



ALL DISTRICT MEMO

TO: All District Employees
FROM: Fred James, Acting Executive Director
DATE: October 19, 2020
SUBJECT: District Updates

New Leadership: The Board of Trustees are leading the efforts to recruit and select our next Executive Director. They engaged the firm of Destiny Search, a Las Vegas company, to recruit candidates at the August meeting, and have laid out a timeline of interviewing the semi-final round of candidates in early December, and finalists in early January. Those will be public meetings.

Internally, as some of our seasoned directors and managers depart, a number of new leaders are stepping up to fill new roles. I want to recognize and thank these new leaders who now sit on the Executive Council:

Floresto Cabias – Floresto is the Acting Financial Services Director/CFO. He joined the Library District 17 years ago as Assistant Financial Services Director. Prior to that he worked for Deloitte. He holds a Bachelor's Degree and Masters Degree in Business Administration and Juris Doctor in Law.

Leo Segura - Leo is the Acting Library Operations Director and has worked at the Library District for 23 years. He has held numerous positions including 20 years of management and 2.5 years of administration. Leo is currently responsible for the efficient operations of branch libraries. He holds the following degrees: a Bachelor of Arts, History with a Business Administration Minor and a dual Master's Degree in Library and Information Science and MA History.

John Vino – John will become the Acting General Services Director in November. Prior to joining the Library District he spent 25 years as a Facilities Manager in Construction. The past 14 years at the library he has served as Assistant General Services Director. John has a Bachelor of Arts in Business.

I also want to thank these employees who have stepped into "acting" positions until they are filled through competitive bid when the new Executive Director comes on.

- **Tom Olson** – Acting Branch Manager for East Las Vegas Library
- **Jack Meyer** – Acting Branch Manager for Centennial Hills Library
- **Aaron Low** – Acting Branch Manager for Whitney Library
- **Sam Kushner** – Acting Branch Manager for West Charleston Library
- **Cherrie Delaney** – serving as Acting Regional Library Operations Manager

There are also many new positions that are being filled as positions open up due to retirements, resignations and transfers.

- Branch Manager: **Claire Davies** at Rainbow Library
- Outlying Associates: **Caroline Nitto** at Blue Diamond and **Misty Hayes** at Mount Charleston Library
- Circulation Department Heads: **Ryan Revis** at Rainbow Library, **Tony Taylor** at Centennial Hills Library, **Morgan Lin** at Spring Valley Library, **Bianca Ortiz** at Enterprise Library, and **Catherina Ortiz** at East Las Vegas Library
- Youth Services Department Head: **Lexi McEwen** at Rainbow Library
- Computer Lab Department Head: **David Tran** at East Las Vegas Library
- Adult Services Assistant: **Migdalia "Millie" Carbonai** at East Las Vegas Library
- Computer Lab Assistant: **Rebecca Gonzalez** at Sahara West Library
- Circulation Assistant: **Kaitlyn Hughes** at Clark County Library

I want to personally thank all of you who applied because you see yourself as our future leaders and managers.

Over the past few months we have seen a wave of retirements due to the Voluntary Employee Separation Program (VESP) and other attrition. Last month we recognized a key player on our Executive Council team, **Jenn Schember**, and this month we bid farewell to another long-time Library District leader, **Carlotta Dickerson**, who has served as Regional Library Operations Manager. These leaders have left a strong legacy of empathic and effective service. I'd like to also thank the following valuable employees who have retired or resigned. Your contributions to our past success are greatly appreciated.

- **Jacob Williams** Customer Services Page at Sunrise Library
- **Yvonne Bayles** YPL Children's Services Assistant at Sahara West Library
- **Sarah Heindel** Page at Centennial Hills Library
- **Helen Morgan** Page at Whitney Library
- **Leslie Gonzales** Page at Whitney Library

Finally, I want to note the death of our beloved Page at Clark County Library, **Daniel LeMay**. He has been part of the Clark County Library "family" for a long time and his gentle spirit will be missed.

Employ NV Business Hub at Sahara West. The latest expansion of the Library District's partnership with Workforce Connections brings just-in-time help for local small businesses in our region. The hub, located next to The Studio at Sahara West, features multi-functional spaces that serve as conference rooms, meeting rooms, and places for businesses to meet. Workforce Connections provides funding for business development professional services, including talent recruitment, training, financial assistance, and networking workshops. Both Branding and Marketing and Community Engagement staff are providing support for the opening, which will also feature leadership from Workforce Connections and the Governor's departments of Business and Industry (B&I) and Employment and Training (DETR).

Additionally, the Branding and Marketing team has been working with staff from Community Engagement and the Adult Learning Program; IT departments of Collections and Bibliographic Services, Electronic Resources, and Access Services; and Development and Planning to produce a comprehensive overview of the Library District's "Business and Career Services." Similar to the "Limitless Learning" resources made available to the public in September, the "Business and Career Success" landing page pulls together the full array of in-person and virtual resources on a web landing page, with links to two pdfs that highlight the Adult Learning Program, "Learn and Earn," and a more comprehensive piece on all the ways the Library District supports business and career success.

The Library District welcomes back live entertainment. On September 29, Governor Sisolak released new guidelines on entertainment and other group gatherings. These guidelines will be implemented throughout the Library District. The guidelines allow for greater venue occupancy. Group gatherings can now occur up to the lesser of either 50% of normal capacity or 250 people, provided that 6-foot social distancing can be achieved. The operating capacity must be lowered as needed to accommodate for 6-foot social distancing between pods (groups of family members) and other individuals and may not exceed the lesser maximum limit. Other restriction guidelines will impact services such as literacy classes, youth story times and teen programs, programming and rental usage of meeting room and Performing Arts Centers, and art gallery receptions. Additional guidelines which Governor Sisolak has directed for any group gathering include:

- Posting new maximum occupancies in group gathering spaces.
- Implementing a Covid-19 questionnaire screening and temperature check upon customer/presenter arrival.
- Developing a loading and unloading plan of venues which limits the need for customers to cross paths.
- Maintaining proper distances between performers, backstage personnel, and audience members.
- Deploying Plexiglas barriers and floor decals where appropriate to mitigate transmission.

Community Engagement Director **Matt McNally** is leading the Community Engagement staff to implement new measures and comply with this directive. Southern Nevada Health District informed the Library District that capturing customer information for contact tracing is not necessary unless the event is over 2,500 people. The Governor's full plan, Nevada Guidance for Safe Gatherings, can be found here: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/10/COVID-19-Safe-Gatherings-Guidance-NVHealthResponse.pdf>

Thanks to Senator Cortez Masto. This week we heard from the Institute of Museum and Library Services that our Senator, Catherine Cortez Masto, submitted the East Las Vegas Library for the National Medal for Museum and Library Service. Because the Library District won that prestigious award in 2014, we are not able to apply again for ten years. However, that does not diminish the honor of being noticed, appreciated, admired, and nominated by the Senator. Kudos to all the East Las Vegas staff who provide excellent service to individuals and the community every day.

Changes at Meadows Library. Because Stupak Community Center is a Vegas Strong Academy, our Meadows Library will be providing programs and collections to those students in addition to keeping curbside service available to the neighborhood. The Stupak Community Center and Meadows Library will have their annual winter closure to the public and staff beginning Friday December 18 – Sunday January 3. Staff will be allowed back into Meadows Monday January 4.

2020 YPL Summit Going Virtual. The Youth Services Summit has been a popular and valuable annual training for our youth services staff for over 18 years. This year, Youth Services Administration will conduct this training for staff virtually. Doing so adheres to social distancing procedures and addresses and provides staff training while maintaining branch staff coverage. Youth Services professional development will occur this December using BizLibrary, the Library District's online learning platform. Staff will participate individually at their own pace and watch pre-recorded sessions from their library branch. Virtual learning opportunities will focus on early childhood development, literature and cultural competency for school age children, STEAM programming from the Discovery Children's Museum, and possibly a refresher on NPHY Safe Place procedures. Content planning for this event is underway. This method of training was successfully implemented for Summer Challenge 2020 when library branches were closed to the public. We

continue investing in our staff by offering professional development opportunities in new virtual ways!

Teen October. This year, youth services staff are folding Teen Read Week and Teen Tech Week (which used to happen in March) into one big month-long lollapalooza for teens that includes more in-branch programs or Take and Make programs weekly; a focus on creativity, STEAM, diversity, school success, and helping Teens navigate the current world climate in a healthy way; and alignment with COVID-19 safety and social distancing.

Homework Help is Back in the Branches. The Library Foundation-funded Teacher Tutor program is back up and running in eight branches and student tutors from the UNLV School of Education are back in 12 urban branches as of September 21. Thanks to the General Services team that helped create socially-distanced and plexiglass shields for one-on-one tutor help. As of October 14, 494 student homework sessions have been held, as follows: 194 at Spring Valley, 81 at Rainbow, 74 at Windmill, 54 at East Las Vegas, 38 at Sunrise, 36 at Centennial Hills, 10 at Whitney, and 7 at West Las Vegas. Thanks to all the YPL staff and branch staff who are making it possible to bring back in person tutoring to local students and families. Tutors for special needs students are also available this year. Please contact Sherry Walker for info: walkers@lvccld.org.

Medical, Dental, Vision, and Voluntary Benefits Open Enrollment. Open Enrollment for Medical, Dental and Vision starts October 15, 2020 and runs through November 15, 2020. Starting October 15, you can login to www.teamsters14healthfund.com to complete open enrollment. Open enrollment is a once-a-year opportunity to review current plan elections and covered dependents, enroll in or change your medical and/or dental plan, add or drop eligible dependents and update your beneficiary information. To cover spouses you will need to submit a spousal affidavit by logging into the website. A new form is required to be submitted by November 15, in order for any spouses to have healthcare coverage for 2021.

Staff enrollment for voluntary benefits will be conducted in virtual meetings that will be held from October 20 through November 3 this year. Benefits Manager **Tricia M. Pavone** has distributed a flyer with more details in an all district memo. If you have any questions or concerns, do not hesitate to call her at 702.507.6240 or email pavonetm@lvccld.org.

Early Student Hours. Thanks also, to the urban branches that have been providing early hours for students. I know this has meant a lot of people stepping up to make this new service available to the community. We were also able to bring early hours to the Mesquite Library Learning Center and hope to bring them to the main Mesquite Library within a week or two.

Library Voting Sites. Early voting is available at Laughlin Library on Friday, October 23, and Saturday, October, 24, from 10 a.m. - 6 p.m. and Sunday, October 25, from 11 a.m. - 5 p.m.

Election day, Tuesday November 3, voting is available at Laughlin Library, Rainbow Library, and Sahara West Library from 7 a.m. - 7 p.m.

CH- CH- CH- CHANGE. It never stops but we are Vegas Strong and resilient. While we may all be tired of so much change, never doubt that we are making a difference in the lives of many, many people in the community, both in our buildings and online. Thanks to all of you for all you do. Don't forget to take care of yourselves too.