

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
November 17, 2005
(approved January 12, 2006)

ITEM III.

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Stardust Hotel Convention Center, Las Vegas, Nevada, at 5:00 p.m., Thursday, November 17, 2005.

Present: Board: E. Sanchez L. Overstreet
V. Davis-Hoggard L. Harala
A. Arthurholtz A. Aguirre
T. Wong K. Benavidez
K. Carter

Counsel: G. Welt

Absent: F. Sponer

Staff: Daniel L. Walters, Executive Director
Numerous Staff

E. Sanchez, Chair, called the meeting to order at 5:10 p.m.

Roll Call All members listed above represent a quorum.

Agenda Chair Sanchez moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, October 11, 2005, Special Board of Trustees Meeting, October 6, 2005 and Board of Trustees Finance and Audit Committee Meeting, October 11, 2005. Trustee Carter moved to approve the Minutes of the Board of Trustees Meeting held October 11, 2005. Trustee Arthurholtz abstained from voting. There was no opposition and the motion carried. Trustee Carter moved to approve the Minutes of the Special Board of Trustees Meeting held October 6, 2005 adding a clarification suggested by Counsel Welt to amend the proposed Minutes to include "that the Executive Director satisfactorily met the performance criteria established by the Board." There was no opposition and the motion carried. Trustee Arthurholtz moved to approve the Minutes of the Board of Trustees Finance and Audit Committee Meeting held October 11, 2005. There was no opposition from Committee members and the motion carried.

Chair's Report (Item IV.) None

Executive Director's Report (Item V.A.) Adding to his written report, the Executive Director noted that he had received a letter from Duncan McCoy, Director of the Boulder City Library District regarding a Request for Consent for Reassignment of Public Library Jurisdiction and Operating Taxation for Clark County Taxing District #055. Mr. McCoy proposed that Boulder City keep the portion of the taxing district that included the casino. The Executive Director stated that he would only support a realignment of boundaries that are coterminous with the City of Boulder City, as had been approved for Henderson District Public Libraries. Mr. McCoy agreed to support this modification and advise the Boulder City

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Library District Board accordingly.
Chair Sanchez moved to accept Reports V.A. 1-7. There was no opposition and the reports were accepted.

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.

General Services 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

Presentation of a staff report and Board discussion and direction to staff regarding priorities for capital projects planning 2006-2009. (Item VII.A.)

Executive Director Daniel L. Walters, General Services Director Steve Rice and Deputy Director, CFO Fred James presented an update to information presented at the October Board meeting.

Walters began by presenting strategies to advance Centennial Hills and urban branch "efficiency projects." Forecasts prepared by Hobbs, Ong & Associates indicated continued general fund transfer opportunities through FY 06-07 to fund a range of projects with some caveats to be outlined by Mr. James.

Recapping estimates for preliminary projects outlined last month, \$10.3 million is estimated for the Centennial Hills Library, \$3 million for RFID circulation, tagging and security, \$3 million for efficiency project allocations for three branches and \$500, for eight branches. The materials distribution center is estimated at \$9.4 million and RFID or barcode sorting equipment is estimated to be \$2 million. This totals \$31.7 million. However, if the sorting / distribution function is integrated into the Centennial Hills project rather than building a separate Materials Distribution Center facility, the estimate total is greater than needed for the above projects.

As previously reported, construction estimates were recently updated to reflect the Las Vegas construction market inflation. The RFID

circulation estimates were based upon current tagging of an estimated two million items and includes equipment readers and sensitizing equipment for circulation. Branch project efficiency remodeling costs have not been estimated; the proposal is to set aside \$7 million for efficiency remodels and the Homework Help Center at the West Las Vegas branch.

In 2003, an estimate by G. C. Wallace to build Centennial Hills Library came in at \$6.3 million. The current estimate, if Centennial Hills is built within the next two years, would be a 64% increase and if the wait is three years, the increase would be 86% over the 2003 estimate or \$11.7 million. In addition, the construction market will be impacted by fuel costs and the rebuilding of the areas devastated by the hurricanes this year, and the anticipated building boom in the Las Vegas Valley.

Based on the required site preparation coordination that will have to be worked out with the City of Las Vegas, a 120-day Notification of Intent to Build was transmitted to the City on October 12, 2005. This has been done to enable the District to proceed with development of the new branch next year.

As per the Agreement, the City is to provide geotechnical testing and environmental assessment of the site and is currently in the process of contracting for these services, subject to LVCCLD approval. The City is also required to fill and rough grade the site to the established elevation agreed upon and this work is to be coordinated so that completion occurs prior to the start of construction. Other responsibilities of the City include offsite improvements, including traffic lights, crosswalks and turn lanes and utilities underground to the site.

Trustee Overstreet asked if contractors could be "pre-qualified" because with all the major construction going on in Las Vegas, there might not be enough bidders. The Executive Director said that staff would look into that possibility.

General Services Director Steve Rice reviewed construction delivery alternatives and methods. The traditional method is the "Design-Bid-Build" method where one hires an architect, bids the construction contract and oversees the construction. Under the "Design-Build" method, a contractor hires an architect. A problem with this method is that there is no final control over design issues and three viable bids must be obtained from contractor teams. "Lease-back" is not an option for the District because it is prohibited by the BLM leases on all District sites.

BLM "Recreation or Public Purposes" leases are only available to governmental and nonprofit entities. The lessee must maintain control of the property at all times which precludes a for profit entity from having a financial interest secured by the property. Advantages to "Design-Build" are that the contractor is responsible for design and construction, but indications are that it works best for less complicated buildings. Selection of a contractor is based upon qualifications, experience and team instead of low bid. A guaranteed price is

determined earlier in the process and there is a potentially faster project delivery. The price tends to match the quality which can conversely be a disadvantage.

Based on LVCCLD research, three public entities in southern Nevada have used the "Design-Build" method with mixed results and reviews. Unlike the City of Las Vegas, the City of Mesquite and the State of Nevada, the LVCCLD has no "in-house" experts to administer this method.

Mr. Rice then provided an outline of staff's proposal regarding programming services to be discussed by the Board later in the meeting. Programming and master plan strategy is the first step of the process that defines the function and space requirements and specific use requirements for all areas within a new building.

The Centennial Hills building program proposal is not intended to address complex planning or programming at all facilities. However, master plan management strategy is intended to develop a cohesive master plan outlining consistent design solutions to be applied across the District and determine standards for major components at all facilities.

Trustee Wong asked how the process worked during the building of Sahara West Library. Mr. Rice answered that the Design Architect did the programming. There was no coordination or standardization in the last building phase.

During Trustee discussion, Chair Sanchez asked if money could be saved if the District used an existing design. Trustee Overstreet commented that state of the art at the time Sahara West was built does not allow for updates, etc., so a savings could not be gained. Also, he suggested that the unique configuration of sites prevents using exact standardizations.

Rice continued his presentation with the preliminary schedule of efficiencies projects which are proposed to be managed in phases. Each phase will group two to three branches depending on complexity.

The Request for Qualifications (RFQ) process has been completed for architect selection. Nineteen proposals came in. The process was interrupted because of escalating construction costs. However, the next step is for the proposals to be reviewed. For the Centennial Hills Library, staff recommendation will be given to the Board of Trustees in February or March of 2006.

Trustee Benavidez asked if RFQ advertising was on a national basis. Rice answered that the advertising is local; however, "services" needs usually manage to leak out across the country.

CFO Fred James recapped the information presented at the October Board meeting. Net available for Capital Construction is \$9.4 million.

Hobbs, Ong & Associates has provided the Business Office with an expenditure analysis of the past three years in order to forecast revenues.

Assumptions include Collective Bargaining Agreement (CBA) negotiations being kept in line with other municipalities, and a continuation of economic trends in CTX with new construction as generally forecast. Estimates are only being considered through 06-07 because of uncertainties that may affect future revenues.

If a budget shortfall should occur, borrowing options can be considered to complete projects if enough capital funding is not available and there is sufficient additional revenue to retire debt. This could include medium-term obligation bonds that are repaid from general fund revenues with a term of ten years. The Board has authority to borrow with approval from the City and County.

Another option is General Obligation Bonds. This is repaid through a "pledge" of future CTX revenue and has a 20-year term for repayment. Again, the Board has authority to borrow with City and County approval.

Trustee Overstreet asked if the District will have any bonds retired before 2010. CFO James answered that all the bonds will be retired in 6½ years.

Executive Director Walters summarized the project strategies and issues. A fast-track, phased management plan will be developed. General Services may need additional administrative assistance for design and construction management.

All projects will be developed with an eye on revenue issues and the budget for FY 06-07 will again be categorized as "hold the line," in order to maximize savings.

Proposed scheduling would have programming accomplished for the Centennial Hills Library in February-March, 2006, and an efficiency project master plan in March-April, 2006. Architect selection and contracts for Centennial Hills and Phase 1 of efficiency projects would be in February-March, 2006. Design approval for Centennial Hills would be accomplished in December, 2006-January, 2007. Efficiency projects design for Phase 1 would begin October-November, 2006 with the remaining over two to four years.

Bidding and contract awards would be completed in December, 2006-January 2007 for the initial efficiency projects with the Centennial Hills Library bid awarded in April-May, 2007.

RFID bid development would occur in late fall of 2006 and tagging and circulation from June, 2007-July, 2008. Distribution center sorting implementation would occur in the Fall of 2008.

Construction completion for Phase 1 efficiency projects would be April-

May, 2007 or later. All Phase 1 projects would be completed by August, 2007. The remaining phases would be completed by September, 2007. Centennial Hills would be built by October, 2008 with a move-in date of January, 2009.

After discussion, the Board authorized the Executive Director to proceed with planning the proposed Centennial Hills Library and efficiency projects, using the Design-Bid-Build method, with the possibility of integrating the sorting function into Centennial Hills. There were no other questions or discussion from Trustees.

Discussion and possible Board action authorizing the Executive Director to execute a contract with Aaron Cohen Associates LTD for architectural programming services including development of a master plan for circulation, efficiency, remodeling of various branches, and development of a building program for the Centennial Hills Library. (Item VII.B.)

Architectural design services are required for the new construction, efficiencies remodels, and Homework Help Center projects. Staff intends to select multiple architectural firms to design the various projects, but it is important to have continuity in the program elements, which will be difficult to achieve and more expensive if each architect performs independent programming activities.

In order to provide a consistent framework for design, staff proposes that a programming master plan be developed to guide the architects as they redesign each respective branch. The master plan will provide design guidelines for implementation of circulation efficiencies, i.e. patron self-checkout of materials, self-payment of fines and fees, self-service reserves, etc. It will also provide recommendations for changes in returned materials handling and for combined service points. Additionally, the design master plan will include a schematic design and furniture layout and specifications for the Homework Help Center at the West Las Vegas Library. Additionally, the design master plan concepts will be incorporated into the building program to be developed for the Centennial Hills Library.

Aaron Cohen Associates LTD is an architectural firm that specializes in library space planning. In addition to many public and academic library clients throughout the country, the firm provided extensive architectural and space planning services to the National Library of Singapore that culminated in many of the solutions that were eventually deployed in Singapore to provide similar "efficiency" solutions for many of the self-service activities outlined in the District's *Strategic Plan*.

The scope of work the consultant will perform includes developing design guidelines for the reorganization and redesign of the circulation desk areas for eleven (11) branches. The design guidelines will address recommendations for changes in returned materials handling including the number and location of chutes for returning materials, the size, in net assignable square feet (NASF), and location of service areas for processing returned materials in NASF.

Implementation of self-service reserves would involve design recommendations for size and location for reserve items waiting for customer pick-up.

Implementation of patron self-checkout of materials would include

number and location of self-checkout stations and design recommendations along with technology requirements and recommendations.

Combined service points involve possible location of new service desks and design recommendation and technology recommendations.

The design guidelines will be used by the architects to implement redesign of each branch and develop construction cost estimates. The guidelines will be incorporated into the building program for Centennial Hills Library and also aid in the development of a system-wide plan and phased implementation of future efficiency related projects requiring facility changes. The proposed fee for these services is \$38,300.

For the Homework Help Center in the West Las Vegas Library, the focus of the consultant will be to understand the constraints and challenges facing the District to reallocate space in the branch for a new Homework Help Center. The consultant will identify the challenges and opportunities facing the branch in providing a Homework Help Center.

The consultant will conduct a facility overview and review the facility conditions to determine and identify the principles and practices for the branch to deliver quality services and support for a Homework Help Center, including the collections core (both print and electronic), user seating, technology and staff/operations.

Along with the branch planning team, the consultant will define the sets of services to be provided. For Homework Help Center space requirements, this will include defining collections and types of necessary shelving and determining the space requirements in linear feet and translating it into net assignable square feet (NASF).

User seating requirements will be defined. The number and variety of seating and establish NASF for each type of seating will be determined. Staff space requirements will be defined and a determination will be made for the number and type of staff spaces which will be translated into NASF.

Other responsibilities of the consultant include defining furniture and furniture specifications, workstations and shelving selection as well as preparing the bid estimate and bid documents. The proposed fee for this segment of the contract is \$22,300.

For the Centennial Hills Library, the consultant would develop a "Building Program" for a facility of 25,000 square feet, with possible expansion up to 40,000 square feet to accommodate centralized materials sorting and distribution activities that may serve as a future expansion area for the branch. The building program will break down all assignable space within the library and provide an easy-to-use spreadsheet of components (chairs, computer workstations, tables, reference desk, etc.) and will include a matrix of physical components within the library, future facilities requirements, and adaptability criteria to meet needs for the next

twenty (20) years.

The building program will contain a description of furniture and equipment, a description of electrical/telecommunication equipment, the number of occupancy by staff or patrons of the spaces, the type and size of collections, a description and analysis of functions that take place in each of the spaces, spatial relationships of the functional space, flexibility and expandability of projected space, fenestration requirements, suggested space finishes, accessibility for disabled, acoustical requirements, environmental requirements, security requirements and visual supervision provisions for each area or room.

The building program will be provided to the architect to use as a basis for designing the new branch. The proposed fee for this portion of the contract is \$28,300.

It is anticipated that it will take four three-day site visits (two consultants) to support the work outlined. Airfare and other related travel expenses are difficult to accurately predict, but it is estimated that each site visit will cost approximately \$2,400.

Trustees Aguirre and Harala had questions about considerations being given to local architects. Executive Director Walters stated that he felt the programming could best be accomplished within the allotted time by the proposed firm.

Trustee Overstreet moved to authorize the Executive Director to execute a contract with Aaron Cohen Associates LTD not to exceed \$88,900 plus reimbursable travel expenses incurred during four site visits. There was no opposition and the motion carried.

**Announcements
(Item VIII.)**

The next Board Meeting will be held Thursday, January 12, 2006 in the Las Vegas Library at 6:00 p.m.

**Public Comment
(Item IX.)**

None

**Adjournment (Item
X.)**

Chair Sanchez adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary