

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
April 8, 2004
(Approved May 20, 2004)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Clark County Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, April 8, 2004.

Present: Board: R. Barlow, Chair E. Sanchez, Vice Chair
K. Carter, Secretary V. Hoggard
A. Arthurholtz, Treasurer A. Aguirre
T. Wong F. Sponer
L. Overstreet

Counsel: G. Welt

Absent: M. Pohl

Staff: Daniel L. Walters, Executive Director
Numerous Staff

R. Barlow, Chair, called the meeting to order at 6:00 p.m.

Roll Call All members listed above represent a quorum.

Agenda Trustee Hoggard moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, March 11, 2004. Trustee Aguirre moved to approve the Minutes of the Board of Trustees Meeting held March 11, 2004. There was no opposition and the motion carried.

Chair's Report (Item IV.) The Chair noted that a Memorandum summarizing discussion at the March 23 meeting of the Executive Committee was included in the packet for Trustees' information.

Executive Director's Report (Item V.A.) The Executive Director called attention to two items that were not included in his written report. The "Best of Las Vegas" awards were given to the Sahara West Library from the readers' poll and to Clark County Library by the R.J. staff poll. Congratulatory floral bouquets were sent to both libraries on behalf of the Board of Trustees.

The Executive Director will be representing the Public Library Association at the Coalition of Network Information meeting in Alexandria, Virginia this month. The expenses will be covered by PLA.

Trustee Overstreet moved to accept Reports V.A. 1-7. There was no opposition and the reports were accepted.

Minutes - Board of Trustees' Meeting

April 8, 2004

Page 2

Public Services and Security Report (Item V.A.1.)

Accepted.

Business Office Report (Item V.A.2.)

Accepted.

Human Resources Report (Item V.A.3.)

Accepted.

Technology Report (Item V.A.4.)

Accepted.

Projects Report (Item V.A.5.)

Accepted.

Marketing Report (Item V.A.6.)

Accepted.

Development Report (Item V.A.7.)

Accepted.

Unfinished Business (Item VI.)

None

Discussion and possible Board action adopting Resolution 2004-02 augmenting the District's budget for fiscal year 2004. (Item VII.A.)

Deputy Director, CFO Fred James presented this item. Mr. James explained that a transfer of undesignated ending fund balance "reserves" in the amount of \$4 million is the reason for the proposed augmentation of the District's FY 2003-04 General Fund Budget.

Trustee Hoggard questioned whether or not there is enough money available to make such a transfer.

CFO James confirmed that the District's ending fund balance for FY 02-03 is \$6,379,864, \$3,260,139 above the budgeted ending fund balance for the same time period. The audited increase in fund balance is attributed primarily to a combination of unexpended appropriations and revenues exceeding budget estimates. If the board approves the transfer, the 2004 projected ending fund balance for the General Fund will be reduced to \$2.7 million, which is approximately 6.5% of appropriations. Mr. James recommends an ending fund balance between five and ten percent to provide for adequate cash flows and emergencies.

Executive Director Walters added that the funding will be in a reserve account and not spent unless appropriated in the future by the Board for designated purposes.

Trustee Sponer moved to adopt Resolution 2004-02 augmenting the District's fiscal 2004 General Fund Budget from \$41,766,294 to \$45,

Minutes - Board of Trustees' Meeting

April 8, 2004

Page 3

Discussion and possible Board direction regarding the FY 2004-2005 Tentative Budget submittal to the Department of Taxation and preparation for the May 20 budget hearing. (Item VII.B.)

766. 294 for the purpose of transferring \$4 million to the Capital Projects Fund. There was no opposition and the motion carried.

Deputy Director, CFO Fred James presented this item. He pointed out an error on page 3, in the last paragraph, fourth line from the bottom, the amount should have an extra zero, reading (\$500,000) instead of (\$500,00).

Regarding General Fund revenues, Mr. James stated that property tax is estimated to increase 10.6% or \$2.8 million, as compared to FY 03-04. Estimated Consolidated Sales Tax (CTX) increased by 7.9%, as compared to 3.5% for FY 03-04, reversing the downward trend over the past three fiscal years. Property taxes (64%) and consolidated sales tax (32%) account for 96% of all General Fund revenues.

The remaining four percent of General Fund's revenues are generated from library fines, programming and rental charges, revenue from contract libraries and investment income.

In the area of expenditures, the proposed preliminary General Fund budget amounts to \$43.5 million, a 4.3%, or \$1.8 million increase as compared to FY 03-04. Enhancements to Public Service personnel, primarily page positions and negotiated cost of living increases contribute to an overall 4.4% increase in salaries and benefits.

The FY 04-05 preliminary budget proposes \$8.7 million in materials expenditures, an increase of 5.3% over current levels. The proposed materials appropriation amounts to 20% of the total General Fund budget, a Public Library Association standard that few urban libraries serving more than one million people are able to attain. In addition, \$702,000 is budgeted for equipment replacement, software, hardware, and facility improvements, a decrease of 14.1% as compared to last fiscal year.

The General Fund's ending fund balance is projected at \$2,693,971 and amounts to 6.2% of the total budget.

Activity in the Gift Fund and Grant Funds are accounted for in Special Revenue Funds. The Gift Fund accounts for donations to the District and is estimated to be \$454,000 in FY 04-05. The Grant Fund of \$860,000 accounts for revenues and expenditures for monies received from state and federal grants.

From the Capital Projects Fund, a \$2 million transfer is proposed from the General Fund to supplement the \$4 million transfer proposed earlier at this April 8, 2004 Board meeting. The transfer will be appropriated to different programs within the Capital Projects Fund and the final proposed budget will reflect balances in all programs that include previous balances and the April, 2004 transfer of \$4 million.

The \$2,000,000 transfer will be designated for a \$250,000 PC network and telecommunication hardware replacement program, a \$250,000

maintenance & repair program and a \$1,500,000 construction program. Funding these programs will provide the District with available resources to maintain its capital infrastructure and set aside funds that can later be appropriated for future construction projects designated by the Board.

As a result of recent transfers to the Capital Projects Fund, the FY 04-05 budget document will be expanded to include new program account information in the Capital Projects Fund for categories in technology, building maintenance and repair, and construction projects. Expenditures of \$2,890,000 are proposed that include an ILS automation system in the amount of \$2,300,000, Resources Management System (RMS) completion in the amount of \$40,000, PC network upgrades totaling \$300,000 and facilities maintenance and repairs in the amount of \$250,000.

Appropriation for the current year for the ILS automation system represents ending fund balance (\$1.86 million) carried over and a transfer from the General Fund (\$500,000) from the prior year to complete the installation of this system during FY 04-05. The amount of \$40,000 to complete the installation of the RMS is from the ending fund balance of the Capital Projects Fund carry over to FY 04-05.

Funding for PC network upgrades and Facilities maintenance and repairs were funded from the Capital Projects Fund's ending fund balance resulting from a transfer from the general fund FY 03-04 budget.

The Debt Service Fund accounts for the accumulation of resources for, and the payment of general obligation bonds. Bonds are payable from property taxes. The debt service property tax rate generates revenue to pay principal and interest on bonds. In addition, the District must maintain a reserve on hand, equal to the annual debt service requirements. Principal and interest amounts to \$9,114,985 in FY 04-05.

Pending Board direction for any additional changes, staff will prepare a FY 2004-05 Proposed Budget that incorporates any necessary adjustments subsequent to the administrative filing of the FY 2004-05 tentative budget with the Department of Taxation.

Trustee Wong asked Mr. James to explain to the Trustees the difference between salaries for the Library District employees and City and County employees. Mr. James stated that the Library District is relatively "young" compared to the other entities and salary and benefits packages have not been negotiated for as long a period resulting in requiring as large a portion of the budget. The LVCCLD utilizes many part-time employees, while the City and County hire more full-time employees on a seasonal basis. This also accounts for a lower annual salary budget. The District does not pay into the PERS (Public Employees Retirement System) for employees working 19 hours or less per week. When staff in 24-hour/week positions leave, the position is replaced with a 19 hour/week position whenever

possible, 'pooling' the extra five hours until enough hours are accumulated for another 19 hour/week position.

Trustee Wong noted that the structure model of the District is different from some other library districts as well. Mr. James added that LVCCLD provides services in fewer large branches with more services, while other districts have more, but smaller branches.

This report is presented for Board information, discussion and direction to staff and action is not required. The administrative filing of the "Tentative Budget" will be filed with the State Department of Taxation on April 15 and copies of the report will be sent to Trustees.

Presentation of a report from the staff Diversity/Competitive Workplace Committee regarding the District's 2003 Diversity Action Plan and possible Board discussion regarding the Plan for 2004. (Item VII.C.)

Human Resources Director Bud Pierce presented this item. He was assisted by Diversity/Competitive Workplace Committee members Melissa Peters, Felton Thomas and Jennifer Schember.

The District's Diversity Plan has been in place for three years. The Plan calls for annual monitoring and reporting of diversity initiatives undertaken throughout the previous year. This reporting is based on the goals and objectives listed in the Diversity Action Plan that is also updated annually.

Successful diversity initiatives occur District-wide and are the result of the efforts put forth by all; they are not solely driven by the staff Diversity/Competitive Workplace Committee. While the Committee did initiate many of the projects and programs listed in the Diversity Action Plan, others were the result of successes that are the natural by-product of an institution that has embraced diversity as a cornerstone of its business processes.

With regard to the 2003 Diversity Action plan, except for the posting of the new Action Plan by February 1, 2004, all items listed under "Goal 1: Advocacy" were accomplished. All items under "Goal 2: Recruitment" were accomplished. Three of the five items listed under "Goal 3: Retention" were accomplished. Developing and implementing the mentoring programs for Paraprofessionals and Pages were not completed. The reporting cycles in the items listed under "Goal 4: Reporting" were modified to a calendar year basis rather than quarterly to obtain enough data to analyze.

The 2004 Diversity Action Plan includes six items under "Goal 1: Advocacy." Item 1 states that all newly hired employees will be provided with a copy of the Diversity Plan and receive a brief introduction to diversity awareness during their orientation training. Each employee will also receive more intensive diversity awareness training, which must be completed prior to the end of their original probationary period.

Item 2 states that the District will continue the development of a diversity network to ensure that diversity initiatives and information are distributed throughout the organization: include articles on diversity initiatives and the progress of the Action Plan in the Circulator, the staff newsletter; inform the Board and District staff of diversity activities through formal monthly reports made for Board meetings; and post activities on the District's web site and provide a link on Voyager to this site.

Item 3 provides new supervisors and managers with training on how to manage diversity in the work environment. Training will be conducted by an external diversity trainer.

Item 4 monitors Diversity Plan accomplishments on a monthly basis.

Item 5 implements District Strategic Plan objectives by establishing additional communication tools to promote cultural awareness. It plans for a diversity Web Info Guide that will provide all-inclusive information on District cultural activities, community organizations and agencies, cultural heritage information and resources, District diversity awards and initiative progress, the Diversity Plan and the current Action Plan.

Item 6 will provide Diversity opportunities for District staff and management during Staff Day 2004. Identify, contact and hire external Diversity speakers for presentations.

There are six items listed under "Goal 2: Recruitment."

Item 1 provides for a continuing partnership with the University of North Texas (UNT), promoting the District's image and attracting quality staff. It proposes to develop District internships for students from UNT as well as other universities.

Item 2 stipulates that the District will continue to work with community organizations and schools to establish networks to enhance and promote diversity and awareness of the District, its mission, impact on day-to-day lives of people, and promote career opportunities: Latin Chamber, Urban Chamber, Asian Chamber, Southern Nevada Hispanic Employment Program Council, Clark County School District, and others.

Item 3 accounts for expanding the development of an intern/shadowing program for prospective staff to introduce the library profession as a truly viable career option to high school and college students. It also states that the District will continue partnership with the Clark County School District and Western High School. It establishes a point of contact with other high schools to offer a job shadowing opportunity for selected students and continues the District's Nevada's Future Librarians (NFL) program, which targets middle school and high school students.

Item 4 advocates researching opportunities to promote the District's diversity initiatives by exhibiting and/or conducting presentations at national, state and local levels (i.e. conferences, workshops, professional meetings). It also calls for identifying staff that may be interested in participating in such presentations.

Item 5 states that the District will continually update the document that lists recruitment sources, and add new ones to aggressively promote the recruitment of a qualified and diverse applicant pool.

Item 6 allows for working with the Public Relations department to upgrade the current "media kit" of recruitment materials. This upgrade will provide a higher level of professionalism, offering a more formal, standardized recruitment kit.

"Goal 3: Retention" consists of three items.

Item 1 is to begin initial plan development of a mentoring program for paraprofessionals.

Item 2 will evaluate the effectiveness of a mentoring program for Pages based on a pilot project initiated during the Librarian mentoring program.

Item 3 contains preparation for upcoming *Mining the 21st Century Librarian Mentoring Program*, beginning in 2005. It includes recruitment of mentors, researching and preparing necessary documentation and assignments.

Item 4 provides for evaluation of the District's educational assistance programs to present increased opportunities for staff. Analyzing the existing tuition reimbursement benefit to consider an increase in opportunity for part-time staff eligibility and the number of awards offered is another component of Item 4. Promotion of scholarship and award opportunities for LVCCLD staff will be increased. Information will be provided in the *Circulator* and on *Voyager*.

"Goal 4: Reporting" includes the task of developing statistical analysis of applicant flow and new hires, with evaluation and reporting at the close of the calendar year.

Development of statistical analysis of District demographics, evaluating and reporting at the close of the calendar year is also included. Ms. Peters called the Board's attention to a revised statistical report that had been distributed to Trustees.

An analysis of employment activity that includes transfers, promotions and terminations on a calendar year basis is proposed.

Ongoing updates on grievances and external complaints on a semi-annual basis will be provided.

An evaluation and report will be given regarding the accomplishments

Minutes - Board of Trustees' Meeting

April 8, 2004

Page 8

of last year's Action Plan. Goals and objectives of the Action Plan for the upcoming year will be ongoing.

Trustee Wong stated that he is impressed with how far the Committee has come since its inception.

This report is presented for Board information, discussion and direction to staff and action is not required.

**Announcements
(Item VIII.)**

The next Board Meeting will be held Thursday, May 20, 2004 in the Las Vegas Library at 6:00 p.m.

**Public Comment
(Item IX.)**

None

**Adjournment (Item
X.)**

Trustee Hoggard moved to adjourn the meeting at 7:12 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Ken Carter, Secretary