

# ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Special Meeting  
July 23, 2020**

DATE: Thursday, July 23, 2020

TIME: 5:30 p.m.

PLACE: Pursuant to the Governor's Emergency Directive on Public Meetings, [http://gov.nv.gov/News/Emergency\\_Orders/2020/2020-03-22 -  
\\_COVID-19\\_Declaration\\_of\\_Emergency\\_Directive\\_006/](http://gov.nv.gov/News/Emergency_Orders/2020/2020-03-22_-_COVID-19_Declaration_of_Emergency_Directive_006/) this meeting will take place at the Windmill Library AND online via Webex. Connection information is listed on page 3.

Windmill Library  
7060 W Windmill Lane  
Las Vegas, NV 89113

There is a VERY limited amount of public seating available in the Windmill Library Auditorium which will be available on a first-come, first-served basis.

I. Roll Call

II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. If you wish to comment on an item appearing on this agenda, you may send an email to [boardcomments@lvccld.org](mailto:boardcomments@lvccld.org). Please identify on which agenda item you are commenting. Any comments not so identified will be read at the end of this meeting.

The public comment period at library district board meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment. Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the chair has the authority to grant additional time to a speaker. When more than fifteen (15) people wish to comment, the chair shall proportionately reduce the time allotted to the forty-five minute maximum.

III. Board Action to accept Proposed Agenda (For possible action)

IV. New Business

Discussion and possible Board action regarding the search for an Executive Director of the Las Vegas-Clark County Library District.

V. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. If you wish to make public comment on this item, you may send an email to [boardcomments@lvccld.org](mailto:boardcomments@lvccld.org). Please identify this agenda item in your email.

The public comment period at library district board meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment. Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the chair has the authority to grant additional time to a speaker. When more than fifteen (15) people wish to comment, the chair shall proportionately reduce the time allotted to the forty-five minute maximum.

VI. Adjournment

NOTE: AT ANY TIME, ANY ITEM ON THIS AGENDA MAY BE TAKEN OUT OF ORDER, COMBINED WITH ONE OR MORE OTHER ITEMS ON THE AGENDA OR REMOVED FROM THE AGENDA, EITHER AT THE DISCRETION OF THE CHAIR OR BY VOTE OF THE BOARD.

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL ALLISON BOYER AT (702) 507-6186 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE.

NOTE: PLEASE CONTACT ALLISON BOYER AT (702) 507-6186 OR [boyera@lvccld.org](mailto:boyera@lvccld.org) TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING.

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, [www.lvccld.org](http://www.lvccld.org) and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, July 17, 2020, i.e., given at least three (3) working days before the meeting, including in the notice the time, way to access the meeting, and agenda of the meeting:

- A. By delivering a copy of the notice to each Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:

1. Clark County Library  
1401 E. Flamingo Road  
Las Vegas, NV 89119
  2. East Las Vegas Library  
2851 E Bonanza Road  
Las Vegas, NV 89101
  3. Summerlin Library  
1771 Inner Circle Drive  
Las Vegas, NV 89134
  4. Sunrise Library  
5400 Harris Avenue  
Las Vegas, NV 89110
  5. West Charleston Library  
6301 W. Charleston Boulevard  
Las Vegas, NV 89146
  6. West Las Vegas Library  
951 W. Lake Mead Boulevard  
Las Vegas, NV 89106
  7. Windmill Library  
7060 W. Windmill Lane  
Las Vegas, NV 89113
  8. Las Vegas-Clark County Library District website  
[www.lvcclld.org](http://www.lvcclld.org)
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Webex Connection information:  
<https://lvcclld.webex.com>  
Event number (access code): 1467856807  
Password: 072320BRD  
Join by phone: +1 (408) 418-9388  
Use same meeting number  
Join from a video system or application:  
Dial [1467856807@lvcclld.webex.com](mailto:1467856807@lvcclld.webex.com)  
You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.



## ITEM IV.

### AGENDA ITEM

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#### JULY 23, 2020 SPECIAL MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #IV.:** Discussion and possible Board action regarding the search for the next Executive Director of the Las Vegas-Clark County Library District.

**Background:** Requested by Chair Ortiz.

Chair Ortiz would like the Trustees to discuss what parameters, expectations, requirements, and salary they have in mind for the next Executive Director. This will allow for direction to staff.

In order to start the discussion, the current job description and evaluation policy are attached for Trustee review.

The current salary range for the position is:

Level	Low	Middle	High	
145	\$74,676.33	\$97,079.23	\$119,482.13	Hourly
	\$5,974.11	\$7,766.34	\$9,558.57	Monthly
	\$155,327	\$201,925	\$248,523	Annual

Acting Executive Director Fred James will introduce Jane Whisner of Destiny Executive Search Group, Inc. to present a plan of action involving the use of an executive search firm to conduct a nationwide search and to provide finalists for the Trustees to make the final decision, as per Nevada Open Meeting Law. Ms. Whisner has already completed one nationwide search for the District's Human Resources Director. Her biography is attached.

**Recommended Action:** For presentation and discussion only.



## ITEM IV.

### AGENDA ITEM

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#### JULY 9, 2020 SPECIAL MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #IV.:** Discussion and possible Board action regarding the search for the next Executive Director of the Las Vegas-Clark County Library District.

**Background:** Requested by Chair Ortiz.

Chair Ortiz would like the Trustees to discuss what parameters, expectations, requirements, and salary they have in mind for the next Executive Director. This will allow for direction to staff.

In order to start the discussion, the current job description and evaluation policy are attached for Trustee review.

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**Recommended Action:** For presentation and discussion only.

# **EXECUTIVE DIRECTOR**

**(Range 145)**

## **DEFINITION**

Provides the highest level of executive leadership and comprehensive administration to the Library District.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Library District Board of Trustees as stated in NRS 379.

Exercises administrative supervision over subordinate staff, which includes Deputy or Assistant Directors, Regional Library Administrators, Administrative Department Heads, and others.

## **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Ensures the efficient overall administration and operation of the Library District.
2. Exercises executive decision making skills, including formulating Library District policies, plans and procedures; administrative staff development; project direction and oversight; and addressing and resolving human resources issues.
3. Administers all functions of the Library District to include public and support services, Facilities Maintenance, Purchasing, Human Resources, Finance, and Public Relations.
4. Serves as the fiscal agent to the Library District Board of Trustees, and oversees and directs all budget and financial activities for the District.
5. Oversees the planning, development, and implementation of Library District goals, objectives, and operational and political strategies.
6. Exercises executive leadership skills in the effective coordination and operation of the Library District management team.
7. Directs and supervises subordinate staff, including rendering discipline and performance evaluations.
8. Resolves a wide range of routine and non-routine issues and difficult situations.
9. Oversees the preparation and analyses of a variety of Library District reports.
10. Maintains effective professional relationships with local government and legislative bodies (City of Las Vegas and Clark County government), the Library District Board of Trustees, Library District staff and management, professional and institutional organizations, including organized labor, and the community at large.
11. Determines appropriate staffing levels, work performance standards, contents of the

**LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT**

**EXECUTIVE DIRECTOR**  
**PAGE 2**

workday, the quality and quantity of services to be offered to the public, and the means and methods of offering those services.

12. Stays abreast of new trends and innovations in the fields of management and library administration.
13. Ensures compliance with all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.
14. Serves as the hearing officer on grievances and appeals of discipline; reviews and/or approves all staff terminations and other personnel transactions; and works cooperatively with employee bargaining units.
15. Attends Board, governmental, legislative, professional, and library meetings, conferences, and hearings for the purposes of representing the Library District, acquiring and providing information, presenting recommendations, or implementing Library District policy.

**KNOWLEDGE AND ABILITIES -- Each element in the following list is highly desirable. Mastery of each element is an ongoing process.**

**Knowledge of:**

1. Professional public library operations.
2. Current trends and developments in the fields of executive leadership, management, and public administration.
3. Finance and accounting, including public bond financing methods, public and private funding sources; and complex budget development, administration, and control.
4. Complex project planning methods and techniques.
5. Effective, high level administrative management principles and practices.
6. Pertinent Federal, State, and Local laws, regulations, and ordinances.

**Ability to:**

1. Exercise initiative, appropriate discretion, and good judgment and make sound, courageous decisions.
2. Analyze and interpret complex and technical issues.
3. Direct complex projects to a successful conclusion.
4. Foster a productive, cooperative working environment based on effective interpersonal competence.
5. Effectively lead a management team, including directing and supervising the work of subordinate staff.
6. Establish and maintain effective and productive professional relationships with a wide

variety of public and private parties.

7. Accept, initiate, and manage change and maintain flexibility.
8. Direct, manage, and perform multiple tasks and projects concurrently.
9. Perform under intense political and workload pressure.
10. Communicate clearly and correctly, both orally and in writing.
11. Effectively manage organizational and interpersonal conflict, including dealing with difficult individuals.
12. Grasp intellectually the implications of various business and organizational situations pertaining to the District, and to render sound, logical decisions.

**Training and Experience:**

Master's Degree in Library Science preferred (awarded from a college or university accredited by the American Library Association). Candidates will be considered with a qualifying record of upper level academic achievement (Master's Degree or higher); supplemented by a minimum of ten (10) years of executive experience, five (5) of which must include experience in library or other public administration, and eight (8) years of supervisory experience. Advanced degrees additional to any reference above, such as Masters of Public Administration or Masters of Business Administration, are highly desirable.

**License, Certificate, or Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Physical Requirements:**

Essential functions may require maintaining a physical condition necessary for minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and sitting or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed in a professional office setting with infrequent exposure to adverse environmental conditions.



<b>FLSA:</b>	<b>EXEMPT</b>
<b>CBA:</b>	<b>NOT COVERED</b>
<b>DEVELOPED:</b>	<b>JULY 1, 1995</b>
<b>REVISED:</b>	<b>DECEMBER 1, 1997 JUNE 15, 1998 OCTOBER 13, 2008 FEBRUARY 21, 2018</b>

**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
EXECUTIVE DIRECTOR  
PERFORMANCE EVALUATION  
GUIDELINES**

Board of Trustees Responsibility

- Evaluation forms will be distributed to Trustees during the month of May.<sup>1</sup>
- Board of Trustees will meet with Executive Director in executive session prior to the evaluation's due date to provide feedback regarding Executive Director's performance for past year. Trustees should use the Performance Evaluation form as a tool in preparing to provide Director with feedback.

Chair, Board of Trustees Responsibility

- Chair, Board of Trustees, will complete the Summary form based on feedback from all Trustees provided to Executive Director during executive session in July<sup>2</sup> Board meeting. Chair will present Summary during the July<sup>2</sup> Board meeting.
- Summary evaluation will be placed in Executive Director Human Resources files.
- Executive Director Evaluation due: Approximately – September 1.<sup>2</sup>

Executive Director:

- The Executive Director will provide Trustees with list of past accomplishments and future goals and objectives by the May Board meeting.<sup>2</sup> This list will be added to the Trustees' Summary and be incorporated into public record during a Board meeting.

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<sup>1</sup> Board of Trustee members who have served on the board less than four months would not participate in the evaluation process.

<sup>2</sup> This date will be based on the date of each executive director's individual evaluation date.

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

DATE \_\_\_\_\_

**Rating Scale Definitions:**

Outstanding	The employee's work performance is consistently excellent when compared to the standards of the job.
Exceeds Expectations	The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
Meets Expectations	The employee's work performance consistently meets the standards of the position.
Below Expectations	The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Needs Improvement	The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

**Evaluation Competencies:**

<b>Library District Board of Trustees Relationships</b>
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- Effectively implements policies and programs approved by the Board of Trustees
- Reporting to the Board is timely, clear, concise and thorough
- Accepts direction/instructions in a positive manner
- Provides the Board with clear reports of anticipated issues that could come before the Board

**Rating (circle one):**

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Public Relations

- Projects a positive public image
- Provides timely response to public (inquiries, complaints, requests, etc.)

### Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employee & Labor Management

- Delegates appropriate responsibilities
- Effectively communicates with District staff
- Exercises executive leadership skills in the effective coordination and operation of the Library District management team
- Ensures compliance with all pertinent Federal, State, and Local laws, regulations and ordinances, as well as all Library District policies and procedures
- Serves as the hearing officer on grievances and appeals of discipline; reviews and/or approves all staff terminations and other personnel transactions; and works cooperatively with employee bargaining units.

### Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Fiscal Management**

- Prepares a realistic annual budget
- Controls expenditures in accordance with approved budget
- Determines appropriate staffing levels, work performance standards, contents of the workday, the quality and quantity of services to be offered to the public, and the means and methods of offering those services

#### **Rating (circle one):**

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: \_\_\_\_\_

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### **Communication**

- Oral communication is clear, concise and articulate
- Written communications are clear, concise and accurate

#### **Rating (circle one):**

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
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Comments: \_\_\_\_\_

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### **Personal Traits**

- Initiative
- Judgment
- Fairness and impartiality
- Creativity
- Stays abreast of new trends and innovations in the fields of management and library administration

#### **Rating (circle one):**

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: \_\_\_\_\_

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### **Intergovernmental Affairs**

- Maintains effective communication with local, regional, state and federal government agencies
- Financial resources (grants) from other agencies are pursued
- Contributes to good government through regular participation in local, regional and state committees and organizations
- Lobbies effectively with legislators and state agencies regarding programs and projects affecting the Library District
- Attends Foundation Board meetings and provides direction to grow and expand Foundation to support the Library District

#### **Rating (circle one):**

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
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Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Overall Evaluation**

#### **Rating (circle one):**

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
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Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

EXECUTIVE DIRECTOR: \_\_\_\_\_

EVALUATION EFFECTIVE DATE: \_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Overall Evaluation Score**

**Rating (circle one):**

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
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**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOARD OF TRUSTEES****CONCURRENCE**

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Chair

YES / NO

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Vice Chair

YES / NO

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Secretary

YES / NO

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Treasurer

YES / NO

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Trustee

YES / NO

---

Trustee

YES / NO

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Trustee

YES / NO

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Trustee

YES / NO

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Trustee

YES / NO

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Trustee

YES / NO





**Destiny Executive Search Group, Inc.**  
**Executive Search Process Overview**  
**The Las Vegas-Clark County Library District – Executive Director Position**

Thank you for allowing Destiny Executive Search to present our recruiting process for the position of Executive Director at the Las Vegas-Clark County Library District.

Destiny Search has developed a multi-step approach to recruiting that allows us to customize each search based on specific priorities. By having a thorough understanding of what is important to you, we will be confident that we can recruit qualified candidates on your behalf. The steps we use in our process are outlined below.

**1) Gain a thorough understanding of what's important to the Library District.**

An in-depth understanding of what is important to the Library District in the Executive Director position is one of the most important steps in our process. As our initial step, we would like to have the opportunity to speak with members of the Board of Trustees to ask that "what's important to you" question.

Each Board Member has specific knowledge of the Executive Director role and will be able to provide us with vital information. Their varied perspectives, past experiences, knowledge of current and future needs and awareness of challenges that may be faced by the person in the Executive Director role will allow us to put together a profile that, when combined with the formal job requirements, allows us to recruit the most qualified candidates for the position.

**2) Identify and reach out to potential candidates.**

We select potential candidates by utilizing multiple resources that include identifying, researching and reaching out to individuals who are not actively looking to make a position change, extensive advertising and utilization of Destiny Executive Search data bases and relationships. We will work with the Human Resources Director to best utilize advertising options and assist with meeting diversity initiatives.

**3) Screen and pre-qualify potential candidates.**

Each candidate who expresses an interest in the position will be pre-screened to be sure they meet the minimum requirements as outlined by the job description. They will also be evaluated based on the information provided by Board of Trustees members.

Potential candidates will then be entered into Destiny Search's applicant tracking system and all communication documented.

**4) In-depth review of potential candidate qualifications.**

Each candidate entered into the Destiny Search system will then be screened in detail. We will be looking for specific types of experience, job stability, career progression and additional education or company/community involvement that could be beneficial to the Library District. This allows us to notate any areas we may want to focus on in an in-depth interview.

**5) Conduct in-depth interview.**

When conducting this interview, we discuss past position responsibilities and accomplishments, reasons for making job changes and ask them to identify what is important to them in considering leaving their current position. We also discuss the Executive Director role at the Library District to include information provided to us by the Board of Trustees. This allows us to assess not only their experience but also their level of interest, enthusiasm and passion for the Executive Director position.

**6) Present qualified candidates to the Library District.**

Qualified candidates who are interested in continuing with the interview process for the Executive Director position will then be presented to Jeffrey Serpico, Human Resources Director and other executives as requested. Presentation of candidates will include a current resume and their cover letter as well as a written profile on each candidate.

**7) Coordinate interviews with selected candidates and maintain continued communication.**

We will coordinate interviews for the candidates selected by the Library District to start with the initial individual interview process. We will stay in touch with candidates and provide them with feedback and next steps in the process as appropriate.

**Jane Whisner, CPC – Managing Director, Destiny Executive Search Group, Inc.**

Management and coordination of the executive search for the Executive Director position at the Las Vegas-Clark County Library District will be facilitated by Jane Whisner, CPC, Managing Director of Destiny Executive Search Group, Inc. Jane will conduct all in-depth interviews and provide all candidate information that is presented to the Library District.

Jane has 32 years experience working with two search and contingency firms based out of Las Vegas, NV. She started with The Eastridge Group of Staffing Companies in 1988 and worked with them until 2003 when she joined Destiny Executive Search Group.

In her position as Managing Director for The Eastridge Group, she was responsible for identifying the “niche” growth markets that were evolving and for developing the business, clients and staff in each of those markets. She established and then managed multiple divisions including HR Solutions, Medical Resources, Accounting Solutions, Contractors and Builders Personnel, Eastridge Infotech, Pharmacy Placement Professionals and Sales Staffing Specialists.

In 2003, Jane was a founder of Destiny Executive Search Group, Inc., a woman-owned national boutique search firm. As Managing Director, she focuses on the development of contingency and search positions with a focus on expanding in markets that typically require candidates with highly specialized education and/or experience. She continues to work directly with both clients and candidates to insure she maintains current knowledge of market conditions.

Jane holds the Certified Personnel Consultant (CPC) credential that is offered by the National Association of Personnel Services (NAPS). CPC certification confirms an understanding of the laws which govern the employment relationship in the United States including employment laws and the legal implications on the work of direct-hire staffing professionals.

**Additional Information:**

In the spring of 2020, Destiny Executive Search Group recruited on behalf of the Library District for the position of Human Resources Director. Based on the excellent input and feedback that was provided to us by the senior management team, we placed Jeffrey Serpico in this position.

It would be a pleasure to work with the Library District again by recruiting for the position of Executive Director. The Library District is an exceptional organization offering services that are greatly needed by a diverse Clark County community. We at Destiny Search understand how very important this position is to both the Library and the community and will dedicate ourselves to finding the best possible candidates.