

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
May 20, 2010
(approved June 9, 2010)

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, May 20, 2010.

Present: Board: F. Barron, Chair A. Aguirre
V. Davis-Hoggard R. Kirsh
K. Benavidez K. Crear
L. Carrasco M. Saunders
C. Reese R. Ence

Counsel: G. Welt

Absent:

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests:

F. Barron, Chair, called the meeting to order at 6:03 p.m.

Roll Call (Item I.) All members listed above represent a quorum. Appendix A.

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

Executive Session (Item III.) Chair Barron advised attendees that the Executive Session would be closed and said that it would cover litigation and labor issues. Trustees adjourned into Executive Session at 6:04 p.m.
The Regular Session reconvened at 6:53 p.m.

Approval of Proposed Minutes, Finance and Audit Committee Meeting, April 1, 2010; Trustee Benavidez moved to approve the Minutes of the Finance and Audit Committee Meeting held April 1, 2010. There was no opposition from Committee members and the motion carried.

Finance and Audit Committee Meeting, April 8, 2010; Trustee Davis-Hoggard moved to approve the Minutes of the Finance and Audit Committee Meeting held April 8, 2010. There was no opposition from Committee members and the motion carried.

Regular Session, April 8, 2010 and Special Board Meeting, May 12, 2010. Executive Director Goodrich advised Trustees that staff found an error in the Minutes of the Regular Session on April 8, 2010 on page 9 – Mesquite does not have a meeting space as stated in the Proposed Minutes. Trustee Aguirre moved to approve the Minutes of the Board of Trustees Meeting held April 8, 2010 as corrected. There was no opposition and the motion carried.

(Items IV.A-D.) Trustee Davis-Hoggard moved to approve the Minutes of the Special Board of Trustees Meeting held May 12, 2010. There was no opposition and the motion carried.

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Chair's Report (Item V.)

Chair Barron asked Trustees to reschedule the June 10, 2010 Regular Board Meeting to either June 17 or June 24. Due to a family emergency, she would be out of town on June 10 and really wanted to attend the meeting. After a short discussion, Chair Barron tabled changing the meeting date.

Chair Barron announced she would like to ask several Trustees to work on a Trustee travel policy as the District has none at this time. Chair Barron appointed Trustees Benavidez, Davis-Hoggard and Reese to serve with her on a committee to create a Trustee Conference and Travel Policy. The Committee will work with Human Resources Director Jerilyn Gregory and her staff. She asked that the Committee report back at the next meeting, if possible.

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

Ms. Goodrich highlighted several items from her written report. She congratulated staff members Mary Nelson Brown and Tina Frolund and their committees for a very successful Día de los Niños y Día de los Libros festival held at the Las Vegas Library on April 30. She commended the work of the District's outreach and youth services staff along with the District's community partners who made it a very wonderful day. Goodrich particularly enjoyed that the doors were open between the library and event partner, the Lied Children's Discovery Museum, and that children and families were able to easily enjoy both facilities during the event.

Ms. Goodrich reported on her work to extend the District's partnerships and collaborations. She has begun a series of meetings with representatives of the various local Chambers. Goodrich has met with the Asian Chamber and, with Development Director Danielle Milam and Volunteer Coordinator Leslie Valdes, with the Latin Chamber. She has an upcoming meeting with the Urban Chamber and is working on scheduling time with representatives of the Las Vegas Chamber.

Ms. Goodrich said that the purpose of these meetings is to get better acquainted with the goals and priorities of these organizations, for them to learn more about what the District does, and to explore ways to work together to meet mutual goals. She noted that everyone is experiencing the same problem of reduced resources, so there are numerous opportunities to reach more community members if the District works together with different groups.

Trustee Reese congratulated Ms. Goodrich on her gold medal in the Corporate Challenge Walk Race for her age and division. Reese also said how much she like the idea of the staff art competition, "The Rubber Chicken Celebrates the Arts." Goodrich said that she agreed with Gallery Services Manager Denise Alvarado who felt that the competition was a great way to increase District staff morale. Goodrich reported that the turnout was astounding for the contest, she had great deal of fun judging the entries and a great time was had by all who attended the reception.

Trustee Reese asked about Ms. Goodrich's report of her meetings with other library directors and questioned whether this was a new thing. Goodrich said that the Nevada State Library does try to get all the

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library directors in the state together once or twice a year either in person or via conference calls. She added that the four library district directors in Clark County try to get together for lunch periodically. The group is interested in collaborating and stretching their resources more than has been done in the past.

Trustee Reese said she was very impressed with Goodrich's activities with the other library directors as well as with all the collaborative efforts with other groups.

Trustee Reese said she had questions on the Public Services and Security Report (Item VI.A.1.), the Technology Report (Item VI.A.4.), and the General Services Report (Item VI.A.5.). Trustee Ence had a comment on the Development Report (Item VI.A.7.)

Trustee Aguirre moved to accept Reports VI.A. 2, 3 and 6. There was no opposition and the reports were accepted.

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

Trustee Reese noted the 4% increase in funding for the District's Literacy Program reported in the Public Services Report and asked how staff planned to use the additional money. Deputy Director, C.O.O. Robb Morss said that Connie Barker, Literacy Manager, did hope to reach more students with part of the additional money. Part of the money will go to cover the increased cost of the student's materials. Last year, Morss said a small amount of the material costs were covered by Collection Development funds as the grant did not cover the entire cost.

Trustee Reese asked about the use of volunteer teachers as she is a math teacher and interested in the program. Mr. Morss said that volunteers meet with students at individual libraries. The District also contracts with teachers to help with the students. Reese then asked if the programs were available at all branches and Morss responded that the classrooms and labs are at the Las Vegas and Clark County libraries but programs have also been held at the Spring Valley and West Charleston libraries. Students can access computers at each branch for assistance with their homework assignments on their own. Morss added that Ms. Barker always welcomes additional volunteers.

Trustee Crear asked about an incident mentioned in the Security Report regarding an employee needing ambulance transport. Mr. Morss reported that the employee is better.

Trustee Saunders moved to accept the Public Services and Security Report. There was no opposition and the Report was accepted.

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

Accepted.

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

Accepted.

Technology Report
(Item VI.A.4.)

Trustee Reese asked about the problems staff have been having with the recessed desks installed for the public access computers as mentioned in the Technology Report. IT Director Al Prendergast explained that the recessed desk installation was a joint project with the General Services Department intended to reduce the possibility of inadvertent viewing of objectionable material on the patron's computer screen by other patrons.

While the desks are providing the intended privacy, Mr. Prendergast reported that staff is dealing with glare complaints for which General Services is procuring hoods to try and reduce the glare. Since the computers are now located under the desk which limits access, patrons are moving the CPUs, which unplugs the systems. Prendergast said that the biggest problem now seems to be with the computer mice which suddenly stop working only in the systems installed in the new desks. Patrons unplug the mice and once they are plugged back in, the mice begin working again. He said that his staff is working on the issue. Trustee Reese commented that she has had several complaints about these items but she is confident that IT will get the system working. She added that patrons wanted the recessed desks so she was glad that the desks have been installed.

Trustee Kirsh asked about work done at the West Sahara Library to add phone lines in advance of early voting and wondered if that was the only library location used for early voting. Mr. Prendergast said that West Sahara was one of the District locations used by the Election Department, but it was the only location requiring the additional telephone lines.

Trustee Ence moved to accept the Technology Report. There was no opposition and the Report was accepted.

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

Trustee Reese congratulated General Services Director Steve Rice on resolving the lighting and paint issues at the Centennial Hills Library.

Trustee Reese also was impressed with the reduction in the amount of District materials the Courier Department transfers between District branches with the introduction of the Floating Collection. Mr. Rice said that while he could not speak to how the new program is working in the branches, the new program is working well for his staff. Reese also congratulated Rice on his department's work on energy conservation which has resulted in lower costs for the District.

Trustee Aguirre congratulated Mr. Rice on his department's work on water conservation which has resulted in reduction of both the District's water use and costs.

Trustee Benavidez moved to accept the General Services Report. There was no opposition and the Report was accepted.

Marketing Report
(Item VI.A.6.)

Accepted.

**Development Report
(Item VI.A.7.)**

Trustee Ence commented on how important Ms. Milam's position is, in that he hoped the Foundation would be able to capture what money that is available in the community to help fund some of the District's programs in the next few years. He wished her success. Ms. Milam acknowledged his concerns as well as those that have been expressed in the past by Trustee Aguirre. She advised Trustees that at the June Board meeting she will provide an in-depth Development report now that the District's budget has been approved and critical areas identified.

Trustee Davis-Hoggard commended the recent scholarship awards by the Foundation to some very needy young people in the West Las Vegas Library service area. While she was disappointed none of the three young men or two young women who received the award planned to become librarians, she applauded their scholastic achievements and aspirations.

Trustee Davis-Hoggard also commented on how active Ms. Goodrich has been in the community and her understanding of the need to interact with a wide variety of groups. She thanked the District for their letter of support for the Rainbow Dreams Academy, which is located directly across the street from the West Las Vegas Library. Its students are frequent users of branch services.

Trustee Ence moved to accept the Development Report. There was no opposition and the Report was accepted.

**Unfinished Business
(Item VII.)**

None.

**Public Hearing on
the Las Vegas-Clark
County Library
District's Proposed
Budget for Fiscal
Year 2010-2011.
(Item VIII.A.)**

Trustee Carrasco moved to convene the Public Hearing regarding the Las Vegas-Clark County Library District's *Proposed Budget* for FY 2010-2011. There was no opposition and the Public Hearing was opened.

Ms. Goodrich and Deputy Director, CFO Fred James presented the budget details. Ms. Goodrich commented that this year's budget presentation would be different than in previous years due to the unusual situation that has existed over the last several months. This is similar to what other public entities are experiencing. There has been a dramatic drop in revenues as well as sporadic and sometimes conflicting information about property tax revenues. Due to this, there was no way to create a formal budget document as information has changed frequently. The presentation is based upon the most recent projections.

The budget theme is "Ensuring the Future: Forward to Basics." The proposed budget proposes a sustainable expenditure platform for the District to move forward. Ms. Goodrich reiterated that the budget is based upon the best revenue information available today and will allow the District to move forward in a time of declining revenues. The proposed budget recognizes that the District must recalibrate the services it offers to patrons. She emphasized that the District must focus on core services and respond to community needs. Goodrich referred Trustees to her concept paper she distributed several months

ago entitled, "Forward to Basics," which enunciated how the District will focus its services in light of declining revenue.

Ms. Goodrich started off by discussing the sources of District revenues. The largest amount (71%) comes from property taxes (PTX). PTX are based upon the assessed valuation (AV) of both residential and commercial property. In FY 2010-2011, AV is projected to drop to \$48.9 billion, a dramatic 30% decrease over FY 2009-2010. Mr. James added that AV had dropped 50% over the last two years, which has had a large impact on District revenues.

Mr. James then explained how the District's tax rate breaks down. There are two tax rates, the General Fund (.0941) and Debt Service (.0070). The revenue from the second tax rate is used to repay the long-term bonds and does not go into the District's General Fund. As the long-term bonds will be repaid in the next few years, this tax revenue will go away.

Mr. James said the total of the two tax rates comes to \$.1011 per \$100 of AV. What this means is that for a property assessed at \$100,000, the taxpayer pays about \$35.39 per year or \$2.95 per month to the District. James explained that of that total, \$32.94 per year or a little more than \$2.75 per month goes to the General Fund and \$2.45 per year or \$.20 per month supports Debt Service payments.

Ms. Goodrich said that the District's second major source of revenue comes from consolidated sales taxes (CTX) which comes to approximately 24% of General Fund revenue. CTX is a combination of City/County relief (sales) and miscellaneous taxes distributed to most Clark County municipalities according to a state formula. It is a consumption tax paid by residents and tourists and fluctuates accordingly. For FY 2010-2011, the District expects to receive approximately \$14 million. All other District revenues account for approximately \$2.8 million and are composed of fines and fees paid by patrons, interest on funds held and contracts with other jurisdictions for District services.

FY 2010-2011 Total Expected Revenues - All Funds

• PTX	\$ 46.5	million	(71%)
• CTX	\$ 14.2	million	(22%)
• Intergovernmental Revenue	\$ 1.2	million	(2%)
• Fines and Fees/Misc.	\$ 2.5	million	(4%)
• Charges for Services	\$ 1.1	million	(1%)

Total Expected Revenue - \$65,523,000

FY 2010-2011 Total Expected Expenditures - All Funds

• General Fund	\$ 52.5	million	(55%)
• Capital Projects Fund	\$ 31.0	million	(33%)
• Special Revenue Funds	\$ 1.7	million	(2%)
• Debt Service Fund	\$ 9.3	million	(10%)

Total Expected Expenditures - \$94,495,774

Mr. James then explained several proposed fund transfers. Staff proposed to transfer \$8.9 million from the General Fund to the Capital Projects and Debt Service Funds:

- \$3.8 Million will go to the Capital Projects Fund with \$1.0 million to be allocated to the Library Materials Program to fund the opening day collection at the Windmill Library. \$2.8 million will be allocated to the Capital Construction Program.
- \$5.1 Million will go to the Debt Service Fund which will cover the amount of the payments for the long-term and medium term bonds the District is required to keep on hand.

Mr. James noted the transfer would probably be the last year the District would have the ability to transfer funds from the General Fund to the Capital Projects Fund due to the revenue reduction.

Ms. Goodrich and Mr. James then discussed and explained the functions, funding and proposed expenditures for each fund.

GENERAL FUND:

The operating fund for the District. It is used to account for all financial resources except for those required to be accounted for in another fund.

FY 2010-2011 General Fund Revenues

- PTX \$42.9 million (71%)
- CTX \$14.2 million (24%)
- Fines and Fees/Misc. \$ 1.7 million (3%)
- Charges for Services \$ 1.1 million (2%)

Total Revenues - \$59,884,000

FY 2010-2011 General Fund Expenditures – By Function

- Public Services \$37.2 million (71%)
Covers operation of the branches, collection development and support services staff and includes personnel costs and the purchase of library materials.
- General Services \$ 7.5 million (14%)
Covers all facilities and maintenance costs, which includes facilities, gallery services, technical productions services, courier and contract management functions. The figure includes personnel costs and contract fees for janitorial, security, landscaping and maintenance services.
- Administration \$ 4.6 million (9%)
Covers the Executive Director's office, Business Office and Human Resources and includes personnel, contract and legal costs associated with these functions.
- Information Technology \$ 3.2 million (6%)
Covers the entire District's networking equipment and materials, phone system and the infrastructure required to allow the District to serve patrons online and operate the branch ILS system to circulate library materials. Also includes personnel and contract costs associated with these functions.

Total Expenditures - \$52,543,346

FY 2010-2011 General Fund Expenditures - By Activity

- Salaries and Benefits \$33.5 million (64%)
- Services and Supplies \$11.0 million (20%)
- Library Materials \$ 7.7 million (15%)
- Capital Outlay \$359K (1%)

Total Expenditures - \$52,543,346

Mr. James then talked about the ending fund balance which is a significant part of the District's financial management. The General Fund will have an ending fund balance of \$6 million or 9% of the FY 2010-2011 revenues. The balance is necessary to provide liquidity for cash outflows as the timing of the receipt of District revenues means that some money must be kept in reserve. The ending fund balance also acts as a cushion during economic downturns. Reserves in the Capital Projects Fund will be used to augment cash flows in the General Fund, if necessary. Any excess over the \$6 million ending fund balance would be used to cover projected revenue shortfalls in future years.

Ms. Goodrich explained the funding for several function areas included in the General Fund.

Public Services include the areas of Support Services, Collection Development, Branch Services, Community Outreach, Contract Libraries, Literacy and the Virtual Library. Funding requests were approved on an as-needed basis with strict attention paid to the parameters of a budget with declining revenues. While several budget neutral staff positions were created that met the "Forward to Basics" strategy, such as the new Access Services Manager position as well as an increase in Computer Center managers and YPL assistants, Goodrich emphasized that this was not an increase in staff. There were staff reductions in other areas to allow for these increases. Nonrecurring costs proposed included very minimal requests for equipment and furnishings.

Library Materials covers all items such as books, DVDs, periodicals, reference materials and databases used by District patrons. Instituting a floating collection means that the District considers all library materials to be one collection which is physically and electronically distributed among District branches. The proposed materials budget reflects the Collection Development's staff recommendations.

Proposed FY 2010-2011 Materials Allocation

- Adult Print \$ 2.1 million (28%)
- Adult Audio Visual \$ 1.6 million (20%)
- Juvenile Print \$ 1.7 million (22%)
- Electronic Resources \$758K (10%)
- Juvenile Audio Visual \$455K (6%)
- Reference \$455K (6%)
- International Languages \$379K (5%)
- Periodicals \$228K (3%)

Total Allocation - \$7,670,765

General Services covers building repairs and minor improvements under a specific dollar level. This covers HVAC systems, furniture and

miscellaneous repairs. Ms. Goodrich noted that Automatic External Defibrillator (AED) replacements were required this year by City of Las Vegas ordinance. She added that it was a challenging process to winnow down the requests dramatically in light of the budget situation.

CAPITAL PROJECTS FUND:

The Capital Projects Fund accounts for the acquisition, replacement or construction of major capital projects and facilities. Mr. James explained that monies from this fund paid for the construction of the Centennial Hills Library and is paying for the construction, furnishing and the library materials required to open the Windmill Library and Service Center. James said that after the proposed transfer of \$3.8 million from the General Fund and receiving interest income estimated at \$300K, there will be \$52 million available in the Fund. The programs in the Fund have the following amounts allocated:

- Integrated Library Systems \$1.4 million
This program funded the RFID equipment and installation and originally was planned to have been used to save money to replace the system in approximately 10-15 years.
- Technology Replacement and Upgrades \$2.8 million
This program is used to fund the District's five year replacement program for computers.
- Building Repair and Maintenance \$4.7 million
This program is used by General Services to fund catastrophic repairs and regular replacements such as roof and HVAC systems above a certain amount.
- Capital Construction \$41.2 million
This program is used to fund the Centennial Hills construction and Windmill Library and Service Center construction.
- Library Materials \$1.9 million
This is the newest program and was set up to fund the opening day collection at the Windmill Library.

Mr. James continued to say the money in the Capital Projects Fund was built up over a number of years through transfers from the General Fund and also received the proceeds of the medium-term bond sales.

In FY 2010-2011, Mr. James explained that \$31 million of the money in the Fund will be spent as follows:

- Integrated Library Systems \$0
No money will be spent in this area in the coming fiscal year.
- Technology Replacement and Upgrades \$500K
The District will continue its scheduled five year replacement cycle due to high use of computers by patrons and staff.
- Building Repair and Maintenance \$600K
There will be one roof replacement that is budgeted for \$200K and \$400K will be used as a contingency for this area during the fiscal year.

- Capital Construction \$28 million
This will be used to complete the Windmill Library and Service Center.
- Library Materials \$1.9 million
This will be used to purchase the opening day collection for the Windmill Library.

Mr. James then said that \$21 million will remain in the Capital Projects Fund. Of that money, \$12 million is reserved to cover projected revenue shortfalls in the next eight to ten years. Ms. Goodrich emphasized that there will be shortfalls and that the District must maintain this reserve. Mr. James explained that the remaining \$9 million in the fund is reserved to cover any Capital Project programs over the next 8-10 years. He then noted that the amount is really \$4 million to \$5 million as the rest of the \$9 million will be used to replace computer equipment and make repairs.

SPECIAL REVENUE FUNDS:

Ms. Goodrich explained that this fund accounts for the proceeds of specific resources, which are the Grant Fund and the Gift Fund. The Fund totals \$1.7 million and is divided into the:

- Grant Fund - \$1.2 million
This fund accounts for the Literacy (CALL) and other grants.
- Gift Fund - \$500K
This fund accounts for donations from individuals, mainly through the District's Foundation.

DEBT SERVICE FUND:

Mr. James explained that this fund accounts for the accumulation of resources for, and the payment of, general obligation bonds. In FY 2010-2011, the fund has a \$9.2 million budget broken down as follows:

- \$7 million are the proceeds from the PTX debt service levy (.0070 per \$100 of AV) that are restricted for the payment of principal and interest on voter-approved bonds. Mr. James noted that there are \$10.4 million of these bonds outstanding at the close of FY 2009-2010 which would be fully paid in February 2012. The debt service levy will also end in 2012.
- \$2.2 million used to pay interest on the ten year medium-term bonds and funded by a transfer from the General Fund. At the end of the next fiscal year, both principal and interest payments on the medium-term bonds will be required and will be funded by money from the General Fund.

After Ms. Goodrich and Mr. James finished explaining the details of the proposed budget, Goodrich discussed the service impacts which are as follows:

- 93 positions will be eliminated. 19 full-time employees would be laid off, 23 part-time employees would be laid off, 39 frozen positions would be eliminated and a net of 12 positions will vacated by staff who took the voluntary separation program.

- Urban Branch hours would be reduced from 72 to 60 hours per week. Staff analyzed branch usage and the proposal cuts the hours in which circulation is lowest.
- The Library Materials budget would be reduced from 20% to 15% of the operating budget. The District, however, will still be among the top urban libraries in terms of the amount of the operating budget being allocated to library materials.
- Library-sponsored programming would be reduced, especially adult authors and major events that involve costly outside speakers.
- The changes mean that there will be a major shift in library operations resulting in restructuring, which will continue throughout the next fiscal year.

Ms. Goodrich commented that the shift will eliminate top Public Services management positions which will result in a large number of staff who now report to Mr. Morss. This will need to be reviewed periodically. She continued to say that several first line supervisory positions will be eliminated; line staff will take on greater responsibilities. Every attempt has been made to reduce the number of staff that are directly impacted.

Ms. Goodrich noted that while the number of layoffs is not as large as it could have been, for every individual affected, the result is 100%. As the District works through the layoff process, the ramifications throughout the system will affect many more employees. Employees will be reassigned or relocated to deal with the retirements, layoffs and positions being removed from the books.

Ms. Goodrich thanked Trustees for their attention and welcomed questions. She thanked Mr. James as well as Assistant Finance Director Floresto Cabias and Administrative Assistant Nanci Adam in the Business Office for their hard work. She also thanked the Executive Council and the many other staff members who worked on making the proposed budget a team effort.

Mr. James said he wanted to thank his entire staff, especially Mr. Cabias and Ms. Adam, for their hard work making the many adjustments required for this year's budget.

Chair Barron opened the floor to questions from Trustees.

Trustee Ence said he saw the lack of money for capital projects and has realized it will be a while before the District will be able to open a new library in Mesquite. He commended Ms. Goodrich, Mr. James and the entire executive team for their marvelous work over many months and their concern over figuring out the budget situation while minimizing the impact on people's lives. He said his perspective, from working with other government entities, is that staff is on the right track and their hearts are in the right place.

Trustee Saunders agreed with Trustee Ence, approved of the courage and compassion staff have shown in developing the proposed budget and commended the entire executive team for their hard work.

Trustee Kirsh said that the presentation made the District's budget understandable, not an easy task. He noted that all of the Trustees come from different backgrounds so he appreciated the explanations. He had spent several evenings going over the information and feeling lost so he appreciated all the effort that went into making the numbers work and their impact understandable.

Trustee Davis-Hoggard said that Mr. James always does a good job and that it was great to have Ms. Gregory to deal with the union issues. She continued to say that Mr. Morss as well as the rest of the Executive Council have done a great job and thanked them for their hard work. Davis-Hoggard said she did not know whether Ms. Goodrich came at a good time or not, but felt that she walked right into a tough situation and has weathered it very well. She added that all of the Trustees have agonized over the lengthy budget process as much as staff has. Davis-Hoggard believed that the proposed budget is something Trustees and staff can live with and hoped District revenues would recover soon.

There was one person signed up to speak during the Public Hearing who actually wished to speak on another item.

Trustee Aguirre moved to close the Public Hearing. There was no opposition and the Public Hearing was closed.

Discussion and possible Board action to adopt the Las Vegas-Clark County Library District's Proposed Budget for Fiscal Year 2010-2011. (Item VIII.B.)

Trustee Davis-Hoggard moved to adopt the Las Vegas-Clark County Library District's *Proposed Budget* for Fiscal Year 2010-2011 subject to any modifications as directed by Trustees and instruct staff to adjust estimated Fiscal Year 2010-2011 revenues in accordance with final estimates from the Department of Taxation provided such estimates are received in sufficient time for staff to make adjustments by the June 1, 2010 filing date. There was no opposition and the motion was accepted.

Discussion and possible Board action regarding the changing of urban branch service hours to 10:00 a.m. – 7:00 p.m. Monday through Thursdays effective June 26, 2010. (Item VIII.C.)

Mr. Morss advised Trustees that due to the current budget revenue shortfall, staff has determined that public service open hours must be decreased in the urban branches.

Mr. Morss explained that the Public Services team ran detailed circulation reports to analyze circulation trends that are currently occurring in the urban branches. Circulation figures were examined by daily and hourly use to determine the times that urban branches are most heavily used. In addition, staff also gathered information from the North Las Vegas Library District, Henderson Public Library District and the Boulder City Library District. All of these libraries are implementing decreased service hours, including closing on Sundays. The information was then used to help develop new service hours for the District that would be beneficial to the community as a whole.

Based on the analysis, and the fact that many members of the community and their families are employed by entities that are open seven days a week and 24 hours a day, Mr. Morss said that staff recommended that all urban branches continue to be open seven days a week and that service hours for Monday through Thursday be

changed to 10:00 a.m. – 7:00 p.m., a decrease of three open service hours each of those days. The analysis done by staff shows that circulation is at its lowest during these hours. Open hours on Friday, Saturday and Sunday would remain the same at 10:00 a.m. – 6:00 p.m. Total open service hours for urban branches would be reduced from 72 hours per week to 60 hours per week.

Mr. Morss emphasized that 60 open hours per week in the urban branches is still more than most public libraries in the country serving a similarly sized population. Additionally, the proposed schedule of service seven days a week, eight-nine hours a day should continue to help the community when it needs its public library the most.

Mr. Morss said that if Trustees approve the reduction in hours, urban branch staff will work with the Marketing Department to ensure District patrons, including groups that use library meeting spaces, are informed and aware of the changes. Staff will update branch signage, get the word out through the media and contact meeting room user groups to make sure they are aware of the changes.

Trustee Davis-Hoggard moved to change the service hours of urban library branches to 10:00 a.m. – 7:00 p.m. Monday through Thursdays, effective June 26, 2010.

Trustee Benavidez commented, and added that she believed she could speak for the Board, that the reduction in hours is not an easy decision for Trustees and not something Trustees want to do. The current economy which has led to the budget cuts has given them no choice but to cut the urban branch hours, which is something about which Benavidez feels personally. She also said that she hoped this would be a short-term fix; once the economy recovers, the District can return to the 72 service hours per week.

Trustee Davis-Hoggard asked about user groups already paying a fee and whether they would still be able to meet after the branch has closed. Mr. Morss said that the current policy already has methods in place to deal with after-hours users such as fees for security, etc. For those groups who have already booked space with the understanding that the site would be open until 9:00 p.m., and some groups book a year in advance, Morss outlined the steps staff would take to take to deal with the issue. Staff will send out letters to each group and current arrangements will be honored through the end of August, 2010, which should give groups some time to make other arrangements should they choose. Groups can reschedule their meetings to match the new service hours or staff will help the group move their meeting to another venue.

There was no opposition and the motion was accepted.

Discussion and possible Board action regarding exchanging the District's existing contract with

Ms. Gregory said that the District had committed to an ongoing review of the various benefits available to employees to determine if there are additional or alternative plans that would more closely meet staff's needs. Gregory said that the goal was to at least mirror, if not improve, benefits available under current plans while trying to reduce out of pocket costs to both employees and the District, if possible.

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Hartford Financial Services Group, Inc. (Hartford) for another Hartford contract. (Item VIII.D.)

The District's current qualified retirement plan (a 457b deferred compensation plan) is funded by a Hartford group retirement program. Through discussions with Hartford's Regional Manager for Nevada and the Chairman of the Clark County Deferred Compensation Committee Ms. Gregory said that staff has an opportunity to join Clark County's Deferred Compensation Plan.

Ms. Gregory said the result of the proposed change means that the District's participants' \$7 million in assets would be put into the same plan as the Clark County participants' \$200 million in assets. District participants would reap the benefits of having a larger fund line-up to choose from (especially small and mid cap funds) and the benefit of a lower fee structure. Based on staff's preliminary assessment, the change could potentially save District participants \$53,000-\$74,000 in fees. Staff recommended the change.

Trustee Davis-Hoggard said she could speak from experience that the move would be good for District staff.

Trustee Carrasco moved to allow the Executive Director to exchange the District's existing Hartford contract for another Hartford contract. There was no opposition and the motion was accepted.

Discussion and possible Board action regarding the Chair's call for nominations to form a Nominating Committee for Board officers for Fiscal Year 2010-2011. (Item VIII.E.)

Chair Barron announced that appointments to the Nominating Committee were now in order. The Nominating Committee recommends the Board officers which are Chair, Vice Chair, Secretary and Treasurer. The Nominating Committee reports to the Board at the June meeting and elections are held at that meeting. Barron said she would like to ask Trustees Aguirre, Benavidez, Crear, Davis-Hoggard, Kirsh and Saunders to serve with her on the Nominating Committee. The named Trustees agreed to serve.

There was discussion on when the Nominating Committee would meet which also included a discussion on a new date for the June Board meeting. Trustees Crear asked that staff let Trustees know in advance when committee meetings are expected to occur. She felt it was important, as a member of the Board, to attend all meetings. Trustee Reese commented that it was very hard to attend when regular Board meeting dates continued to change and she also felt it was important to be at meetings.

After comparing schedules and determining that a June meeting was necessary due to the need to elect new officers, Trustees agreed to hold the Nominating Committee Meeting on Tuesday, June 8 at 5:00 p.m. in the Las Vegas Library Boardroom. The Risk Management Committee would meet on June 9, 2010 at 4:00 p.m. The regular Board Meeting was moved from June 10 to June 9, 2010 at 5:00 p.m. with the location to be determined for the regular Board meeting and the Risk Management Committee. No meeting would be held on June 10, 2010.

Chair Barron confirmed she would be on the Nominating Committee and appointed herself as Committee Chair.

Announcements
(Item IX.)

The Nominating Committee meeting will be held Tuesday, June 8, 2010, in the Las Vegas Library Boardroom at 5:00 p.m.

The next Risk Management Committee meeting will be held Wednesday, June 9, 2010, in a location to be determined at 4:00 p.m.

The next Board Meeting will be held Wednesday, June 9, 2010 in a location to be determined at 5:00 p.m.

Due to the changes in date and location, Trustees are encouraged to call in to attend these meetings if they cannot attend in person.

Public Comment
(Item X.)

Ida Conners – 8640 Castle Hill Ave/Las Vegas, NV 89129

Ms. Conners represented the Las Vegas Quilters Guild which meets at two District locations. She had spoken at the April meeting and had planned to speak on proposed fee changes that she thought would be on the agenda for the meeting. She was very interested in the agenda item regarding the reduction in open hours for urban branches as the change will affect one of her group's major meetings. She asked when Trustees thought the proposed fee changes would be discussed.

With the permission of Chair Barron, Ms. Goodrich responded. She said that staff did expect to bring back the proposed fee change issue at the May meeting, but that, as staff spent time on the issue, it was determined that the May meeting was too soon for a recommendation. Goodrich acknowledged the complexity of the issue and said staff was investigating a number of alternatives. The issue would probably be brought back to the Board in August.

Chair Barron thanked Ms. Conners for her comments and emphasized that staff and Trustees were cognizant of the need for meeting room space by a wide variety of groups.

Keisha Weiford – 8440 W. Lake Mead/Las Vegas, NV 89120

Ms. Weiford is a District patron as well as the Director of Family Solutions, a partner with the District in presenting the "Helping Children Cope with Divorce" seminars. Family Solutions works with the Eighth Judicial Court to provide these seminars to divorcing parents whose children are under 18. Since 1994, the group has been utilizing the District's meeting rooms to serve 94,900 people with the seminars at night and on the weekends. This comes to approximately 500-600 people per month in various library branches.

Ms. Weiford said that the reduction in hours will greatly impact the programs as the evening hours are the most popular with the attendees. Weiford emphasized that the branches are a safe and clean environment and that participants are also encouraged to take advantage of library services to reconnect with their children in many different ways. She hoped an accommodation can be made for her groups and the great number of people that it brings into the District.

Juanita Clark – 137 Lorenzi/Las Vegas, NV 89107

Ms. Clark represents Charleston Neighborhood Preservation. A letter sent by Ms. Clark was passed out to each Trustee. Clark was

disappointed about the reduction in hours. She felt that honoring arrangements only through August was not enough time for her group or for others to make adjustments. She asked for the reasons for the reduction. She said that libraries were wonderful to visit with a great staff and many services for the public.

Chair Barron noted that staff cuts were required by a lower budget and staff reviewed data on branch use during the day and determined the cuts in open hours based upon use during those hours.

Trustee Saunders commented that he is an individual with a deep love of libraries and a great appreciation for the employees who work in them to serve the public. Saunders appreciated Ms. Clark's remarks and wished that the District could do more at this time as it is a sad day for him. Saunders noted that the Board has had to balance very tough issues in developing the budget which necessitated the cut in service hours.

Ms. Clark then asked about public access to the Nominating Committee Meeting and the Risk Management Committee Meeting. Counsel Welt confirmed that the meetings would be posted and open to the public.

Adjournment
(Item XI.)

Chair Barron adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Ron Kirsh, Secretary

2010 ATTENDANCE

APPENDIX A May 20, 2010 Regular Board Meeting

2010		January 14 Regular Board Mtg	January 27 Finance & Audit Cmte	February 11 Regular Board Mtg	March 4 Finance & Audit Cmte	March 11 Risk Management Cmte	March 11 Regular Board Mtg	April 1 Finance & Audit Cmte	April 8 Finance & Audit Cmte	April 8 Regular Board Mtg	May 12 Special Board Mtg	May 20 Regular Board Mtg						
Aguirre		P	P	P	P		P	P	P	P	A-E	P						
Barron		P	A-E	P	P	P	P	P	P	P	P	P						
Benavidez		A-E	A-E	P	A-E	P	P	P	P	P	P	P						
Carrasco		P	P	P		P	P		P	P	P	P						
Crear		P	A-E	P	A-E		P	P	P	P	P	P						
Davis-Hoggard		P	P	P	P	P	P	P	P	P	P	P						
Ence		P	P	P	P		P	P	P	P	A-E	P						
Kirsh		P		P			P		P	P	P	P						
Reese		P		P			P		P	P	P	P						
Saunders		P	P	P		A-E	A-E		P	P	P	P						

attended Committee meeting but not a member

A-E Excused absence

A-U Unexcused absence

as of 05/24/10