

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
February 14, 2008
(approved March 13, 2008)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, February 14, 2008.

Present: Board: V. Davis-Hoggard L. Overstreet
F. Barron E. Sanchez (via phone)
A. Arthurholtz A. Aguirre
J. Costello

Counsel: G. Welt

Absent: K. Benavidez
K. Carter
L. Harala

Staff: Daniel L. Walters, Executive Director
Numerous Staff

Guests: Kathy Ong, Hobbs, Ong & Associates, Inc.
Jim Chachas, Hobbs, Ong & Associates, Inc.

V. Davis-Hoggard, Chair, called the meeting to order at 6:08 p.m.

Roll Call All members listed above represent a quorum. Trustee Sanchez called in at 6:14 p.m.

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

Executive Session – Briefing by Counsel regarding pending litigation. (Item III.) Chair Verlia Davis-Hoggard deleted the item.

Approval of Proposed Minutes Regular Session, January 9, 2008. Chair Davis-Hoggard moved to approve the Minutes of the Board of Trustees Meeting held January 9, 2008. There was no opposition and the motion carried.

Chair's Report (Item V.) Chair Davis-Hoggard congratulated Trustee Aguirre on being elected Vice Chair of the Latin Chamber of Commerce and invited all Trustees to the installation luncheon on Friday, February 15.

Chair Davis-Hoggard reported that she has appointed Trustee Aguirre to chair the Finance and Audit Committee, with the next meeting of the Committee scheduled for March 5, 2008. She also reported that she has asked Trustees Overstreet and Costello to meet with representatives of the Friends of Southern Nevada Libraries (FOSNL)

regarding a recent letter from the group. Chair Davis-Hoggard acknowledged the support of the FOSNL over the years and she would like the issues brought up in the letter to be addressed.

Chair Davis-Hoggard then introduced Dr. Marlene Adrian, President of the Women of Diversity Productions, Inc., to make a presentation of DVDs. Dr. Adrian presented a selection of documentaries, focusing on Nevada women, their accomplishments and concerns, produced by the group. The DVD's are: *Judy Bayley*; *Sarah Winnemucca*; *Remembering Nevada Women*; *The First 4 Years of First Friday*; *Sojourner Truth: I Sell the Shadow*; *7 Most Powerful Women in Las Vegas*; *Women and Their School Namesakes*; *Hurricane Florence*; *Women and Their City Namesakes*. Dr. Adrian thanked the District for its support by providing locations to screen their productions and invited all to its next screening at the West Charleston Library. Chair Davis-Hoggard thanked Dr. Adrian for the gift.

Trustee Sanchez called in to the meeting.

**Executive Director's
Report
(Item VI.A.)**

Executive Director Walters reported that, on February 1, the entire executive team were the guests of the King County Library System outside Seattle. The purpose of the trip was to tour King County's service center. The center is approximately 100,000 square feet in size, built close to ten years ago, and financed out of the system's general fund with bonds, a scenario similar to what the District is contemplating.

Mr. Walters said that next month, each member of the executive team will report on their visit with their counterpart at King County. The service center is an open floor plan, with a small number of enclosed offices utilizing shared conference rooms. Each member of the team talked with their counterpart on how the space worked for each group. The visit also included a tour of the centralized sorting system which handles 18 million items each year. The King County Library System has 38 branches and, each year, serves 150,000 fewer people than the District with a \$20-25 million higher budget than the District. Mr. Walters said the sorting system used barcodes as the methodology for the automated sorting.

Mr. Walters also said the group had the opportunity to tour King County's Bellevue Library which is approximately 100,000 square feet and circulates approximately the same amount as the District's Sahara West Library. An automated return system had just been installed in the Bellevue Library so the group had the opportunity to see the system in action.

Mr. Walters believed the meetings were very productive and was very appreciative of the King County staff's hospitality.

Mr. Walters then updated Trustees on the open Development Director position. The position has been opened up again and recruiting has been expanded to the recent ALA Midwinter Conference and additional journals such as *The Chronicle of Higher Education* and *The Chronicle of*

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Philanthropy. In the meantime, a number of development activities are being done on a contract basis which includes approximately \$200,000 in ERate funding.

**Public Services and
Security Report
(Item VI.A.1.)**

None.

**Business Office
Report
(Item VI.A.2.)**

CFO Fred James reported that the District's bond insurer, Financial Guaranty Insurance Company, was downgraded by Moody's. The company is the insurer of the District's 2001 Series bond issue. The insurer steps in only if the District defaults on the bond payment. The bonds themselves are not in default. James said the impact to the District is insignificant. He noted that the District's 2003 bond series was not insured as it was not considered cost-effective at the time to do so.

Chair Davis-Hoggard clarified that the action will have no impact on the District. Mr. James said the downgrade would affect the District if the District's bonds were in default, which is not the case. James said that Mr. Chachas of Hobbs, Ong has reported that the District's credit rating is almost as good as that of Clark County. For an agency of the District's size, the high rating means the District should be able to obtain favorable rates should the Trustees decide to use medium-term bonds as a method of financing.

Mr. James reported that CTX revenues are in the same place as this time last year and are flat. He said he still projects a \$1 million to \$1.2 million shortfall in the CTX revenue. Property tax revenues are coming in as expected.

Mr. James said he attended the Government Finance Officers Association's (GFOA) recent meeting and was advised that, due to a technical issue, lower than expected November property tax revenue will be balanced out by higher than expected property tax revenue in February.

Mr. James reported that expenditures are on target and that the expected CTX shortfall will be absorbed by the District's controlling expenditure costs.

In answer to a question from Chair Davis-Hoggard, Mr. James said the 2008-2009 Fiscal Year budget will be very tight, as has been the case in the past.

**Human Resources
Report
(Item VI.A.3.)**

None.

**Technology Report
(Item VI.A.4.)**

None.

General Services Report (Item VI.A.5.)

General Services Director Steve Rice updated Trustees on the Centennial Hills construction. He reported that the contractor is now 42 days behind schedule, due to delivery delays for the steel slated for the east half of the building. The contractor has submitted a recovery plan to make up for the delay, which, assuming the steel arrives on the new schedule and the subcontractors work ten hour days, will put the contractor back on schedule around mid-August. Rice noted that it is the contractor's responsibility to meet the substantial completion date, and it is up to the contractor to make up the time.

Chair Davis-Hoggard asked if the steel delay would have any effect on the opening date. Mr. Rice said the contractor is saying at this time that he can recover and make up the lost time.

Trustee Costello asked about the Las Vegas Library's \$215,000 landscaping improvement project listed in Mr. Rice's report and the purpose of the project. Rice said that several years ago, two fires in the landscaping, which mainly consisted of very dry rosemary on the west side of the building caused damage to the building exterior and several District vehicles. The rosemary was removed after the fire and plans were made to upgrade the landscaping irrigation system, remove dead plants and trees and cover the bare ground remaining after the removal of the rosemary on the west side of building and dead landscaping on the east side of the building with a rock mulch.

Marketing Report (Item VI.A.6.)

None.

Trustee Overstreet moved to accept Reports VI.A.1-6. There was no opposition and the reports were accepted.

Unfinished Business (Item VII.)

None.

Discussion and possible Board action to increase the mileage rate from \$0.485 cents per mile to \$0.505 for employee reimbursed mileage. (Item VIII.A.)

Human Resources Director Bud Pierce presented the item. Pierce said that during the previous contract negotiations, the District agreed to maintain the mileage reimbursement rate at the Internal Revenue Service level. The IRS mileage reimbursement rate implemented by the Board in March of 2007 was \$0.485 cents per mile. However, effective January 1, 2008, the IRS rate increased to \$0.505 cents per mile. The District reimburses employees for on-the-job travel requiring the use of a personal vehicle.

Chair Davis-Hoggard moved to increase the District mileage rate to \$0.505 cents per mile in accordance with the IRS published mileage reimbursement rates. There was no opposition and the motion carried.

Discussion and possible Board action to approve a proposed amnesty program for fines

Deputy Director Robb Morss presented the item and said the proposed Amnesty Week would provide patrons an opportunity to return overdue items and return their library account to good standing. The current circulation policy charges fines for overdue materials up to a maximum of \$4 per item. Once a patron's account has \$10 in fines the cardholder

and fees not to exceed \$25 per cardholder during National Library Week, April 13-19, 2008. (Item VIII.B.)

is blocked from checking out additional materials until the fines are paid and the materials are returned. Morss said Amnesty Week allowed patrons an opportunity to return materials and have the fines waived up to \$25 per cardholder, allowing many families to return their cards to good standing so that they may resume borrowing library materials. He said that this year the District will again ask patrons to pay in full any remaining fines and fees over the \$25 that will be waived from their accounts. The action will allow the District to lessen the number of patron accounts that owe a balance.

Mr. Morss noted that the benefit to the library is that many items are returned during the program, and said that last year over 2,800 items that were overdue three months or longer were returned during Amnesty Week. The District waived \$147,690 in fines and fees during last year's Amnesty Week but took in an additional \$19,604 in fines and fees from patrons clearing their accounts. A postcard promoting the amnesty program will be mailed to all patrons with overdue items just prior to the week. The promotion invites patrons who may have blocked library cards to come back to the library, return overdue items and return their account to good standing.

In response to a question from Chair Davis-Hoggard, Mr. Morss said that approximately 11,485 items were returned last year. Of that total, approximately 2,800 items were three months or more overdue and 71 items were returned dating back to 2002.

Trustee Aguirre moved to approve amnesty program for fines and fees not to exceed \$25 per cardholder during National Library Week, April 13-19, 2008. There was no opposition and the motion carried.

Discussion and direction to staff based on a presentation by Hobbs, Ong & Associates, Inc. regarding the financial analysis for the strategic planning period 2008-2011 and an update of the District's financial forecast for the future financing of the development and operation of new facilities. (Item VIII.C.)

Mr. James added to his earlier report by confirming that Trustee Costello received the updated information on the grant report he requested at January's Board meeting.

Mr. James then introduced Kathy Ong and Jim Chachas of Hobbs, Ong & Associates, Inc. (Hobbs, Ong) to present their revised financial analysis as part of the strategic planning process for 2008-2011.

Mr. James noted that the District's strategic planning process included a review of the District's financial environment and its revenue and expenditure patterns. The review coincided with the strategic planning period and is intended to provide a context for major financial policy and funding decisions during the planning period and beyond. The analysis is particularly critical as the Board plans to advance its capital development initiatives using operating revenues to simultaneously provide quality services while also implementing strategic initiatives, including funding future capital projects by medium term (ten years) borrowing and attendant debt retirement.

Over the last several months, the District has reviewed several financial forecasts and scenarios that demonstrate the District's ability to construct and operate a combination of new facilities from forecasted operating revenues. As a result of previous review, the District has initiated design of the Compass Point projects. The presentation by

Hobbs, Ong and Associates, Inc. will include a forecast scenario that addresses the construction of the Compass Point Service Center and Compass Point Library, a discussion of the most viable financing options, and the financial context for the next strategic planning period, 2008-2011 and beyond.

Mr. Chachas said Hobbs, Ong was engaged by the District to review its current financial position and assess its ability to add and operate new facilities. The review included a three year forecast for the time frame FY 2007-2008 through 2010-2011.

As the District's capital improvement planning process has evolved, Trustees have reviewed several forecast scenarios that have included a combination of new facility additions. The scenario presented at this meeting, according to Mr. Chachas, is a forecast that includes the construction of the Compass Point Service Center and Compass Point Library.

In preparing the analysis, first Hobbs, Ong staff reviewed the backdrop against which the facility expansion decision will be made. A number of the District's performance indicators over the last eight years reflect a "snapshot" of the evolution of the District over that time frame in which no new facilities were added and existing facilities may be "maxed out."

- Circulation had double digit increases in the first four years but leveled off during the last three years.
- Card holders have greatly increased during the horizon of the summary. Mr. Chachas noted a correction on the 2006-2007 cardholder figures to 649,732.
- Gate count had dramatic increases in the early years, and growth has tapered off in the last three years. The number of visitors is very high, and indicates that facilities may be at a point of saturation.
- Computer use at District facilities was spectacular in the early years, but the area too seems to have hit a saturation point with existing facilities.

By any measure, said Mr. Chachas, residents have embraced their libraries and responded to the customer-oriented, user-friendly evolution of the District.

In order to respond to patron demand, the District attempted to pass a ballot question in 2003 to add new facilities and an operating rate to run them. When the ballot question failed, District staff realized that any new facilities must come from existing revenue streams. District staff has worked to become more efficient. The savings of almost \$32 million that resulted from increased efficiency was directed to prioritized capital needs such as the ILS self-check system and the efficiency remodels to existing facilities to automate materials

distribution and returns. The amount of \$19.2 million has been allocated to cover major capital expansion projects.

At the same time the District faced this challenge, the Southern Nevada economy experienced one of the strongest growth spurts in recent history. The District, as well as other local governments, experienced dramatic increases in the consolidated sales tax (CTX) and in property tax revenues. The CTX and property tax revenues comprise 95% of the District's General Fund revenue. The unprecedented growth presented an unplanned opportunity to the District. Without raising taxes, the District was able to fund some much needed capital improvements.

In previous scenarios presented to Trustees, reports demonstrate that there is a basis to believe that the trend of revenues substantially in excess of operating expenses will continue. Mr. Chachas showed information detailing the last seven years, which showed the District's property tax revenues have increased, on average, 12.2%. The CTX has increased, on average, 7.8% over the same period.

Mr. Chachas said the scenario being presented to Trustees assumes an 8% property tax growth rate in the years 2009 and 2010, 6.5% in the years 2011-2015 and 4.5% in the years 2016-2019. Chachas said he spoke to the Department of Taxation and they have estimated the District's assessed valuation for the next fiscal year at \$85.6 billion. For the CTX, the scenario assumes a 3% growth rate for the years 2009-2011, 2% for the years 2012-2015, and 1% thereafter.

On the expenditure side, said Mr. Chachas, the outlook is also conservative for salaries, allowances for annual COLA's and step increases. Expenditures were based upon an inflation factor of 3% and medical/healthcare costs at 4%.

Against that operating backdrop, all revenues above an 8.2% fund balance were banked to be used for a pay-as-you-go construction scenario. In previous discussions, construction inflation proved to be a very significant challenge in the pay-as-you-go scenario, particularly with large ticket items and the service center. He showed the inflation cost impact on the Compass Point project by year of delay.

Mr. Chachas said that another scenario was prepared under which the District would construct the facilities as soon as possible, thus minimizing the impact of inflation on the cost of construction. That result would be accomplished through a strategy that uses existing cash and the issuance of medium-term bonds to allow for the construction at the earliest possible time. All revenues about the 8.2% fund balance would be used for debt repayment.

The financing structure would use existing cash and issue medium-term bonds in the PAR amount of \$62,025,000. To the extent that cash on hand is kept invested as long as possible, and construction will be financed first with bonded cash, the additional interest earnings will not

be subject to arbitrage and will enhance the District's total cash flow. The debt service on the bonds is estimated to be approximately \$2.6 million for two years (interest only) and then escalate to \$9.3 million per year with the repayment of principal.

Mr. Chachas noted that in each year of the analysis, the District will be able to continue its commitment to the ILS replacement program, technical replacement and upgrades programs and the building maintenance and repair programs and yet achieve an excess of revenues over expenditures and transfers except in one year. In 2008, the fund balance will be accessed to implement the capital expenditure program. In addition, in each year of the analysis, the District is estimated to maintain, at minimum, an 8.2% fund balance.

Trustee Costello commented that, since the scenario was first presented at the Trustee Retreat, there have been two iterations of the forecasted growth rates and several different models distributed through email. He questioned the property tax assumption, noting that, while the Department of Taxation provided an \$85 billion assessed figure, the assessor's website shows an \$80 billion figure, an increase of 5.2%. He questioned the CTX rate increase, since District staff has reported no increase, noting the rate has been flat.

In the schedule provided by Hobbs, Ong, Trustee Costello noted the numbers in the Actual column are off by a small amount and the numbers in the Projected column should equal the District's budget and they do not. He then noted that the Hobbs, Ong analysis had put the bonds coupon rate at 4.5% and questioned whether that rate on the bonds would hold up and if, in fact, bonds could be sold at rates approaching those numbers, noting that several recent bond sales had poor results.

Trustee Costello felt the current analysis should be corrected and updated in light of the different economic situation since the time Trustees first reviewed the scenarios, and perhaps a "worst case" scenario should be prepared for Trustees to review. Costello felt the current scenario may be more aggressive than the conservative scenario last presented by Hobbs, Ong. He said it did not matter if District staff or Hobbs, Ong corrected the analysis and scenarios.

Trustee Costello said he would like to see something a little different before Trustees make the decision to invest in the upcoming projects. Although the District may have the money to proceed, he indicated he did not believe the current analysis can be used as the basis for the final decision.

Mr. Chachas said he would be happy to go over all figures with Trustee Costello to ensure he is comfortable with the basis for all the assumptions.

After Trustee Overstreet asked Costello what assumptions needed to change, Costello answered he cannot rely on an analysis that shows property tax growth rates at 8% for the next two years, CTX growth

rates at 2%, and bonds sales at 4.5%. He said that if he could get the spreadsheets, he could do the analysis on his own.

Chair Davis-Hoggard suggested Trustee Costello work with Mr. James and Hobbs, Ong staff to update the assumptions into a alternative that shows what Costello had in mind. Trustee Sanchez then confirmed that, once a meeting has taken place, an updated scenario would be brought back before Trustees.

Mr. Walters offered some comments. He indicated that District staff can certainly meet with Hobbs, Ong and examine the questions about the underlying assumptions behind the projections and bring that back to Trustees.

Mr. Walters also said that staff told Trustees when they made the decision to proceed with the design of the Compass Point project, that due to the volatility in property tax and CTX revenues, projections at that time were difficult. Walters said the District's consultants have a solid grounding in terms of the District's revenue expectations and he finds their assumptions valid.

The next "gut check" for the Compass Point project will be close to the end of the design development period, which is coming up. A review will be done prior to the expenditure of a major amount of the design development funding for construction documents. Staff will not proceed unless there is a high level of confidence that the project will be funded. At that time, said Mr. Walters, staff will make sure these are the correct assumptions. To do that, staff will start with an examination of the questions that have come up about the current projection and extend that information. Walters asked if that would address Trustee Costello's questions and concerns.

Trustee Costello said that as long as Trustees have another chance to look at the information and, prior to the meeting, an opportunity to work with the spreadsheets and put in their own assumptions to make sure they are comfortable with the information based on their own personal knowledge, he would be fine.

Mr. Walters said that, as in the past, staff would make the models available to Trustees. He feels it is most critical to first examine and address the lack of correspondence between some of the numbers and to ensure that staff can articulate the consultant's assumptions. He said that over the years the District has worked with Hobbs, Ong, the firm has consistently been more conservative than District staff projections based on their modeling of District expenditure patterns, as well as the ending fund balance.

Mr. Walters recognized that current budget times make the modeling more difficult, but he contrasted the District's budget activity with the City of Las Vegas, Clark County and other large entities. The District only has two major categories that make up the bulk of the revenue. Therefore, the trends are easier for the District to project than for other

entities. Walters agreed that now is the time to address any misplaced assumptions.

Ms. Ong reviewed her reasoning for the bond interest rate of 4.5%. She cited the District's excellent credit rating, as well as the fact that the ten year general obligation bonds the District will offer will be a very desirable debt for buyers to purchase. As for the question of whether the bonds will sell, she said that buyers are attracted to quality and bonds backed by property tax revenues are some of the strongest offerings in the current market. She noted that the bonds to be offered by the District are unrelated to the revenue bonds referred to by Trustee Costello earlier.

Trustee Costello said he did not want to argue but said that, in his opinion, the dynamics of the municipal credit market are much more complex than Ms. Ong states and that the exercise should not be considered a "slam dunk." He could point to a long list of municipalities around the country that have bond yields much higher than 4.5%. Costello also believed the insurance component with reduced ratings for bond insurers will be a factor in the bonds salability. Therefore, he concluded that a bond sale is not as slam dunk as the model seems to purport. Ms. Ong assured Costello that was not the case; bonds are priced at market and 50 basis points were added to be on the conservative side.

Chair Davis-Hoggard reiterated her wish that Hobbs, Ong and District staff meet with Trustee Costello to allay his concerns. Trustee Barron also wanted to be involved in the meeting. She also wanted the inconsistencies to be cleared up prior to moving forward.

Chair Davis-Hoggard asked that the item be revisited at the March board meeting.

Announcements
(Item VIII.)

The Finance and Audit Committee meeting will be held Wednesday, March 5, 2008, in the Las Vegas Library Boardroom at noon.

The next Board Meeting will be held Thursday, March 13, 2008 in the Clark County Library at 6:00 p.m.

Public Comment
(Item IX.)

Tom Matava and Teri Reynolds, representing the Friends of Southern Nevada Libraries, (FOSNL) spoke. They discussed the District's 1995 *Book Disposal Policy* and described how FOSNL use the discards from the District and patron donations to hold used book sales. The money raised by the FOSNL is then given to the District. The supply of books from the District to the FOSNL warehouse has been halted since mid-December 2007. The group will not be able to hold more book sales until the supply has been restored. Mr. Matava said the group is unaware of the reasons for the stoppage and wanted to know when the shipments can resume. He asked if the Trustees have changed the *Book Disposal Policy*. If the shipments do not resume soon, the FOSNL will have to give back membership money paid to the group and possibly disband. The group has been existence for 37 years and Mr.

Matava said they have budgeted \$470,000 to be contributed to the District. Mr. Matava and Ms. Reynolds passed around a handout to all Trustees which incorporates the above information, a suggested *Memorandum of Agreement Between the Las Vegas-Clark County Library District and Friends of Southern Nevada Libraries*, a memo dated February 13 entitled *Request for Resumption of Materials to Friends of Southern Nevada Libraries* and memo dated February 13, entitled *FOSNL Rental of Vacant Space*, and asked that the handout be incorporated into the minutes. The handout is hereby made a part of the official record and appended as Appendix A.

Counsel Welt said that the item had not been posted for discussion and therefore Trustees could not respond at the meeting. Mr. Walters noted that earlier in the meeting Chair Davis-Hoggard had asked Trustees Overstreet and Costello to meet with FOSNL representatives to discuss the matter.

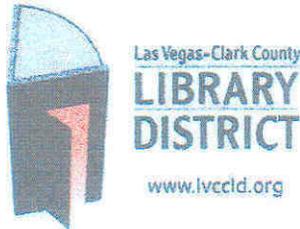
Chair Davis-Hoggard thanked Mr. Matava and Ms. Reynolds for their comments and said that the Executive Director's office would contact FOSNL representatives and Trustees to set up the meeting.

Adjournment
(Item X.)

Chair Davis-Hoggard moved to adjourn the meeting at 7:26 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Kelly Benavidez, Secretary



Book Disposal Policy

All library materials to be discarded by the Las Vegas-Clark County Library District may be sent to the Friends of Southern Nevada Libraries. The Friends of Southern Nevada Libraries may make any of the materials available for sale through the bookstores located in the libraries and/or may sell the items at book sales sponsored by the Friends of Southern Nevada Libraries.

The Friends of Southern Nevada Libraries may also dispose of the library materials received by them by distributing the materials at their discretion to charitable and non-profit organizations within the Las Vegas-Clark County Library District.

Adopted by the Las Vegas-Clark County Library District Board of Trustees on January 12, 1995.

The Friends of Southern Nevada Libraries has been operating on the above BOOK DISPOSAL POLICY of the LVCCLD adopted in 1995 and this worked very well for both of our organizations. However, in mid-December 2007, the shipment of books to the Friends of Southern Nevada Libraries was terminated with no communication to the Friends. Four (4) weeks later, the 12 libraries that have bookstores operated by the Friends were notified that discarded materials were no longer to be given to the Friends. All discards are being packed and sent to the main library where they are being stored in rented pods. Has the Board of Trustees changed their BOOK DISPOSAL POLICY? If so, what do they intend to do with the books? According to Nevada State Law, discarded materials purchased with taxpayer money must either be destroyed or donated to a non-profit organization. The Friends of Southern Nevada Libraries is the only non-profit organization that utilized all funds generated to support the LVCCLD. The 2007-08 BUDGET (Page 112) reflects a sum of \$470,000 to be contributed to the LVCCLD.

The Friends of Southern Nevada Libraries has been in existence for 37 years (incorporated in 1971) and we have been brought to the edge of extinction by the termination of shipments of discarded materials. There is no more activity at the warehouse. At the next book sale we will be selling scraps at 10¢ each and we will have to make an announcement that book sales will be curtailed and return membership dues to those who want their money back. Bookstore shelves are beginning to look bare and sales are declining. The sad part of this whole situation is that we do not know why this is happening. The LVCCLD has not communicated their intentions. If the LVCCLD does not want to see the Friends disappear, than I would request an immediate resumption of discard shipments.

[Handwritten signature]

MEMORANDUM OF AGREEMENT
BETWEEN
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
AND
FRIENDS OF SOUTHERN NEVADA LIBRARIES

The Las Vegas-Clark County Library District and the Friends of Southern Nevada Libraries agree as follows:

Whereas, the Board of Trustees of the Las Vegas-Clark County Library District agrees to utilize the services of the Friends of Southern Nevada Libraries, which is a volunteer, non-profit organization, whose purpose is to promote the services and programs of the Las Vegas-Clark County Library District.

The Friends of Southern Nevada Libraries organization agrees to accept library discarded materials and patron donations from the Las Vegas-Clark County libraries. Funds will be raised through annual memberships, twice-monthly warehouse sales, special book sales and sales at the individual book stores in the space allocated by the library branches.

Funds raised through the efforts of the Friends of Southern Nevada Libraries volunteer group are to be utilized to promote the services and programs of the Las Vegas-Clark County Library District to include such projects as the Summer Reading Program, Storytelling Festival, Author Visits, Heritage Month Programs, Motion Picture Licensing, new equipment and furniture.

The Friends of Southern Nevada Libraries is a Nevada non-profit 501(c)3 corporation, Tax I. D. # 88-0141 990 . The corporation is governed by a Board of Trustees consisting of a President, Vice-President, Secretary, Treasurer and Members-At-Large. The Board of Trustees meet regularly to review and allocate funds requested by the various branches in the Library District. The Las Vegas-Clark County Library District will provide a liaison to attend these meetings to assist in resolving any problems that arise in the coordination of the efforts of these two organizations.

The term of this Agreement is perpetual; however, the Agreement may be dissolved by written mutual consent of the respective Boards.

ACCEPTED BY: _____

DATE: _____

FOR: Las Vegas-Clark County Library District

ACCEPTED BY: J. S. Matava

DATE: 2-14-08

FOR: Friends of Southern Nevada Libraries

FRIENDS OF SOUTHERN NEVADA LIBRARIES

February 13, 2008

TO: LVCLD Board of Trustees

SUBJECT: REQUEST FOR RESUMPTION OF LIBRARY MATERIALS TO
FRIENDS OF SOUTHERN NEVADA LIBRARIES

The Friends of Southern Nevada Libraries request that discarded material shipments be resumed as of February 15, 2008, in order to fill the pipeline, which is empty.

1ST WEEK SHIPMENT

500 BOXES TO THE WAREHOUSE

20 BOXES TO EACH OF THE 12 BOOK STORES

2ND WEEK SHIPMENT

500 BOXES TO THE WAREHOUSE

20 BOXES TO EACH OF THE 12 BOOK STORES

3RD WEEK SHIPMENT

FOSNL WILL COMMUNICATE THE NEEDS FOR AN ON-GOING FLOW
OF MATERIALS


BY: Thomas J. Matava, Vice -President
Friends of Southern Nevada Libraries

FRIENDS OF SOUTHERN NEVADA LIBRARIES

February 13, 2008

TO: LVCCLD Board of Trustees
SUBJECT: FOSNL Rental of Vacant Space

It has come to the attention of the Friends of Southern Nevada Libraries that the storage building located in the rear of the Rainbow Library is going to become available.

Friends of Southern Nevada Libraries is requesting to be considered as a tenant for this space. We are proposing the payment of \$24,000 per year for this space and would require no improvements or outlay of funds by the Library District.

There is precedence for this rental, as the Library District is leasing space to the Lied Discovery Children's Museum and the Las Vegas Art Museum.


BY: Thomas J. Matava, Vice-President
Friends of Southern Nevada Libraries