

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**LAS VEGAS, NEVADA**  
**NOVEMBER 9, 2006**  
**(approved January 11, 2007)**

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, November 9, 2006.

**Present:** Board: V. Davis-Hoggard, Chair F. Sponer  
L. Overstreet A. Arthurholtz  
K. Carter K. Benavidez

Counsel: G. Welt

Absent: E. Sanchez L. Harala  
A. Aguirre T. Wong

Staff: Robb Morss, Deputy Director, C.O.O.  
Numerous Staff

Guests: Richard Bowler and Martha Ford, Piercy Bowler Taylor & Kern

V. Davis-Hoggard, Chair, called the meeting to order at 6:00 p.m.

**Roll Call** All members listed above represent a quorum.

**Agenda** Chair Hoggard recommended that Item III. (Executive Session) be removed from the Agenda. Hoggard said the only new information to report is that the EMRB hearing is scheduled for December 7-8, 2006. The hearing was expedited at the request of the District as a first step in resolving the current labor negotiations. Trustee Carter moved to approve the Agenda as amended. There was no opposition and the motion passed.

**Executive Session for labor negotiations briefing by staff and Counsel. (Item III.)** Removed from the Agenda.

**Approval of Proposed Minutes Executive Committee Meeting, September 14, 2006, Regular Session, September 14, 2006 and Finance and Audit Committee Meeting, October 19, 2006. (Item IV.A-C.)** Trustee Sponer moved to approve the Minutes of the Executive Committee Meeting held on September 14, 2006. There was no opposition and the motion passed. Trustee Sponer moved to approve the Minutes of the Board of Trustees Meeting held on September 14, 2006. There was no opposition and the motion passed. Trustee Sponer moved to approve the Minutes of the Finance and Audit Committee meeting held on October 19, 2006. There was no opposition and the motion passed.

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### Chair's Report (Item V.)

Chair Hoggard announced that the Board of Trustees Meeting scheduled for December 14, 2006 would be cancelled.

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

There was no Director's report. Chair Hoggard announced that Deputy Director, C.O.O., Robb Morss would serve as the administration's representative as Executive Director Walters was excused due to illness.

Trustee Sponer requested that Item VI.A.1. (Public Services and Security Report) be discussed in more detail. Sponer moved to accept Reports VI.A.2-7. There was no opposition and the reports were accepted.

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

Trustee Sponer, referring to the monthly statistics report, noted a year-to-date drop at the Clark County Library (CCL) and Spring Valley (SPV) branches and requested information on what the District is doing to remedy the situation.

Mr. Morss replied that the District is evaluating why the circulation and other statistical factors are flattening out or dropping. The CCL branch demographics have changed over the last few years and circulation is falling off as a result. The branch used to have the highest circulation rates in the District, but the neighborhood is changing. Families are older and have fewer or no children. There are fewer UNLV students using the library since the opening of the university's Lied Library. Regarding the SPV branch, Morss said the numbers show more of a flattening out, since the branch is one in recent years that has shown the highest increases due to better access to the freeway, among other factors. Morss emphasized that the District is investigating the reasons behind the statistical changes.

Trustee Sponer noted the increases at the Las Vegas (45%) and Whitney (30%) branches and questioned whether a population shift accounted for the changes. Mr. Morss noted that Trustee Sponer was referring to the gate count for these two branches and reported that staff has been working hard to get more accurate numbers for this statistic. There are now "people counters" at each door and for the last few months, staff has been making an effort to get more accurate readings. In comparison to last year's gate count, the increase may be due to more accurate readings.

Chair Hoggard stated that her personal position is that all users of District facilities should have library cards. She feels that patrons who do not have cards should be strongly encouraged to get one, or not be allowed to use District resources.

Mr. Morss replied that new library card registration is up 11% YTD. Last month, a promotion set up by the Marketing Department entered each person who signed up for a Library card into a drawing to receive four tickets to the Disney on Ice Show. However, Morss said this is not just a one-month increase but a year long gain.

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Trustee Sponer moved approval of the Public Services and Security Report. There was no opposition and motion passed.

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

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

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

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

**Marketing Report (Item VI.A.6.)** Accepted.

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

**Unfinished Business (Item VII.)** None.

**Consent Agenda** Trustee Overstreet moved adoption of the Consent Agenda. There was no opposition and the motion passed.

**1. Discussion and possible Board action to approve a joinder with Clark County for the purchase of general office supplies from Corporate Express.**

**2. Discussion and possible Board action regarding award of a sole source contract in the amount of \$34,202.00 to Yamas Controls for the purchase of materials for the upgrade of the building controls**

system at the Las Vegas Library.

**3. Discussion and possible Board action to authorize the Executive Director to enter into a contract for Staff Day 2007.**

**(Items VIII.A.1-3)**

**Discussion and possible Board action regarding the Finance and Audit Committee's recommendation to approve the audit performed by Piercy Bowler Taylor & Kern for the year ending June 30, 2006. (Item VIII.B.)**

Trustee Arthurholtz asked Deputy Director, C.F.O. Fred James to present the report from the Audit Committee Meeting. Mr. James introduced the auditors, Mr. Bowler and Ms. Ford of Piercy Bowler Taylor & Kern.

Mr. James briefly called attention to the report, Opinion Letter and findings which had been distributed to Trustees and reviewed in detail with the Audit Committee. There were no questions from Trustees.

Trustee Sponer moved to approve the 2005-2006 Audit Report as presented by Piercy Bowler Taylor & Kern, and to incorporate the Opinion Letter into the official minutes of the Board of Trustees November 9, 2006 Meeting. There was no opposition and the motion passed.

The Opinion Letter is incorporated as Appendix A.

**Discussion and possible Board action regarding approval of the Schematic/Design Development Phase for the West Las Vegas Library Homework Help Center and efficiency remodel. (Item VIII.C.)**

General Services Director Steve Rice presented this item and indicated that Architect Winston Henderson was unable to be present due to a previous commitment.

Mr. Rice displayed floor plans which showed the current design of the West Las Vegas Library (WLV) and the proposed plan for the branch. The project will accomplish two objectives. The first is to build a prototype Homework Help Center (HHC) for the District. The second is to remodel the branch interior to incorporate the efficiency initiatives.

The HHC will be located in the current YPL and also encompass the current Adult Computer Lab which will be relocated. The design is meant to be flexible, using moveable furniture and laptops in order to utilize a variety of ways to serve the HHC users.

Mr. Rice continued that objectives of the efficiency program are to open up lines of sight for staff and increase space available to patrons. In order to achieve this, the current office and workroom space, and hallway leading to the theater will be removed. This will add several hundred square feet of useable space to the Public Services area which is where Periodicals will be relocated and expanded. A materials return

room for the automated sorting of materials with glass walls will be added. The Adult Computer lab will be relocated to the main branch area, several study areas in the main branch will be relocated to the HHC, the Special Collections area will be expanded, and a wall in the main branch area will be removed, improving sightlines and patron traffic flow in the branch. In addition, self-service kiosks will be added and the circulation desk will be redesigned and moved to a more central location. The manager's office and staff workrooms are also being relocated which will also improve sightlines for staff and patrons.

Mr. Rice emphasized that the efficiency project takes place within the existing walls of the branch. There will be no additions to the building.

Chair Hoggard asked if the branch would need to be closed during the renovation. Mr. Rice responded that a final decision has not been made yet. Rice continued to say that this is an extensive remodeling project for the branch and he said that if there is a way to maintain operations yet still be able to do the construction cost-effectively, he will try to do so. Hoggard said that if some sort of limited service could be provided, it would be very helpful, due to the high level of use of the branch by the community. Rice said the current plan is to do much of the work after-hours and try to maintain as much of the operation as possible.

Mr. Rice also commented that the renovations at the WLV branch for the efficiency project are anticipated to be far more extensive than other District branches due to the computer lab relocation and desire to open up more space for circulation and the self-check function.

Mr. Rice also discussed the project cost, budgeted at \$750,000. At this time, based on the statement of probable cost, there is no construction contingency. Rice will be discussing this with Mr. Henderson and is fairly confident, once the Board approves future design documents, that the budget can be tightened up to include a construction contingency.

Mr. Morss commented that staff was very happy with the design. He congratulated Mr. Henderson and his team. Morss also acknowledged the work of the WLV branch staff. Morss said they have worked very hard on developing the plan and giving Mr. Henderson and his team their ideas and feedback, based on the fact that they are in the building every day. Morss noted Assistant Branch Manager Barbara Coleman who was present for the Board meeting.

Mr. Rice went over the very aggressive construction schedule. At the next Trustees meeting in January, Rice plans to have the Construction Documents for this project and the new Centennial Hills branch for Board approval. Once that has been received, staff will move immediately to plans review and bidding on both projects.

Trustee Sponer congratulated staff on their work for the WLV projects. She is very proud that WLV will be the first branch to get a HHC and is thrilled that it will be ready for children for the next school year. Sponer also inquired about the Gallery space shown on the plan. Mr. Rice responded that this is one of the District's art gallery spaces.

Chair Hoggard acknowledged Felton Thomas, who was the previous WLV Branch Manager when HHC was first envisioned. He has been a large part of the process ever since and Chair Hoggard appreciates his work.

Trustee Sponer moved to approve the Schematic/Design Development phase for the West Las Vegas Library Homework Help Center and efficiency remodel and to authorize the Executive Director to have Winston Henderson Architects proceed with the Construction Documents Phase. There was no opposition and the motion passed.

**Presentation by  
staff and possible  
Board discussion on  
the District's  
multicultural  
programming  
initiatives.  
(Item.VIII.D.)**

Mr. Morss introduced Jennifer Schember, Community Outreach and Adult Services Coordinator to present this item.

Ms. Schember described the current makeup of diversity programming. For seven years, the District has celebrated the four nationally recognized heritage months: African American, Asian Pacific American, Hispanic Heritage and Native American as part of our Diversity initiative.

Although these months have been highly successful, the attendance has reached a plateau of about 14,000 per year in the last four years.

Ms. Schember continued by saying that District staff believes that this plateau is a result of other organizations (Clark County School District, the City and Clark County) establishing multicultural programming initiatives, which has increased the competition for the District. Authors and performers are in higher demand during these months, so it is sometimes difficult for the District to secure them. Over the past few years, staff has also noticed that there is much less interest from the community, advisory groups and the media.

These issues have been examined during meetings with staff members who have a vested interest in the Heritage months, including chairpersons, staff who have participated on the committees, as well as staff with these ethnic backgrounds. Staff agrees that these nationally recognized celebrations should be acknowledged throughout the entire year and not be limited to a single month of programming. In addition, District diversity initiatives should include other cultural groups and ethnic celebrations.

Ms. Schember announced that to revitalize this initiative, District staff are planning to adjust the programming approach to a year-long plan that includes a variety of programs that celebrate diversity throughout the year. The four recognized heritage months will still remain as a key focus, with a major event and a few smaller events during the designated month.

Ms. Schember also said that, in addition to the recognized heritage months, the District plans to acknowledge these cultures throughout the year. Other events during the year could include: Martin Luther

King Day during January, Chinese New Year in February, Cinco de Mayo during May, the Juneteenth celebration in June, and Philippine Heritage in October.

Staff will also include other ethnic celebrations (Persian and Scottish), which staff has explored and have been very successful. For example, the previous Saturday, a District-sponsored Scottish Heritage event drew approximately 750 guests over a 3-4 hour period. Staff also plans to expand District cultural events to include programming for gays and lesbians, people with disabilities and seniors.

Overall, Ms. Schember said staff believes that honoring diversity is tremendously important to our District and community and staff is attempting to evolve and expand previous initiatives to further reach out and recognize all types of diversity.

Chair Hoggard thinks the changes are wonderful as she has always had a problem celebrating only one month of the year of African American history and she applauds staff for their efforts.

Trustee Benavidez asked whether attendees of District programs through a partnership with an outside organization, such as the City of Las Vegas/Councilman Weekly's Youth Leadership Conference, are accounted for in these attendance numbers. Mr. Morss replied that for District programs done in conjunction with another group, the attendees are counted in the appropriate area. Morss continued to say that in the past seven years of celebrating the ethnic heritage of many groups, the District has established some great partnerships with the City, County and Clark County School District.

Chair Hoggard added that even though the District had some competition during the Heritage months, the District does things better. Ms. Schember stated that the District would continue to do so.

There is no action required by the Board.

**Announcements  
(Item IX.)**

The next Board Meeting will be held Thursday, January 11, 2007 in the Las Vegas Library at 6:00 p.m.

**Public Comment  
(Item X.)**

Three individuals signed up for Public Comment.

Gary Mauger, representing Teamsters Local 14, spoke about the bargaining unit's dispute with the District. At the request of Counsel Welt, he provided his written remarks which are incorporated into the minutes as Appendix B.

Arthur Cabrales and Antonio Rosales waived their opportunity to speak once Mr. Mauger had spoken.

**Adjournment (Item  
XI.)**

Trustee Sponer moved to adjourn the meeting at 6:35 p.m. There was no opposition and the motion carried.

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Respectfully submitted,

Kelly Benavidez, Secretary

**LAS VEGAS – CLARK COUNTY  
LIBRARY DISTRICT**

**REQUIRED  
COMMUNICATIONS  
LETTER**

**JUNE 30, 2006**

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Audit Committee and  
Board of Trustees  
Las Vegas - Clark County Library District  
Las Vegas, Nevada

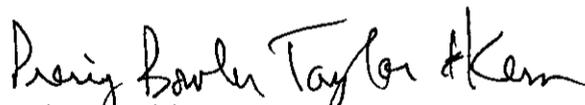
RE: Required Communications

Ladies and gentlemen:

As part of our engagement to audit the basic financial statements of the Las Vegas - Clark County Library District (the District) as of and for the year ended June 30, 2006, we are required under auditing standards generally accepted in the United States to communicate certain matters to the Audit Committee and Board of Trustees for the purpose of assisting them in meeting their responsibility for oversight of the financial reporting process. This report contains those required communications.

The matters reported herein were considered in forming our opinion on the District's basic financial statements contained in our report dated October 6, 2006, and these matters do not change that report.

This report is intended for the information of the Audit Committee, Board of Trustees and management. However, this report is a matter of public record, and its distribution is not limited.

  
October 6, 2006

**SIGNIFICANT AUDIT ADJUSTMENTS**

Our audit resulted in two significant adjustments to the basic financial statements for the fiscal year ended June 30, 2006. The circumstances leading to the adjustments and the individual amounts of the adjustments have been provided to your accounting staff.

Significant audit adjustments involved recording capital assets and accrual of accounts payable. Making these adjustments avoided approximate net understatements of assets (\$717,400) and liabilities (\$165,600), and an approximate net overstatement of expenses (\$551,800).

Management requested us, and we agreed, to waive as immaterial a proposed adjustment to intergovernmental revenues and receivables in the general fund of approximately \$145,500.

**DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT**

Management cooperated fully, and no significant difficulties were encountered that impeded timely completion of the June 30, 2006, audit.

**MATTERS INVOLVING INTERNAL CONTROL**

**Requirements, definitions and objectives**

As required by auditing standards generally accepted in the United States and the terms of our engagement, in planning and performing our audit, we considered internal control solely to determine the auditing procedures to be employed for the purpose of enabling us to express our opinion on the basic financial statements and not to provide assurance on internal control. Therefore, we express no opinion or other form of assurance thereon. Significant deficiencies are matters relative to the design or operation of internal control that come to the auditors' attention that, in the auditors' judgment, could adversely affect the District's ability to record, process, summarize, and report financial data consistent with the assertions of management embodied in the District's financial statements prepared in accordance with accounting principles generally accepted in the United States. A material weakness is a significant deficiency that, in the auditors' judgment, is so serious that the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that errors or fraudulent acts in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We discovered no matters involving internal control or its operation that we consider to be material weaknesses. Our consideration of internal control would not necessarily disclose all matters in internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses.

The principal objectives of effective internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that all transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of the District's basic financial statements in accordance with generally accepted

accounting principles. The concept of reasonable assurance requires that management, in fulfilling its responsibility, make estimates and judgments to assess the expected benefit and related costs of control procedures.

Because of inherent limitations in any internal control, errors or fraudulent acts may occur and not be detected. In addition, there is a risk that procedures may become inadequate in future periods because of changes in conditions and the degree of compliance with the procedures may deteriorate.

#### **OTHER INFORMATION FOR INDEPENDENT OVERSIGHT COMMITTEES**

**Auditors' responsibility under generally accepted auditing standards.** As stated in the first paragraph of our report on the District's basic financial statements, our responsibility as independent auditors, under auditing standards generally accepted in the United States, is to express an opinion, based on our audit, on the basic financial statements, which are the responsibility of District management. Our responsibilities, as contrasted with management's, are spelled out more fully in our letter of engagement dated February 17, 2006.

Despite any assistance we may have provided to management in its preparation, our responsibility for information accompanying the basic financial statements is limited to (a) reading such information to ascertain that it is materially consistent with information presented in the District's audited basic financial statements (b) considering whether such information may contain what appear to be material misstatements, and (c) assuring the satisfactory resolution of our concerns, if any. In this instance, we performed the required procedures, and any changes requested by us in this process were satisfactorily made and all questions raised were satisfactorily resolved.

In considering the matters reported herein, you should be cognizant of your responsibility for oversight of the financial reporting process and management's responsibilities for establishing and maintaining an effective internal control subject to regulatory approval, and for the basic financial statements.

**Significant accounting policies and management judgments and estimates.** The significant accounting policies employed by the District are disclosed in Note 1 to the basic financial statements and are essentially as prescribed or recommended by the applicable authoritative literature for, or commonly used by, governmental entities.

**Communication with management, consultation with other accountants and major issues discussed with management prior to retention.** We are also required by professional standards to communicate any significant disagreements with management, consultations by management with other accountants that we become aware of, or discussions with us prior to our retention regarding any major issues, over the application of accounting principles, management's judgments about accounting estimates, disclosures to be made in the basic financial statements, the scope of the audit or the wording of the auditors' report, regardless of whether the matter was satisfactorily resolved.

No such disagreements were encountered in our audit of the District's basic financial statements, nor are we aware of any consultations with other accountants, nor were we consulted prior to retention, regarding any such matters.

## Library District Board Meeting

11/09/06

Madam Chair and Members of the Board:

I did not intend on speaking at tonight's meeting until I received the agenda and saw Agenda Item 3. I believe it was curiosity that prompted me to be here. There were no labor negotiations since August 28, 2006, but a briefing was conducted at the September District board meeting. This made me wonder what was being discussed since there were no further meetings between the parties.

That being said, let me clarify my position relative to the last meeting at which I appeared. The board, knowing that I

was going to be on the Public Comments portion of the agenda, moved their labor relations portion to just after public comments. After my comments were presented, I left the meeting. Much to my surprise, I was asked to come back into the auditorium to debate the virtues of my comments. Public comment is just that. It is not a forum for debate. So I chose not to return. (PAUSE)

Let me offer you an opportunity for you as trustees along with your representatives, to sit down in a meeting to allow us an opportunity to give the real facts of what is going on in these negotiations.

There is more than the issue of seniority on the table. Even if the seniority issue is resolved, there are still 4 other issues remaining to be resolved.

The first item is a wage and comp study. You need to hear what was said about this at the bargaining table.

Second, technology \_Once the current proposed labor agreement is signed, Article 15, Section 15.1 a. as set forth by the district would make it impossible for the union to discuss the effect of any changes regarding hours, wages, or conditions of work upon the employees of the Library District.

Third, safety—A price cannot be put on health and safety.

I have no idea what you have been told, but the district's refusal to develop a policy regarding safety and health is unacceptable. Your employees deserve the best working condition, nothing less.

Fourth: Removing the librarians from the non-supervisor unit to allow the district to pick and chose who goes where.

For example, the filling of vacancies, promotions and transfers. Under normal circumstances, this disagreement under NRS 288 would have gone to arbitration. The district's position is a refusal to discuss it.

For all of the above and more, please accept my invitation to attend a meeting at a time mutually agreed upon by the parties so we can address this with some semblance of understanding of the issues.

In closing, the Teamster members stand united in their effort to reach a fair and equitable labor agreement. They work hard to make the district what it is today and do not

always receive the recognition they deserve. We want only  
to continue our ability to make this district better than it  
already is.

Thank you.