fred James, Acting Executive Director  
**DATE:** August 12, 2020  
**SUBJECT:** District Operations Update

August already and the changes just keep coming. Thanks to all of you for wading through the information in these AD Memos. We are making every effort to keep them brief, while giving all our staff and Board Trustees information about important initiatives and operational changes ahead.

**VEGAS STRONG ACADEMIES.** Three weeks ago, the Clark County School District decided that all school buildings would be shuttered and all instruction would be conducted online via distance learning.

Responding to challenges local working families and many of our staff will face with that plan, this week the Library District Board of Trustees will consider entering into an agreement with the City of Las Vegas to operate Vegas Strong Academies in potentially seven of our library branch facilities. All departments of the Library District have been working together to identify library sites that can serve as both safe and affordable child care and providing student academic and technology support for distance learning.

This arrangement will essentially be a turnkey operation with the City of Las Vegas Department of Youth and Social Innovation staff who have been running SafeKey/Ignite services at schools and community centers. Hours of operation at the library locations will be 6:30 a.m. to 6:00 p.m. Library District security will be letting students and Vegas Strong Academies staff in the building into the morning.

**LVCCLD staff are invited to use this service.** Pre-public registration for Library District staff opened this week. For Library District employees who need this service, please refer to AD Memo 20-09, issued this week for detailed instructions on how to register for the Vegas Strong Academies, as it requires an unlock code. Pre-public registration is open through Thursday, August 13<sup>th</sup> and registration fees are waived for LVCCLD staff. The AD Memo 20-09 can be found under Administration on Voyager and the Staff Updates web pages: <https://bit.ly/3iDuO6e> If staff have further questions about the Academies, please contact Should you have any questions or concerns please contact Alexis Damianos at [adamianos@LasVegasNevada.gov](mailto:adamianos@LasVegasNevada.gov) or (702) 229-3415 or visit [www.lasvegasnevada.gov/VegasStrongAcademy](http://www.lasvegasnevada.gov/VegasStrongAcademy).

With Board approval of the project, public registration will open on Friday, August 14<sup>th</sup>. At this time, registration is open for these library branches: Clark County, East Las Vegas, West Las Vegas, and Windmill. When these sites fill up, it is possible that the project will expand to an additional three library sites that include Sahara West, Sunrise, and Whitney.

The successful planning of this student support partnership with the City of Las Vegas in a very short period of time means we will continue to uncover issues of partnership and management in the next few months. We are now assembling the implementation team that will help us move forward to ensure that every student makes progress in these Vegas Strong Academies.

**COVID-19 NOTIFICATION UPDATES.** Today, August 12<sup>th</sup>, we were notified of a confirmed case of COVID-19 at our Rainbow Branch. The last day the employee worked was August 7.

On August 6, 2020, we were notified of a confirmed case of COVID-19 at our Rainbow Branch. The last day the employee worked was July 30<sup>th</sup>.

On Saturday August 1, 2020, we were notified of a confirmed case of COVID-19 at our Whitney Branch. The last day the employee worked was July 27<sup>th</sup>.

For all confirmed cases of COVID-19, we are following the new COVID-19 Protocol, which can be found on Voyager at this link: <https://bit.ly/31K4II9>

The last COVID-19 Protocol training sessions (for all district PICS and supervisors) was completed on August 11<sup>th</sup> and new sessions will be added as needed. As of the August 11<sup>th</sup> date, seven (7) training sessions will have been held and 166 PICS and supervisors will have completed training.

**Self Care Is A Priority.** During these unprecedented times, it is not uncommon to feel more stress than you commonly would.

The following courses designed to share insight on how to deal with stress and anxiety are now accessible through [BizLibrary](#):

- Tips for Reducing Anxiety and Stress During COVID-19 (7 min)
- Managing Stress and Anxiety During COVID-19 (6 min)
- Managing Anxiety by Practicing Mindfulness and Meditation (3 min)
- Mindfulness & Meditation COVID-19 Example (6 min)

You can easily locate these courses in [BizLibrary](#) by searching using the keywords "stress" or "COVID".

**VESP DEADLINES AHEAD: REVIEW THE IMPORTANT DEADLINES BELOW IF YOU WANT TO TAKE ADVANTAGE OF THE 2020 VESP PROGRAM.** To date 40 Library District employees have signed their VESP Severance Agreement and 14 have retired from the Library District. To remind those who are still eligible (turned in an Acknowledgement Form by July 31, 2020), the timeline for submitting your remaining documentation is as follows:

1. Employee receives personalized and detailed terms of agreement and submits a signed **Acceptance Form**, that provides a proposed separation date (no later than September 4), to Financial Services by **4:00 p.m. on August 24, 2020**;
2. Employee receives, signs, and returns the **Severance Agreement**, to finalize the arrangement with the Library District, to Financial Services by **4:00 p.m. on August 26, 2020**; and
3. Employee receives, signs, and returns the **Supplemental Agreement** to Financial Services by **2:00 p.m. on their separation date.**

We want to acknowledge the tremendous contributions of staff who have taken a voluntary separation package and retired from the Library District. The Library District is stronger because of their talent and commitment over the years over the years and we wish them the best.

**Branch Managers:** Tam Anderson (RB); Sal Avila (EV); Florence Jakus (WC)

**Assistant Branch Manager:** Carol Chambers (WV)

**Adult Services:** Becky Damoth (SU); James DiGeorge (WC); and Sharon Watson (WV)

**Circulation:** Antonio Rosales (CH); Pui-Lee Hsueh (CH)

**Facilities Maintenance:** Truman Driver (WMSC)

**Library Associate:** Januce Johnson (MT)

**Support Services:** Mary Louise Lauer (WMSC)

**Youth Services:** Mary Rowan (RB); Michelle Caron (WV)

We will continue to notify staff of the retirements and departures, as well as plans to reorganize staff in branches to meet operational needs.